



Human Resources Advisory Council

**February 25, 2016 (9:30 – 10:30)
Minutes**

Chair: Tim Corcoran - Vice Chancellor, Human Resources

Cheryl Detwiler
Cindy Hall
Jamail Carter
Janet Snelling

Kate Alder
Kim Widdes

Recorder: Tepora Fatilua

Item	Summary/Action	Communication Yes/No (To Whom/By Whom)
1. Human Resources Update (Tim Corcoran)	<p>Tim gave update on the following HR structural changes -</p> <p>Cheryl Detwiler to help with recruiting along with HR consultant Jami Hammerschmidt.</p> <p>Janet Snelling is now point of contact for Grossmont College.</p> <p>Jamail Carter is point of contact for District Services /Cuyamaca College (2 days onsite)</p> <p>Bryan Banville to act as interim Professional Development Specialist and will start on March 1, 2016.</p> <p>Payroll dept. will report to Tim & will hire a retirement specialist</p>	N/A
2. Professional Development (Jamail Carter)	<p>Book club PowerHour – record breaking attendance. Participants have been very receptive and excited with the new reading material. Link is sent out to attendees to purchase books on Amazon. Jamail will provide white paper. Suggested to have a cap on attendance for book club.</p> <p>Professional Development Training schedule to kick off in April. Certified Sexual Harassment training to be offered as part of training for new managers/supervisors.</p>	<p>Kate Alder to provide info on harassment that is not in a protected class based on conference she attended & new legislation on adding this sexual harassment.</p>

<p>3. Tutoring (Cheryl Detwiler)</p>	<p>Tabled for next meeting</p>	<p>N/A</p>
<p>4. Benefits Survey (Janet Snelling)</p>	<ul style="list-style-type: none"> • Janet gave summary on benefits survey results and noted that the results are posted on the Intranet under the Benefits Committee for review. • Cindy Hall suggested changing when the benefits survey is rolled out (March 2017) when it's not as busy and hopefully obtain better participation and maybe having periodic benefits workshops to remind employees of the benefits we offer • Tim suggested to roll out benefits survey every 2 years & work on how to better market or send out communication on the benefits we offer. 	<p>N/A</p>
<p>5. DRAFT – Interim/Out of Class Policy (Kim Widdes)</p>	<p>Tabled for next meeting</p>	<p>N/A</p>
<p>6. Open Discussion</p>	<ul style="list-style-type: none"> • Cindy Hall – Received positive feedback on new NANCE form • Kim Widdes – Under aged tutoring request under review • Tim – Recruiting update to be tabled for next meeting 	<p>N/A</p>

Next Meeting: Thursday, March 24, 2016 09:30 – 10:30 a.m. - District Annex Conference Room