MINUTES
Human Resource Committee
February 12, 2013 1:30pm – 2:30pm
Room SSA 219


1. Meeting was called to order at 1:40

2. Agenda was adopted

3. Minutes approved as amended:
   a. That #5 replace cluster to office.
   b. Susan McMurray motioned to table number #5 until the next meeting (until President Martinez reports or comments on this item) second by Willie
   c. Luis Moved to approve as amended second by Nabeel

   #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.

4. ACTION ITEMS
   a) A workgroup was formed to update the 2013 Human Resource Plan:
      (Ann, Tim, Nestor, Claudette, Nabeel, Tom, Hovsep, Lauren McKenzie)
   b) A request to the foundation for positions which will need to be institutionalized.
   c) Dr. Blackburn asked how a position under the President Office should be submitted to the committee. A request for an SFP assistant Dean of Institutional Effectiveness has been submitted to the president already. This position would be covered by grants. Ann suggested tabling this until the President could be present.
   d) It was suggested there should be a separate rubric for SFP positions. For they are not part of program 10100.
   e) Brad inquired about SFP positions to be institutionalized from grants that have ended. Susan Rhi-Kleinert explained not all positions need to be institutionalized at 1. FTE. Depending on grants, percentage of position, components of the grant or activities can be institutionalized as well. The Office of EWD will include a column indicating institutionalization requirement in the grants list.

5. NEW BUSINESS
   a) Tim went over the rubric
   b) Susan McMurray suggested adding more room in the justification area of the rubric.
   c) Ann went over Administrative Services Cluster Ballot and ranking.
   d) It was recommended that each VP bring a printed narrative that explains the justification of the positions their cluster is requesting when they present their clusters top 4 priorities. Clarification on positions with salary per position with benefits incurred was suggested to be added in the VPs hiring needs list.
   e) The committee is committed to completing the process of identifying 4 positions from each cluster to generate a list of new hires.

Meeting adjourned at 3:23pm

Next meeting scheduled for Wednesday, February 27, 2013 at 1:30pm.