



Human Resource Committee MINUTES

October 8, 2014

3:00 pm, Board Room

Next Meeting: November 12 @ 3:30 in the Business Office Conference Room

Members Present: Colleen Baker, Vickie Ramsey, Dave Clausen, Lori Pearce, Brenda Hoffman, Lori Collier, Elaine Theobald

Members Absent: Dr. Anderson, Sandy Beckwith, Tammy Robinson

1. Hiring Manual

The HR Committee is waiting on review of the Hiring Manual from the Academic Senate. We will review this booklet again once the HR Committee receives the suggested changes from the Senate.

When people apply to LCC, the HR staff has noticed that many applicants don't complete all of the necessary paperwork. Also the HR Committee discussed that there should be more detailed EEO training and there should be a clear distinction on hiring committees between the role of the EEO and the Committee Chair.

2. Flex Update for 2014-2015

January 7th Flex day schedule is nearly set: Just waiting on some confirmations. November 26th and April 2nd are Flex days right before holidays and online trainings will be available in the TECC those days.

Faculty and staff may be unaware of some / all mandatory trainings such as child abuse, FERPA, etc.

HR may need some help from technical staff or Keenan to track LCC employees who have completed mandatory training sessions.

3. Professional Development Portal Page

Elaine Theobald showed and discussed the Professional Development Portal Page and asked for suggestions. The Portal was new to many of the committee members.

4. Student Not Assigned to HR Committee

Thus far, a student has not been assigned to the HR Committee. Vickie Ramsey invited ASB to send a student yet has had no response. Colleen Baker will follow-up.

5. **HR Master Plan**

HR Committee reviewed the HR Master Plan and discussed that this should be an on-going document rather than a once a year document. This document has not yet become part of LCC culture. It was decided that there will be a monthly HR Committee meeting and at every meeting, the HR Master Plan will be on the Agenda. Vickie Ramsey and Brian Murphy will schedule a time to present the HR Action Plan (2014-2015) to Cabinet to discuss ways to accomplish the set goals.

Dave Clausen suggested calculating a minimum staffing level necessary to run the college.

LCC is on-track for providing cultural diversity opportunities for employees and students. However, some members of the committee expressed their opinion that simply repeating the same events from previous years isn't encouraging diversity. It was recommended that these events may be more meaningful if: 1) more students were involved in planning the events and: 2) more cultures were represented.

One college that Dave Clausen previously worked at had a "Multicultural Room" where artwork was displayed and books and videos were available. The HR Committee discussed the feasibility of doing something similar at LCC. Dave Clausen volunteered to discuss cultural diversity at Cabinet.

6. **HR Committee and Student Services Master Plan**

The committee discussed the possibility of this committee being more involved in the Student Services Master Plan. This idea may be brought-up at Consultation Council.

7. **Possible Program / Office Relocation**

Programs currently located off-campus at Credence (fire Science and Nursing) may be brought back to the main campus. If this happens, LCC will need to re-allocate space and there may be some on-campus programs or staff members moved to new locations. It was suggested that instead of Administration deciding on this, all interested parties should be involved in the decision making process.

8. **Flex Sub-Committee**

Did not meet.