

**Human Resources Committee
Meeting Summary
September 22, 2009, 2:30 – 4:00, KCSM Small Conference Room**

Members Present: Sandra Comerford (Chair), John Martinez, Colleen Kirby, *Kathy McEachron*, Eileen O'Brien

Members Absent: Natassia Kapunia

Guests Present: *None*

Action on Agenda: *None*

Action on Meeting Summary: Approved

Issues Discussed:

1. **Review of Goal #1** – “Ensure parity across hiring procedures.” **Objective 1**
 - a. Discussed Action Steps and Outcomes/Deliverables.
 - b. Discussed how we might assess District HR's procedures and issues of consistency in hiring across the district.
 - c. Proposed Leads: Kathy and John
 - d. Timeline – Spring 2010

2. **Review of Goal #2** – “Developing an assessment of the college's human resources needs in light of retirements and separations, and anticipated areas of growth or decline.” **Objective 1**
 - a. Discussed Action Steps which may be changed later as we get into the data gathering. Every administrative office is supposed to do program reviews. We questioned whether there is a formal requirement that all offices – Pres, Virgil's, etc. -- have to prepare program reviews? Do they exist for the previous years?
 - b. How will we create baseline requirement for staffing? Sandra has done some research and reports that it is difficult to come by. We will contact the State Chancellor's office to see if any data exists.
 - c. After discussion, we decided to eliminate the word “baseline” since it's very hard to determine what the baseline is. Revised 1.2 Action Step to clarify action.
 - d. Outcomes/Deliverables:
 - i. For 1.1 Action Steps the Outcome will be to gather and compile statistical info regarding staffing levels at all three constituencies
 - ii. For 1.2 Action Steps the Outcome will be to make recommendations -- Assess needs based upon three items under 1.2 and prioritize our recommendations
 - iii. Review the program reviews for administrative offices, if they exist.
 - e. Proposed Leads: Sandra and Colleen
 - f. Timeline – Spring 2010

3. **Review of Goal #2** – “Developing an assessment of the college's human resources needs in light of retirements and separations, and anticipated areas of growth or decline.” **Objective 2**

- a. Program reviews are due on March 25. In fall of each year we will review program reviews and assess hiring needs.
 - b. Outcomes/Deliverables –
 - i. Create procedure for annual assessment and timeline for assessment.
 - ii. Make recommendations to IPC and Budget Planning Committee.
 - c. Proposed Leads: Sandra and entire committee
 - d. Timeline – Spring 2010
4. **Review of Goal #3** – “Professional /Staff Development for staff, faculty, and administrators – making recommendations to the Institutional Planning Committee with respect to human resources needs.” **Objective 1**
- Action Steps:**
- a. 1.1 Change “survey” to “inquiry.”
 - b. 1.2, 1.3, 1.4 fine.
 - c. 1.5 revised by adding – “Recommend, if necessary, professional development opportunities based on findings.”
 - d. Outcomes/Deliverables –
 - i. Assess current professional and staff development opportunities
 - ii. Recommend areas needing further professional and staff development
 - e. Proposed Leads: Eileen and John
 - f. Timeline – Spring 2010
5. **Part 1 Narrative** – How to do we want to handle narrative (Part 1)? Elements of Part 1 include:
- a. Description of Committee’s Planning Process – may be able to start this now by referring to our minutes/notes
 - b. Rationale and Analysis of Data (that support goals -- EMP, program reviews, etc.) can’t do much until implement plans
 - c. Planning Assumptions
 - d. Linkages to other Plans – refer to district strategic plan, EMP, etc.
 - e. Assessment – self-assessment --- As a result of our research and review, we can assess whether this committee should continue. Does it need to exist? Does it take on a different focus?

Actions Items:

Discussion	Action	Person(s) Responsible	Timeline
Changes and additions to our plans will be updated	Will update the plans with new info and email to each	Sandra	Within next week
Some people are missing the descriptions of Part 1 and 2 of plans	Will scan and send Part 1 and 2 narrative descriptions	Colleen	Within next week

Agenda for Next Meeting:

- Approval of Sept 22 meeting minutes.
- Will review Institutional Priorities, Evaluation or Assessment of Goal, College Indicators, and Relationship to Other Key Planning Documents for each goal

Next Meeting: October 8, 2009, 2:30 – 4:00 in small conference room at KCSM

Summary Prepared by: Eileen O’Brien