I. CALL TO ORDER

II. ADOPTION OF AGENDA

III. APPROVAL OF MINUTES

IV. ACTION ITEMS
   a. Office of the Presidents presentation for position (Kristi)
   b. Open discussion on clusters presentation
   c. Review data on requested positions
   d. Prioritize position for HR plan
   e. Suggestions and recommendations

V. NEW BUSINESS
   a. Set a schedule time for the Committee to meet (proposed 3rd Wednesday of the month 11-12)
   b. Review HR Manual
   c. Discuss HR Plan

VI. OPEN FORUM

VII. ADJOURNMENT

VIII. NEXT MEETING DATE
MINUTES
Human Resource Committee
March 20th, 2013 11:30 – 12:30pm
Room SSA 219


Meeting was called to order at 11:15

Agenda
The agenda was approved as amended: A typo was corrected in the time 11: pm to am.

Minutes
The minutes were approved:

ACTION ITEMS
a) Office of the Presidents presentation for position (Kristi)
Kristi presented evidence in support for an Assistant Dean of Institutional Effectiveness to help with the demands of the department.

b) Open discussion on clusters presentation
1. Brad inquired what was the policy regarding 10% of grant funds are suppose to help reduce the overhead to the college. It was suggested that concern should go to the Grants committee.
2. Kristi mentioned that there were two positions that the Presents Office would like to hire. However, it is unclear on whom or how they are suppose to be brought forth to this committee. The two positions are:
   a. Assistant Dean of the Foundation instead of an executive director
   b. Assistant Dean Youth Workforce center SFP

c) Review data on requested positions
1. Kristi motion, Brad 2nd to change some of the verbiage on the data and information sheet: Discussion: Ann, Luis and Brad had concerns about the negative implication of the two categories titled Pro’s and Con’s. The suggestion was to change it to Justification and Rational.

d) Prioritize position for HR plan
1. Brad motion, Ivan 2nd to take the information at hand and use the rubric to do a straw poll and test the new procedures. This motion was approved.
2. The Rubric was sent out to all of voting members by email on 3/21/2013 with a set deadline for return by 3/28/2013. Megan Lange was the official tabulator.

V. NEW BUSINESS
a) Set a schedule time for the Committee to meet
   (3rd Wednesday of the month from 11-12)

b) Review HR Manual – tabled

c) Discuss HR Plan – tabled

Meeting adjourned at 12:13pm
Next meeting:
April 17th 2013 from 11:00 am to 12:00 pm room SSA219