

**Human Resources Committee
Meeting Summary
March 25, 2010 2:00 – 3:30, B 15, 155**

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

Members Absent: None

Guests: Jennifer Hughes, Milla McMcConnell-Tuite, Diana Bennett

Action on Agenda: None

Action on Meeting Summary: Approved

Issues Discussed:

1. Goal 1 – Kathy presented info on min quals for faculty, faculty selection procedures, and statement from Debbie Carrington. Kathy feels that hiring procedures for all groups are well established, but may not be followed by each hiring committee. EEOC mentioned in each announcement and the procedures.
2. Goal 2 – Objective 1: Sandra and Colleen worked on this goal. Sandra talked with John Sewart about codings and their use in other community colleges. Asked all deans for staffing level for fall and areas of need. Still waiting to hear from a couple of deans regarding staffing levels.
3. Goal 2 – Objective 2: Outline of procedure manual for annual assessment will be delayed until spring 2011 or until we've gone through the cycle once.
4. Goal 3 – Obj 1.1: Eileen presented list of professional development activities -- from Senate, BSI, CSEA, etc.
5. Goal 3, Obj 1.2 – we will talk with PRIE regarding our needs. They will prepare survey formed from the various survey needs of each committee.
6. Goal 3, Obj 1.3 – Issa presented pages from EMP which will be used to make recommendations for training programs offered at CSM.
7. Jennifer, Milla and Diana shared info about our work plans from IPC perspective. They found our plan overall to be good.
 - Two parts to plan – narrative and working plans. We did a good job of describing our processes to date – committee membership and process for putting together our plan with minutes and members.
 - Feedback about the Narrative –
 - Need greater elaboration about data e.g., need to better analyze data, offer planning assumptions, and recommendations for future changes. Our committee has been confused about which report requires deeper analysis. Jennifer suggested looking at data, making assumptions, and implementing those goals that best address the areas that are lacking elaboration. The changes need to be implemented in our work plan and woven into the narrative. No planning assumptions were included in the report. We need to address more global trends. We could state that a portion of employees fall within the retirement zone.
 - Although we were trying to meet accreditation standards, we need to develop our plans for their own purpose, not just for accreditation. We need to deemphasize the accreditation goal – p. 4 top of page and with SWOT

analysis – strengths – mention basic skills. Under weaknesses -- change terminology about laying off employees.

- Feedback about our Goals. They are realistic and well thought out. Having three to four goals is reasonable.
 - Eval/Assessment of Goal – we have been struggling with the definition of this. Need to talk with Milla to strengthen this section.
 - We’re not projecting staffing needs for programs on hiatus.
 - Jennifer -- we can’t make professional development recommendations.
 - Challenge of matching goal with institutional priority. Not always perfect fit between two or it may not be there.
 - Action steps are well articulated and there’s a good connection with the planning docs – EMP, vision statement, etc.
 - Jennifer said that they found the meeting with committee chairs to be very productive – starting to see gaps between our campus committees and district. Our committee needs to work with HR at district. All committees need to make linkage with district staff.
 - Sandra stated that there will be changes to the completion dates so that they are more realistic.
 - Kathy emphasized that we are only a recommending body; we have no power to implement our recommendations.
 - Revisions to the plans are due on April 16 to Jennifer, Milla and Diana. Will be posted on PRIE for review. With revisions don’t need to include this semester’s work, but we can finish out the fall through Nov 9, 2009.
 - These committees help institution move in solid direction.
 - We’ll double check on our minutes and agenda postings.

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	Make revisions to plans	Sandra	April 16

Agenda for Next Meeting:

- Review plans Sandra sent to committee on April 16
- Review Kathy’s report about the hiring procedures
- Decide future meetings and plans

Next Meeting: May 20, 2010 from 1:00 – 2:00 – location B15-155.

Summary Prepared by: Eileen O’Brien