HUMAN RESOURCES STAFF MEETING NOTES

**January 14, 2013 2:00 p.m.**

Attendees: Beam, Franklin, Jeffrey, Lindberg, Lopez, McCoy, Oshio, Smith, Waller, Yuan

There will be a special Board Meeting on Wed. 1/16, at which time 3 executive search firms will make a presentation to the board. We are planning to follow an accelerated schedule in order to hire a new Superintendent/President by July 1.

The hiring committee for the Superintendent/President will be made up of the following:

4 Administrators

4 Faculty – 2 Academic Senate, 2 Federation

3 Classified (includes Police)

3 Students

3-5 Community Members

Linda will be on committee, but not as a voting member.

Don Goldberg is retiring June 30th which means there will be a recruitment for a Dean of Mathematics.

 *Roxanne will follow-up with Arce’s office for information so she can have information for the upcoming job fair.*

HR staff needs to keep track of everything we do for the accreditation matrix; i.e. how many applications we receive; how many employees we process; how many students we process; how many part-time faculty we process; types and numbers of telephone inquiries.

Murriel asked what we can do to ensure our safety in case of a shooting.

 *Michele will send the HR staff some information regarding this subject which was provided her by Francine. Other than that, use common sense.*

 *Nina will let Linda know what she wants to do about her office – i.e. get a Dutch door, move her desk or return to HR main office.*

Valerie will distribute invitation to Schools First Luncheon which is 11:30 – 1:00 on February 6th.

Linda wants the HR web page redesigned with easier access and better information. She suggested the HR summer intern be assigned this project.

Urania is getting ready to send out TB test list to administrative assistants.

Linda will take job openings to Cabinet to determine if 10 month or 12 month employees*.*