

## *Human Resources Advisory Council (HRAC)*

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**Members Present:** Sahar Abushaban, Tim Corcoran, Lynne Davidson, Marsha Edwards (Chair), Kim Frost, Cindy Hall, Diane Kew, Yvette Macy, Alicia Munoz, Christina Tafoya

**Members Absent:** Cheryl Houston, Lyn Neylon

**Recorder:**

**Hand-Outs:** Human Resources Division Action Plan (2009-2010)  
Human Resources Advisory Council (HRAC)

### **1. Review Charge and Membership**

- a. *Council Responsibilities* – The council reviewed the responsibilities and made no revisions.
- b. *Council Make-up (Changes to Charge)* – The council reviewed the Charge and made no revisions to the Council participants. A minor change reflecting accurate titles is needed as well as some appointments still pending. This Council reports directly to the Chancellor as indicated in the Governance Handbook.
- c. *Establish a process for Requests and Recommendations for the Council* – Pending upgrades to our HRIS system are currently under review. The information gathered and shared within this council is dispersed by its members to their respective sites and constituency groups for inclusion. This council does not negotiate but is the appropriate venue for items of concern related to HR be brought up and discussed so preventative and/or proactive measures can be taken. Discussions included that the council will bring forward “Big Picture” items, not complaints or specific employee issues.
- d. *Identify Set Monthly Meeting Dates and Times* – It was agreed this council will meet on the 4<sup>th</sup> Thursday of each month from 10:30 – 11:30 a.m. Alternate dates may need to be found for both November and December to accommodate holiday schedules. Two weeks prior to the next meeting we will send out a call for agenda items. All council members should contact their respective groups for items that need to be discussed at our next meeting.

### **2. Plan Comparison(2009-2011)**

- a. *Identify Action Items still requiring completion* – A review of the new strategic plan will need to be included for this comparison.
- b. *Identify Action Items that have not yet begun* - A review of the new strategic plan will need to be included for this comparison.

**3. Update on 13/14 plan progress**

- a. Expected time frame to have the updated plan is mid-October. This will be distributed to the council members electronically.

**4. Committee Member Reports**

- a. *Marsha – ACBO Accreditation Workshop for CBO's (9/20/2013)* – The workshop reiterated the importance of HR functions.
- b. Marsha provided an update on the enterprise business systems and identified that more information will be forthcoming.
- c. Great emphasis was put on the number of issues surrounding evaluations for several groups including extended cabinet and supervisors and managers. The business side of HR was addressed along with the importance of doing a thorough and complete job when hiring.

**5. Additional Items**

- a. It was requested that the minutes from this council be posted to the intranet and links be sent to all members.

**Next Meeting:** October 24, 2013, 10:30 – 11:30 a.m.