

## **CABINET ROUNDTABLE ITEMS**

### **HUMAN RESOURCES**

**October 14, 2009**

#### **Cabinet Quiz**

Must a supervisor provide the time for an employee to complete the PDQ for the Classification Study during working hours? Can the employee refuse to complete the questionnaire?

#### **Adjunct Faculty**

Human Resources has processed 127 new Fall adjuncts. At the request of Educational Services and in cooperation with IT and Educational Services, a new procedure was developed so that email, phone and WebAdvisor services would be established as soon as HR was notified that a new adjunct had been approved by the EVP. An offshoot of this revised process was the development of a daily new hire report generated by HR. This report is automatically generated on a daily basis and alerts IT of all new hires so that the set up of communications services can be established as close to the hire date as possible.

Like our sister institutions, we continue to struggle with the State's requirement to enroll adjuncts in a pension plan within 30 days of the semester start. Of the 127 new adjuncts, 78 have completed the required pension forms. Of the 95 additional returning adjuncts who did not teach in the Spring, 2009, 66 have completed the required pension forms. Susan Gura is working diligently with the Division Administrators and Department Chairs to get responses from the adjuncts, to avoid "force-enrolling" them in the ABP.

#### **Adjunct Diversity Statistics**

In 2003 there were 491 Adjunct Instructors hired for the Fall semester and 44 were racially diverse. This represented 9 percent of the Adjunct population.

In 2009, 78 of the 688 Adjunct Instructors hired for the Fall semester were racially diverse. This represented 11.3 percent of the Adjunct population.

The Adjunct population grew from 491 to 688 representing a growth of 40.1 percent over the years. At the same time the racially diverse Adjunct population grew from 44 to 78. This represents a growth of 77.3 percent for the racially diverse population.

#### **Classification Study**

Jim Fox of Fox Lawson & Associates, along with Human Resources, conducted 6 meetings on October 7 & 8. Four open employee meetings were conducted to review the purpose of the study and the Position Description Questionnaire (PDQ) that must be completed by all administrators and support staff. Over 280 employees attended the meetings. Prior to the open meetings, Jim Fox and HR met with Cabinet and the Classification Committee to gain their insights into the current reclassification process and hear suggestions for components of an improved Classification system. Jim Fox discussed with the Committee the separation of compensation from classification and the Study's focus on classification. A new "Classification Study Information" page has been established that contains the open employee

meeting Power Point presentation, the Position Description Questionnaire, the members of the Classification Committee, and Dr. Burnham's September 10 'kick off' memo.

## **Recruitment**

**Faculty 2010** – The faculty recruitment process began significantly earlier this year with the expectation that employment decisions will be made on a more timely basis for Fall 2010 faculty positions. The earlier time schedule allowed the following enhancements to the process:

- Recruitment can be expanded to university job fairs and use of on-line college recruitment systems.
- Broader advertising has been accomplished with the time to get vacancy information to profession-specific sources.
- Earlier preliminary review of applicants and release of information through People Admin so applicants' online information is ready for review by the Interview Chair/ Committee on an ongoing basis.
- Earlier identification of Interview Committees with the understanding that commitment to serve includes availability to review candidate applications prior to mid-January, availability to meet in the Fall as a committee to review the process and charge, and availability to conduct interviews and make recommendations in late January and early February.

To meet these expectations, Dr. McMenemy is asking the ADDs to finalize the interview committees so that the committees can be charged and can begin on on-going review of candidates on-line. HR will also review the on-line application management system with the committees, provide appropriate orientation, and assist the committees with the development of interview questions.

In addition to traditional recruitment sources, select sources are being used such as:

Instructor, Architecture - AIA (American Institute of Architects) website

Instructor, Mathematics - ANATTC (American Mathematical Associate of Two-Year Colleges) website and AWM (Association for Women in Mathematics) website

Instructor, History - World History Association website

**Recruitment efforts for diverse candidates** for the faculty include the following:

- 1) Use of *MonsterTrak* - online links used by HBCUs to highlight employment opportunities,
- 2) Use of *Simplicity and e-Recruit* – online systems to set on-campus appointments with interested individuals,
- 3) Open job fairs

Several of the HBCUs held job fairs in early September and encouraged recruiters to follow-up through *Simplicity* and *MonsterTrak* to make one-to-one appointments on campus. An Academic Division Dean and Sondra Cannon will attend the job fairs at Morgan State University and Delaware State University this week and next. All of the regional HBCUs have received our faculty vacancy announcements

through direct mail as part of the diversity out-reach. (We are also making plans to attend fairs at Rowan University and the College of New Jersey later in October.)

Based upon available data, a few in-state schools with highly diverse student enrollment have scheduled fairs for Spring '10. We will keep these in mind but hope to have concluded our searches by then. In the meanwhile, these universities are being contacted about our vacancies through direct departmental / organization mailings.

Ads are appearing in both *DiverseInc* and *Hispanic Outlook* on a nationwide basis. These advertisements are also picked up by additional job sites for free including *Indeed*, *CareerBuilder*, *jobfinder* and *nj.com*.

### **Labor Relations**

On October 8<sup>th</sup>, initial negotiations meetings were conducted with each of the three Associations. Additional sessions were scheduled as follows:

November 10	PSA 2:00-3:30	Fac 4:00-6:00
November 17	PSA 1:30-3:00	Admin 3:30-5:00
December 1	PSA 1:30-3:00	Admin 3:30-5:00
December 4	Fac 12:00-2:30	
December 14	PSA 12:00-2:00	Admin 2:30-4:30
December 18	Fac 2:00-4:30	
January 7	PSA 1:30-3:30	
January 22	Faculty 2:00– 4:30	
February 12	Faculty 2:00- 4:30	

New contract proposals will be exchanged at the next scheduled meetings.

### **Performance Recognition**

The deadline for completing the initial one-page application for Performance Recognition was September 30. Twenty-nine candidates were deemed eligible; we hope all 29 candidates submit packets for consideration.

Dean Sensi conducted three information sessions last week, reviewing the process for completing the PR packets. The meetings were also an opportunity to distribute a recommended format developed as a result of 2 meetings in the Spring and early Summer with members of the Local and College-Wide Performance Recognition Committees. The recommended format was suggested to help candidates organize the description of their contributions as they relate to their departments or the College and the connections these have to the Matrix, Mission, Vision and Values.

The Committees have also been finalized, thanks to your approvals in late September.

### **Council of County Colleges' Best Practices Conference**

As you probably already know, the CCC's Best Practices Conference is scheduled to take place at Brookdale next April 23<sup>rd</sup>. As the Chair of one of the statewide associations, Dean Sensi is on the Planning Committee and participated in a teleconference last week with other members of the

committee. The call illustrated Brookdale's commitment to engineered leadership. The majority of the conference call participants and a substantial number of committee members are Brookdale administrators!

This year, the conference will not have a Thursday evening session, nor will there be mini-presentations. All workshops will be 1 hour concurrent sessions. The RFPs will be going out by mid-October.

### **Quiz Answer**

For all non-exempt (PSA and Confidential) employees, the supervisor must provide paid time to the employee to complete the questionnaire. Administrators should also be given work time to complete the questionnaire but compensation is not required if the administrator chooses to complete the questionnaire on his/her own time.

The PDQ is a critical component of the Classification Study and will negatively impact the effectiveness of the Study if employees do not complete the document thoroughly and accurately. Supervisors are expected to submit PDQs for every employee reporting to them. If a supervisor directs an employee to complete the PDQ and the employee refuses, the employee may be disciplined for insubordination.