



Human Resource Committee MINUTES

March 2, 2016

1:15 pm, Business Office Conference Room

Next Meeting: March 16 @ 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

Members Absent: Dr. Dan Anderson, Dave Clausen, Dr. Terri Armstrong (Alternate Members: Karen Clancy, Lori Collier)

1. HR Master Plan

Reviewed changes made that were discussed at the last HR Committee meeting.

2. Flex Days on Academic Calendars

We discussed that the days on the academic calendar for flex days are not the optimal days to get either instructors to conduct or LCC employees to attend training. The Flex days for the past few years as well as on the next two academic calendars have been / are scheduled adjacent to holidays. Therefore, in order to extend days off, many employees do not report to campus on Flex days. It makes sense that if people are not at campus, they will not attend any of the offered trainings.

3. Mandatory Trainings

Individuals may not know which mandatory trainings they need to take and there currently is not a good way to notify individuals about trainings.

4. Customer Service

Though many people should take customer service training, this subject hasn't been well received by employees at LCC. When these trainings are offered, people do not attend or they are mandated. Regardless how good the training is, just by being forced to attend a specific training, employees may feel resentful and not digest or implement the ideas given in the training. So far, the HR Committee members do not think that good customer service has become LCC's culture.

5. Human Resources Master Plan

In order to finish the HR Master Plan, the other master plans need to be finished so this committee can include the recommended new employee positions.

6. Employee Handbook and Hiring Manual

We did not have time in this meeting to review the Employee Handbook and Hiring Manual. This has been tabled until the next meeting.

7. Flex Sub-Committee

The Flex Sub-committee did not meet.