1. CALL TO ORDER

2. ADOPTION OF AGENDA

3. APPROVAL OF MINUTES

4. ACTION ITEMS
   A. Affirm membership list
   B. Elect Co-Chair

5. NEW BUSINESS
   A. Begin draft of 2013-14 Human Resources Plan
      1. Review Table of Contents from 2012-13 and establish for 2013-14 plan
      2. Review Recommendations set forth in 2012-13 plan
      3. Establish timeline and activities for completion of the plan
      4. Review drafts of rubric for setting the priorities
   B. Review drafts of rubric for setting the priorities

6. ITEMS FROM THE FLOOR FOR THE GOOD OF THE GROUP

7. ADJOURN
MINUTES
Human Resources Committee
January 31, 2013
1:30pm – 2:30pm
SSA 219

6. The meeting was called to order by Tim Davis, Acting Co Chair. At this point in the meeting, he had not yet been elected co-Chair.

7. The agenda was adopted as amended below:

   a. Item #3, Approval of minutes was deleted since this was the first meeting of the newly established HR Committee.
   b. Item #5 B is a repeat of Item #5 A 4 so it should be deleted.

8. ACTION ITEMS
   A. Affirm membership list
      Members as follows:
      VP Administrative Services, Co-Chair, Dr. Ann Tomlinson
      Classified Staff, Co-Chair, Tim Davis
      1 Dean, Mark Wood
      1 Classified Supervisor, Tom Jones (absent), Claudette McClenney
      1 AFT Faculty, Brad Young
      Academic Senate, Susan McMurray
      Faculty – Nabeel Barakat, Lauren McKenzie,
      Union Representatives – Willie Muckleroy, Carlos Diaz, Mercy Yanez,
      2 Resources:
         - SPOC, Claudette McClenney
         - Institutional Effectiveness, Kristi Blackburn
      Others Present – Samaria Davis, Hovsep Kotelyan
   B. Co-Chair Tim Davies was officially elected by the group.

9. NEW BUSINESS
   A. Begin draft of 2013-14 Human Resources Plan
      5. Review Table of Contents from 2012-13 and establish for 2013-14 plan
      A motion was made by Brad, seconded by Susan to approve the table of contents for the HR Plan subject to revision and modifications as needed. Motion carried

         6. Review Recommendations set forth in 2012-13 plan
         7. Establish timeline and activities for completion of the plan
      A motion was made by Ann, seconded by Tim, to establish a workgroup to complete the writing HR Plan.
8. Review drafts of rubric for setting the priorities

Motion to add to the agenda was made by Tim, seconded by Brad:

5. Priority Lists from the three clusters were distributed (attached). It was discussed that the three clusters should prioritize their top three priorities to create a list of ten classified staff who should be hired. The list would be a way of determining what positions are needed by the college and can be presented to CPC and to the president for action. Kristi said the president cluster should also have a recommended list of staff since her office has been approved for a new staff member.

5. The meeting adjourned at 2:30pm.

Next Meeting scheduled for Tuesday, February 12, 2013 at 12:30pm.