



## Human Resource Committee MINUTES

September 13, 2016

3:00 pm, HU 106 – Met during Convocation

Next Meeting: October 12, 2016 @ 1:00 in the Business Office Conference Room

**Members Present:** Vickie Ramsey, Lori Pearce, Sue Kelley, Brenda Hoffman, Dr. Terri Armstrong, Sandy Beckwith, Colleen Baker, Emily Broderick, Tom Rogers, Dave Clause (1/2 of the meeting).

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

**Nonmembers Present:** Ross Stevenson, Lou Tanglblad, Dale Roberts, Alisha Yoder

1. Concentrations for the HR Committee

*Discussed the scope and goal of the Human Resources Committee*

- *Employee Handbook*
- *Employee Hiring and Selection Procedure Manual*
- *Human Resources Master Plan*
- *Flex Master Plan*

2. Equal Employment Opportunity Officer Training

*We discussed the role of the EEO officer and the training that each individual should receive. FYI – The Chancellor's Office has allocated LCC \$60,000 for diversity inclusion in employment.*

3. TB Testing

*Many employees may need to have their TB testing updated. Vickie Ramsey is able to pull a list of employees that are due for testing. We also discussed the value of having employees trained in CPR and 1<sup>st</sup> Aid. At this time CPR and 1<sup>st</sup> Aid training is not mandatory.*

4. Flex and Other Training Opportunities

*There is a contingency fund of 1.7 million that has been allocated for professional development. Committee members suggested types of training that they think would be valuable in the future. Suggestions included: "How to Diffuse a Difficult Situation," and CPR and 1<sup>st</sup> Aid training. Another idea is to find valuable conferences, and use these funds to send interested employees.*

5. Safety On Campus

*These committee members would like to advise the Safety Committee that we have some concerns and recommend that the Safety Committee consider the following ideas:*

- *Emergency phone numbers should be taped to the telephones in every classroom.*
- *New employees need to know who to contact in case of an emergency.*
- *Night classes should be concentrated in one building so that there are multiple employees and students in the same area. This should make things safer for all employees and students involved in night classes.*
- *Check batteries, re-install the AED machines and provide training to staff*

6. Flex Sub-Committee

*The Flex Sub-committee did not meet.*