

Human Resources Committee Minutes from March 13, 2009

Members Present: Sandra Comerford, Eileen O'Brien, Bernard Gershenson, Kathy McEachron, John Martinez, Yuriy Sushko, Susan Estes, Jennifer Hughes, Diana Bennett

Member's Absent: Student Representative – Megan Claire

Guests Present: Susan Estes, Jennifer Hughes, Diana Bennett

Review Meeting Agenda: None

Review Note Summary: None

March 13, 2009 Note Summary: Eileen O'Brien

This was the first meeting of the Human Resources Committee. Each individual introduced themselves. Susan Estes, Jennifer Hughes and Diana Bennett attended and gave an overview of the role and purpose of the committee. They emphasized the importance of selecting a chairperson and recorder at this, our first, meeting. Our second order of business would be to identify our mission statement which needed to be submitted by the end of March so that it could be included in the Faculty Handbook for fall 2009.

Our discussions about the role of the committee included:

- Members are required to participate for a two-year period. Each member committed to this time period.
- A chairperson and recorder need to be identified whose names would be submitted to Susan Estes within the next week.
- The role of the chairperson would be to attend IPC meetings and to exchange info by bringing information to the IPC from the committee and to bring information from the IPC back to the committee
- We selected a Chairperson – Sandra Comerford. Eileen O'Brien will be the primary Recorder and Kathy McEachron as alternate Recorder.
- Our committee needed to address the frequency, location and dates of future meetings.
- We briefly scanned the Strategic Plan and Education Master Plan (EMP) both of which were provided to each member.
- We began a list of possible areas of committee responsibility:
 - To ensure that the college is in alignment with other community colleges of the same size in terms of the percentage of administrative, classified and faculty hires
 - To consider the needs of our students when making hiring decisions
 - Establish benchmarks for the committee to reach
 - Look at the State Chancellor's Office website for information about college hiring practices and stats. Ask John and Milla about this
 - Consider the economy of California and how that will affect our HR planning
 - Upcoming managed hiring will require everyone involved in the process to be flexible in the handling of position control
 - Alarm/concern about recent District job announcements in the light of possible layoffs and managed hiring
 - Report our findings to the ASGC and bring their responses back from the ASGC

A draft of the mission statement was presented to the committee for an initial review. A cursory review prompted these considerations:

- Need to review the appropriate staff levels for classified, faculty, and administrative staff at CSM.
- Whether administrative staffing levels were at the appropriate level?
- Need to work with budget planning committee to be better informed about budget for each staff hiring level.

Other discussions:

- First meeting of IPC will be on March 30. IPC will be attended by committee chairs.
- The IPC will address the mission and strategic plan of the college including goals and objectives outlined in the EMP.
- The IPC will review the annual work plans for each committee.
- PRIE will post all committee agendas and minutes to their website for review by the public. This is important since ACCJC will be reviewing this site to ensure that each committee is meeting and taking steps to advance their mission and work plans and for evidence that what we purport to be true is true.
- PRIE (John Sewart and Milla McConnell-Tuite) will be invited to attend one of our meetings so that we can discuss research info vital to our purpose and direction.

The committee reviewed the EMP. Each member was assigned a different section of the EMP to read and summarize for our next meeting.

Our next meeting will be on **March 27** from **11:00 – 1:00** in **Building 9, Room 120**.

March 27 Agenda

1. Approval of March 13, 2009 meeting minutes (after notes have been approved they will be sent to PRIE for posting on the PRIE site).
2. Each member will discuss the findings from the section of the EMP that they were responsible for reading.
3. Review the mission statement with our ideas and comments.
4. Create a list of statistics and data that we'll need from PRIE.