

**Human Resources Committee
Meeting Summary
February 11, 2:00 – 3:00, B 14- 202**

Members Present: Sandra Comerford (Chair), Kathy McEachron, Issa Ibrahim, Eileen O'Brien,

Members Absent: Colleen Kirby

Action on Agenda: *None*

Action on Meeting Summary: Approved

Issues Discussed:

1. Discussed action steps for each HRC goal and assigned member responsible for completion of goal.
2. Goal 1 – Kathy will develop a check list based on her knowledge of human resources. She will contact the district HR dept. to get information about the procedures used for hiring faculty, administration, and classified.
3. Goal 2 – Objective 1: Colleen will be responsible for this along with Sandra. They'll look at staffing levels and review program reviews.
4. Goal 2 – Objective 2: Will be delayed.
5. Goal 3 – Obj 1.1: Eileen will handle. She will compile a list of ongoing and one time only professional development activities -- from Senate, BSI, CSEA, etc. She will check with Skyline to see if they have person who tracks professional development activities. Eileen will contact Carol Rhodes at Canada who may be responsible for this and to learn who might perform this at Skyline.
6. Goal 3, Obj 1.2 – we will talk with PRIE regarding our needs. They will compile mass survey formed from the various survey needs of each committee.
7. Goal 3, Obj 1.3 – Issa will complete this.
8. Obj 1.4: the entire committee will complete after we get the survey results.
9. Obj 1.5: Eileen will do

Discussion	Action	Person(s) Responsible	Timeline
See above	See above	See above	To be completed by March 25, our next meeting

Agenda for Next Meeting:

- Individuals report on HRC goal and objectives research.
- Visit by Jennifer Hughes, Susan Estes, Milla McMcConnell-Tuite, and Diana Bennett.

Next Meeting: March 25, 2010 from 2:00 – 4:00 – location B15-155.

Summary Prepared by: Eileen O'Brien