

**Human Resources Committee
Meeting Summary
November 17, 2009, 1:00 – 2:00, KCSM Small Conference Room**

Members Present: Sandra Comerford (Chair), John Martinez, Kathy McEachron

Members Absent: Issa Ibrahim, Eileen O'Brien, Colleen Kirby, Natassia Kapunia

Guests: Lorrita Ford

Action on Agenda: *None*

Action on Meeting Summary: Approved

Issues Discussed:

1. The Human Resources Committee reviewed a draft of the first half of the Plan for Improvement Standard II.C.1.a: Review the Adequacy of Staffing for the CSM Library, presented by Lorrita Ford.
2. Committee members made a number of suggestions.
3. Lorrita will incorporate these suggestions in the draft, and the revised version will be mailed to all the HRC members by Wednesday, Nov. 25, with responses due by Wednesday, December 2.
4. Lorrita will review any responses.
5. She or Sandra will then forward the final draft of the progress report to Susan Estes by Friday, December 4.

Discussion	Action	Person(s) Responsible	Timeline
HRC discussed and made suggestions to library plan for staffing improvements presented by Lorrita Ford	Lorrita Ford will revise the plan, incorporating HRC suggestions	HRC will receive revised plan by 11/25 and respond by 12/2. Progress report will be sent to Susan Estes by 12/4	11/25 – 12/4

Agenda for Next Meeting: Begin working on our Goals and Objectives.

Next Meeting: February 11, 2010

Summary Prepared by: Eileen O'Brien