

**Human Resources Committee
Meeting Summary
September 20, 2010 2:00 – 3:00, B 15, 155**

Members Present: Sandra Comerford (Chair), Kathy McEachron, Eileen O'Brien, Audrey Behrens

Members Absent: None

Guests: None

Action on Agenda: *None*

Action on Meeting Summary: Approved with minor changes

Issues Discussed:

1. **Goal 1, Objective 1** – Action Steps – Covers what District HR does. Kathy met with Debbie Carrington to review these steps. Kathy will write a narrative about the hiring process and steps in the process regardless of staffing levels. Kathy will document whether HR is evaluating the hiring process with each hiring committee. If not, we'll need to document this and any inconsistencies found.
2. **Goal 2, Objective 1** – Action Steps – Sandra started working on this goal over summer. Problem is that no statewide data exists that shows the percentage of staff that should be hired into the positions of faculty, admin, and classified for a campus of our size. John Sewart has given Sandra statewide data, but some schools classify a job as admin and another as faculty.
3. **Goal 2, Objective 2** – due 2011-12. Sandra will work on the forecast piece in light of retirements.
4. **Goal 3, Objective 1** – Professional Development for all three groups. This is an important piece. In the last self-study we identified this as an area that needs development. Sandra thinks that PRIE surveyed faculty, classified and admin about their professional development needs. Haven't seen results yet. Eileen will integrate survey results into other data gathered last spring. Will assess whether professional development is at appropriate level for each staff group.
 - a. Will identify person who will serve as a Coordinator of Staff Dev for all levels. May get 3 units of release time.

| Discussion | Action | Person(s) Responsible | Timeline |
|--|---|-----------------------|------------------------|
| Narrative for Goal 1, 1 | Kathy will write narrative about hiring process and HRs evaluation of process | Kathy | Oct 25 |
| Statewide data about correct levels for employee groups | Sandra will continue to gather data about statewide data about correct levels for things. | Sandra | Ongoing |
| Integrate results of professional development survey into other findings | Eileen will integrate results of professional development survey into other findings from spring 2010 | Eileen | When results available |

Agenda for Next Meeting:

- Review mission statement and sub points and assess whether we want to modify them.
- Sandra will bring numbers about statewide data and ask us to review them.

Next Meeting: Mon., Oct 25. Location B15-155 from 2-3.

Summary Prepared by: Eileen O'Brien