



Human Resource Committee MINUTES

May 5, 2016

1:30 pm, Business Office Conference Room

Next Meeting: May 11 @ 1:30 in the Business Office Conference Room

Members Present: Colleen Baker, Vickie Ramsey, Lori Pearce, Sue Kelley, Paige Broglio

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

1. Completed the "Lassen College Planning, Budgeting and Governance Process Review Planning Committee Survey"
2. New Employee Orientation
We discussed some topics that should be included in the New Employee Orientation and discussed making our own Lassen College scenario videos.
3. Selection and Hiring Manual
We discussed and made final changes to the Selection and Hiring Manual. This version will be sent to Cabinet and then to Academic Senate to be reviewed. Most likely, after these reviews, the HR Committee will once again make changes and then will submit the Selection and Hiring Manual to Consultation Council.
4. HR Master Plan, Employee Handbook, and Professional Development Master Plan
Vickie will email committee members the most current versions of these plans. At the next meeting, we will review the latest versions.
5. Flex Sub-Committee
The Flex Sub-committee did not meet.