



Governing Board's Human Resources Advisory Committee Charter

Purpose:

The purpose of the Human Resources Board Advisory Committee (*the Committee*) is to assist the Pima Community College District Governing Board's oversight and monitoring responsibilities of personnel-related policies and support of Human Resources/College goals.

The committee may work in the areas of employment, recruiting, compensation, training and development, compliance with Federal, State, and local regulation, accreditation, and best practice standards and requirements as related to Human Resources including:

- The College's Strategic Plan as related to Human Resources
- The Chancellor's annual goals related to Human Resources and Organizational Development and Effectiveness.
- The Board's Annual Goals as related to Human Resources
- Review of Human Resources Key Performance Indicators

At the request of the Board, or on its own initiative, the Committee may make recommendations to the Board on human resources matters of College-wide significance.

Composition:

The composition of the Human Resources Board Advisory Committee will be as follows:

- PCC Governing Board Members (2)
- Community representatives (*at least 3 and no more than 5*)
- PCC Chief Human Resources Officer
- PCC General Counsel (*Ex-Officio and non-voting*)

External human resource executives will be appointed by the PCC Chief Human Resources Officer.

The community representatives shall be professionally knowledgeable about Human Resources' functions and standards, such as best practices, human capital management, human resource process, performance evaluation, discipline and grievance procedures, organizational effectiveness of human resources, human resources as an agent of change, and human resources as a business partner.

The length of service of community members is expected to be at least one year and no more than three years. The chair position will be for a one-year term and be rotated among voting committee members.

Meetings:

The Committee will meet no fewer than four times per year and more often as needed. All Committee members are expected to attend each meeting, either in person, via teleconference, or via video conference.

Meeting agendas will be prepared and provided in advance to members, along with appropriate briefing materials. Minutes will be prepared and approved at a subsequent Committee meeting.

State of Arizona open meeting statutes A.R.S. §§ 38-431 to 431.09 will be applicable. The Committee may hold executive sessions when deemed necessary (e.g. to discuss matters with College legal counsel).

Responsibilities:

The College's Chief Human Resources Officer is responsible for:

1. Calendaring committee meetings
2. Providing written agendas in advance
3. Providing any needed supporting documentation
4. Preparation of meeting minutes
5. Posting meeting notification and support materials
6. Following up on any committee recommended action

The responsibilities of the Human Resources Board Advisory Committee include:

1. Monitor Human Resources Key Performance Indicators and report annually to the full Board at the June Board meeting.
2. Provide specific recommendations to the Governing Board regarding:
 - a. The Chancellor's and the Board's annual goals related to Human Resources and Organizational Development and Effectiveness
 - b. Any proposed actions on changes to Board Policies relating to personnel
 - c. Major Human Resources Department initiatives
3. The HR Advisory Committee will not discuss or make recommendations on individual personnel matters.