



Human Resources Advisory Council

**June 23, 2016 (9:30 – 10:30)
Minutes**

Chair: Tim Corcoran - Vice Chancellor, Human Resources

Alicia Munoz
Bryan Banville
Cindy Hall
Debbie Yaddow
Janet Snelling

Kate Alder
Kim Widdes
Sahar Abushaban
Sue Rearic

Recorder: Cheryl Detwiler

Item	Summary/Action	Communication Yes/No (To Whom/By Whom)
<p>1. Out of class/interim assignments (Tim Corcoran & Kim Widdes)</p>	<p>Kim Widdes handed out BP 7233, AP 7233, The Quick Reference Guidelines for Out-of-Class and Interim Administrative Assignments, and the form for hiring in these capacities.</p> <p>Tim indicated that we would only be reviewing this process today and after the review is complete it would be taken to DEC and other Councils.</p> <p>Kim walked the Council through a review of each of the documents. Many suggestions were made for revision and it was determined that we would bring these items back to HRAC next month as the sole agenda item for final review.</p> <p>The Council was asked to go ahead and send any additional questions or suggestions directly to Kim via e-mail.</p>	<p>N/A</p>
<p>2. Open Discussion</p>	<ul style="list-style-type: none"> • Tim indicated we may need to look at the dates and times that this Council meets due to conflicting schedules. His office will follow up on the possibility for change. 	<p>N/A</p>

Next Meeting: Thursday, July 28, 2016 09:30 – 10:30 a.m. - District Annex Conference Room