



Human Resources Sub Committee 2016

Present:

Administration: Terri Armstrong
Vickie Ramsey
Classified: Brenda Hoffman
Sue Kelley
Faculty: Tom Rogers
Management: Michell Williams
ASB: None

Minutes for December 14, 2016
3:00pm Business office Conference Room

Human Resource Sub Committee meeting was called to order at 3:11pm

Minutes from the prior meeting were read and motion by Dr Terri Armstrong, seconded by Sue Kelley to approve.

Agenda Items:

1. **Hiring Manual**

Vickie was not able to get to the changes for the Hiring Manual. Cheryl Aschenbach will be contacted to see if there is a Word Document that can be edited.

2. **Employee Handbook**

1. Committee discussed Employee Handbook; last time it was revised was 13-14

Committee started at the beginning of the handbook and made suggestions for revision.

a. Annual Training for faculty

How can we make sure these are getting done annually?

Vickie informed the committee that staff will receive an email from Safe Schools to complete the annual training. If Dr Armstrong would like to get a report of completed training Human Resources can provide that report

b. Committee would like to know if there could be a board policy for disciplinary action for any employee that does not complete the annual training.

Solution: HR would like to work on sending follow-up annual notifications to LCC Staff after Safe Schools sends the initial email. HR already sends follow-up notifications for New Hires.

Meeting was adjourned at 3:45pm

The next meeting will be January 11, 2017 @ 3:00pm