



## Human Resource Committee MINUTES

March 16, 2016

1:15 pm, Business Office Conference Room

Next Meeting: April 13 @ 1:15 in the Business Office Conference Room

**Members Present:** Colleen Baker, Vickie Ramsey, Lori Pearce, Brenda Hoffman, Sandy Beckwith, Sue Kelly, Paige Broglio, Brenda Hoffman, Dave Clausen, Dr. Terri Armstrong

**Members Absent:** Dr. Dan Anderson (Alternate Members: Karen Clancy, Lori Collier)

### 1. Selection and Hiring Manual

*Many ideas were discussed to improve the clarity of the Selection and Hiring Manual. Specific topics discussed were:*

- A) Committee appointment and selection*
- B) The number of times a person may sit on a hiring committee per academic year*
- C) Whether or not HR should appoint hiring committee members in the event that a constituent group does not appoint anyone*
- D) The difficulty getting together hiring committees in the summer*
- E) The length of time it takes to approve job announcements*
- F) The length of time a job announcement needs to be open for applications*
- G) Whether or not a supervisor (of the open job) should be involved at the committee level*
- H) Videotaping faculty demonstrations for supervisors to evaluate at a later time*
- I) What it takes to have a suitable applicant pool*
- J) The final date for faculty MQ (before the date of hire or before the interview date)*
- K) The number of applicants that a committee may forward for final interviews.*

*Syntax, grammar, and word choice changes were made throughout the meeting. However, at this time, no major content changes were made. The HR Committee will continue to evaluate this Selection and Hiring Manual at future meetings. When the final review has been completed, the Selection and Hiring Manual will be forwarded to Consultation n Counsel for discussion.*

### 2. Flex Sub-Committee

*The Flex Sub-committee did not meet.*