

**Human Resources Committee
Meeting Summary
May 20, 2010 1:00 – 2:00, B 15, 155**

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

Members Absent: None

Guests: None

Action on Agenda: *None*

Action on Meeting Summary: Approved with minor changes

Issues Discussed:

1. Reviewed Kathy's report on district hiring procedures (Goal 1, Objective 1). Made minor additions to information.
 - Discussed recommending to HR (Debbie Carrington) that they might want to follow up with hiring committee after hiring process to review that standards were used during the process.
2. Goal 2, Objective 1 – Action Steps – Colleen and Sandra will work on this. Over summer, Sandra will look at program reviews for info. John Sewart gave Sandra some info about what other colleges are doing what use different names. Work will be due during 2010-11.
3. Goal 2, Objective 2 – due 2011-12. Develop annual assessment in light of retirements. Seems better to have this due later.
4. Goal 3, Objective 1 – Professional Development for all three groups. Will assess prof dev DIAG, AB 1725 for faculty, classified – no funds; what is out there for training. Flexible Flex – 45 hrs. per year for faculty – opening day, Nov and Mar flex activities. We'll review the lists in the fall to determine how to tackle it. Due Spring 2011.

Discussion	Action	Person(s) Responsible	Timeline

Agenda for Next Meeting:

- Review list of professional development sources and determine how to tackle – Goal 3, Objective 1.
- Update on Sandra and Kathy's piece Goal 2, Objective 1.
- Monday afternoons are usually good for most of us.

Next Meeting: Third week of fall semester -- TBD– location B15-155.

Summary Prepared by: Eileen O'Brien