

**Human Resources Committee
Meeting Summary
October 8, 2009, 2:30 – 4:00, KCSM Small Conference Room**

Members Present: Sandra Comerford (Chair), John Martinez, Colleen Kirby, Natassia Kapuniai, Eileen O'Brien,

Members Absent: *Kathy McEachron*

Guests Present: *Issa Ibrahim who will be student rep on committee in spring.*

Action on Agenda: *None*

Action on Meeting Summary: Approved with a few minor changes

Issues Discussed:

1. We discussed some of the difficulties we might face being that we are the only HR committee in the SMCCCD district. We might encounter some reluctance from the district HR dept. if we inquire about certain procedures or question their protocol.
2. We identified two major pieces of the HR Plan that need to be completed before the next meeting:
 - a. Part 2 -- The sections (boxes) (Institutional Priorities Addressed by Goal, Evaluation or Assessment of Goal, College Indicators, Relationship to Other Key Planning Documents) between each goal and objective need to be completed. We discussed the process to use for completing these areas on each of the 4 docs. Sandra volunteered to complete them and then bring them back to the committee for review.
 - b. Part 1 Narrative – how to tackle the writing of each part
 - i. We discussed who would write each of A – E's descriptions:
 - A – Eileen
 - B – Colleen
 - C – Colleen
 - D -- Sandra
 - E – We'll complete it together at next meeting
3. The Accreditation Oversight Committee asked Sandra to talk with the HR committee about reviewing the library staffing levels by Dec, if possible. They would like us to focus on one piece of the standard. Sandra has started looking at background info in advance of developing the draft to address the plans for improvement of Standard 2C 1.A from the self-study. The Accreditation Oversight Committee would like the initial draft to be written for the mid-term report for WASC. It needs to be compiled into one report during the summer and then sent to WASC in Oct 2010.

Actions Items:

Discussion	Action	Person(s) Responsible	Timeline
Part 2 – Sections between Goal and Objective	Complete each one	Sandra	Oct 22
Part 1 -- Narrative Section	Write the text for Narratives A-D	Each committee member has been assigned a section (see above)	Oct 22
Library	Review plans for improvement of Standard 2C 1.A from self-study	Sandra and others	Dec 2009

Agenda for Next Meeting:

- *Approval of Sept 22 meeting minutes.*
- *Share each of our pieces A- D.*
- *Group discusses and drafts E.*
- *Review Sandra's boxes for each of three goals.*

Next Meeting: October 22, 2009, 2:30 – 4:00 in small conference room at KCSM

Tentative follow up date: Oct 29

Summary Prepared by: *Eileen O'Brien*