

**Human Resources Committee  
Meeting Summary  
April 29, 2009, 2:00 – 3:30, B9-120**

**Members Present:** Sandra Comerford (Chair), Bernard Gershenson, Kathy McEachron, John Martinez, Yuriy Sushko, Eileen O'Brien

**Members Absent:** *Natasia Kapunia*

**Guests Present:** *None.*

**Action on Agenda:** *John Sewart and Milla McConnell-Tuitte of PRIE will not be able to meet today. Will reschedule for May 18.*

**Action on Meeting Summary:** *None.*

**Issues Discussed:**

**Update on IPC:**

- IPC is in the draft stage of selecting our college priorities which derive from the Strategic Plan. These are the priorities they are considering:
  - Improve student success
  - Promote academic excellence
  - Create high quality services and programs (e.g., Allied health and Green technologies)
  - Promote fiscal environment
  - Enhance Institutional Dialogue
  - Promote Professional Development
- After some discussion, we agreed that we wanted to ensure that one of the core strategies (listed above) should address staffing and HR issues.

**HR Plan Development:**

- Sandra presented and distributed a preliminary HR Plan which she developed.
- Sandra reviewed the EMP, Strategic Plan, accreditation information, similar plans at other colleges, etc. and extracted HR plan information from them to develop this preliminary plan.
- Our plan is due by May.
- We reviewed the HR Plan draft and identified a few initial areas for revision:
  - Information in the Employee Relations section should be changed to Performance Review and then refer to contract sections that deal with AFT and CSEA.
  - Change "Professional Development" term to "Professional/Staff Development" for Faculty, Staff, and Administration to clarify that it is designed for both faculty and staff. Most people think that professional

development refers to faculty only while staff development is a term used for classified staff development.

- o change the term “Recommended Steps” to “Recommended Outcomes” and “Recommended Outcomes” to “Action Steps.”
- Sandra distributed the Accreditation Reference Handbook and Guide to Evaluating Institutions both ACCJC publications.
- Will review each of these documents independently, review the preliminary HR plan and bring our comments to the next meeting on May 18.

**Actions Items:**

Discussion	Action	Person(s) Responsible	Timeline
Arrange for PRIE to meet with HR Committee	Contact PRIE for availability	Sandra Comerford	May 18
Ensure staffing & HR issues be included in IPC strategies	Will address during next IPC meeting	Sandra Comerford	May 4
Revise HR Plan Draft	Make changes and send it to committee	Sandra Comerford	May 18
Review HR Plan Draft making further revisions	Make revisions	Entire committee	May 18

**Agenda for Next Meeting:**

- *Approval of April 29 meeting minutes*
- *Meet with PRIE – John Sewart, Milla McConnell-Tuitte*
- *Review Draft of HR Committee Plan*
- *Report on IPC meeting regarding strategies to include in HR committee*

**Next Meeting:** *May 18, 2:00 – 3:30, B 16, Rm 141*

**Summary Prepared by:** *Eileen O’Brien*