



Northern New Mexico College

HUMAN RESOURCES Process Improvement Team

CHARTER



ARTICLE I—Purpose

The purpose of the Human Resources PIT is, through the use of quality improvement strategies and tools, to:

- ❖ Identify new and/or obsolete policies and/or procedures in order to improve outcomes;
- ❖ Serve all faculty and all staff by ensuring consistent implementation of policies and procedures written in the faculty and staff handbooks;
- ❖ Ensure that NNMC is in compliance with all federal, state and local mandates; and
- ❖ Identify and ensure nondiscriminatory practices in employment of personnel



ARTICLE II—Members

The Human Resource PIT Membership includes:

- Nancy O'Rourke—Director of Human Resources
- Tony Sena—Provost
- Mike Costello—Dean of Student Services & Registrar
- Linda Atencio—Purchasing Director
- Kim Dickman—Director of Special Needs Services
- Denise Michel—Full-time Faculty Integrative Health Studies
- Lisa Duran – Secretary to Mellis Schmidt



ARTICLE III

Membership Appointments

The Chairperson of the Human Resources PIT shall invite members to serve on the Human Resources PIT. Term of office shall be two years.



ARTICLE IV—Meetings

The Human Resources PIT will hold regular, bi-monthly meetings on the 1st and 3rd Monday of each month at 9:00 A.M. in the President's Conference Room. Meetings will be no longer than two hours. Members unable to attend meetings because of conflicts in their schedules will be updated via email communications. Special meetings may be called as needed by the Human Resources PIT Chairperson.



ARTICLE V—Officers

The Chairperson shall be the Human Resources Director. The Vice-Chairperson, who shall serve in the absence of the Chairperson, and other officers will be elected by the committee membership.



ARTICLE VI

Attendance Requirements

All members are expected to attend meetings of the Human Resources PIT. Members unable to attend meetings and who have been excused by the chairperson will be included in all communications via email. When a member is absent from two meetings without advance communication, the Chairperson may consider recommendations by the committee for a replacement of that member.



ARTICLE VII—Minutes

Minutes of the Human Resources PIT meetings will be drafted, approved by the committee and warehoused on the NNMC Human Resources website.



ARTICLE VIII

Amendment of By-Laws

These by-laws may be amended at any AQIP Council meeting by a simple majority vote of the council.