**Human Resources Advisory Council Meeting**

**Friday, February 24, 2012**

**Green Room 1**

Present:

Angela Chong, Ida Jackson Woods, Andrew Leynes, Waheeda Lillevik, Gregory Pogue, Kerri Tillett

Absent:

Ginny Brown, Katelyn Crawford, Deb Kelly and Thomas Verga

* The purpose of the meeting was to provide a virtual meet and greet to introduce Annie Holmes of Rankin and Associates Consulting (Climate Survey Consultant) to the HR Advisory Committee. A copy of the principal’s vita (Sue Rankin) is attached.
* Ms. Holmes provided an introduction of the firm to the committee, along with background information on the depth of the firm’s experience. The HRAC provided introductions, and the TCNJ Proposal Presentation (“presentation”) was distributed to each committee member.
* The presentation outlined the method in which Rankin and Associates examines climate survey, discussed project objectives and outcomes, and the phases of survey development, assessment, analysis, and the final report.
* The committee will meet twice a month between March and June to develop survey questions. The ultimate goal is to distribute the survey in October 2012.
* Some issues that Ms. Holmes asked the committee to consider are 1) who will house the survey data; 2) begin to think about a communications strategy; 3) and ways to insure that other pertinent voices can bring their concerns to this process.
* The next meeting will be scheduled for the 2nd week in March.