Human Resources Committee
Meeting Summary
April 29, 2009, 2:00 - 3:30, B9-120

Members Present: Sandra Comerford (Chair), Bernard Gershenson, Kathy McEachron, John Martinez, Yuriy Sushko, Eileen O’Brien

Members Absent: Natasia Kapuniai

Guests Present: None.

Action on Agenda: John Sewart and Milla McConnell-Tuitte of PRIE will not be able to meet today. Will reschedule for May 18.

Action on Meeting Summary: None.

Issues Discussed:

Update on IPC:
- IPC is in the draft stage of selecting our college priorities which derive from the Strategic Plan. These are the priorities they are considering:
  - Improve student success
  - Promote academic excellence
  - Create high quality services and programs (e.g., Allied health and Green technologies)
  - Promote fiscal environment
  - Enhance Institutional Dialogue
  - Promote Professional Development
- After some discussion, we agreed that we wanted to ensure that one of the core strategies (listed above) should address staffing and HR issues.

HR Plan Development:
- Sandra presented and distributed a preliminary HR Plan which she developed.
- Sandra reviewed the EMP, Strategic Plan, accreditation information, similar plans at other colleges, etc. and extracted HR plan information from them to develop this preliminary plan.
- Our plan is due by May.
- We reviewed the HR Plan draft and identified a few initial areas for revision:
  - Information in the Employee Relations section should be changed to Performance Review and then refer to contract sections that deal with AFT and CSEA.
  - Change “Professional Development” term to “Professional/Staff Development” for Faculty, Staff, and Administration to clarify that it is designed for both faculty and staff. Most people think that professional
development refers to faculty only while staff development is a term used for classified staff development.
- change the term “Recommended Steps” to “Recommended Outcomes” and “Recommended Outcomes” to “Action Steps.”
- Sandra distributed the Accreditation Reference Handbook and Guide to Evaluating Institutions both ACCJC publications.
- Will review each of these documents independently, review the preliminary HR plan and bring our comments to the next meeting on May 18.

**Actions Items:**

<table>
<thead>
<tr>
<th>Discussion</th>
<th>Action</th>
<th>Person(s) Responsible</th>
<th>Timeline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Arrange for PRIE to meet with HR Committee</td>
<td>Contact PRIE for availability</td>
<td>Sandra Comerford</td>
<td>May 18</td>
</tr>
<tr>
<td>Ensure staffing &amp; HR issues be included in IPC strategies</td>
<td>Will address during next IPC meeting</td>
<td>Sandra Comerford</td>
<td>May 4</td>
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<tr>
<td>Revise HR Plan Draft</td>
<td>Make changes and send it to committee</td>
<td>Sandra Comerford</td>
<td>May 18</td>
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<tr>
<td>Review HR Plan Draft making further revisions</td>
<td>Make revisions</td>
<td>Entire committee</td>
<td>May 18</td>
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**Agenda for Next Meeting:**
- Approval of April 29 meeting minutes
- Meet with PRIE – John Sewart, Milla McConnell-Tuitte
- Review Draft of HR Committee Plan
- Report on IPC meeting regarding strategies to include in HR committee

**Next Meeting:** May 18, 2:00 – 3:30, B 16, Rm 141

**Summary Prepared by:** Eileen O’Brien