



Human Resource Committee MINUTES

February 24, 2015

2:00 pm, Business Office Conference Room

Next Meeting: March 12 @ 2:00 in the Business Office Conference Room

Members Present: Colleen Baker, Vickie Ramsey, Lori Pearce, Lori Collier, Brenda Hoffman

Members Absent: Dave Clausen, Dr. Anderson, Tammy Robinson, Elaine Theobald, Sandy Beckwith

1. Professional Development Plan

The committee reviewed the overlap between the Human Resources Master Plan and the Professional Development Plan to eliminate overlap. The committee also answered questions that Elaine Theobald emailed regarding this plan. The questions focused on cultural diversity and record keeping for employees who had attended training (both mandatory and voluntary). Please see below for the discussion main points.

Discussion "Cultural Diversity Training": We discussed that the events we are currently offering in the area of cultural diversity are "light." In order for employees to gain a better understanding of this topic, we thought that Convocation would be the best place to provide cultural diversity training because the greatest number of people would be targeted. In addition, we think that there should be at least one Flex training on this topic offered every year.

2. Mandatory Training Status

Discussion "Mandatory Training": Due to new requirements, Title V is now requiring all employees and students be offered "Sexual Violence on Campus" training. We recommend that this training is offered during Convocation to reach the highest number of employees.

We need to find an effective way to notify all employees of which trainings are mandatory each person or job category. If employees know what is required every year, they can be proactive about completing their individual requirements. In addition, some training may be mandatory for adjunct instructors. Vickie Ramsey plans to check to see which trainings are required and determine what type of compensation (if any) is available to adjunct faculty members who complete trainings.

Discussion: Employees may not know what is and is not mandatory training. Is the goal of having 100% of all employees trained in these areas reasonable? How will we attain this goal?

3. **Record Keeping Software**

HR is still researching record keeping software for new and existing employees and evaluations. HR is also looking at some document imaging software to scan paper files and save them electronically. Ideally this software will interface with Datatel to make the job of HR employees more efficient.

4. **Flex Sub-Committee**

The Flex Sub-committee did not meet.