



## Human Resource Committee MINUTES

April 27, 2016

1:30 pm, Business Office Conference Room

Next Meeting: May 5 @ 1:30 in the Business Office Conference Room

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

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

### 1. Selection and Hiring Manual

*Many ideas were discussed to improve the clarity of the Selection and Hiring Manual. Specific topics discussed were:*

- A) *Constituent members have approached members of the HR Committee to weigh in on some of the topics listed in the minutes from the March 16, 2016 meeting. Members of the HR Committee assured constituents that the HR Committee has not acted on any of the items discussed. When any changes are actually made, the changes will go through the appropriate process.*
- B) *Cheryl Aschenbach forwarded recommendations discussed by the Academic Senate (September 23, 2014) to the Selection and Hiring Manual. These were reviewed and discussed at this meeting.*
- C) *In regard to whether or not the HR Department should appoint a hiring committee (when constituent groups do not assign at least one member), no decision was made. The suggestion was made to allow the hiring manager to act alone to conduct interviews.*
- D) *The language in regard to hiring coaches is confusing. This needs straightforward / clear language. One example is that the people conducting initial interviews should not be the same people conducting the final interviews. Another example is that one person should not be acting in dual capacities. I.e. while acting on the interview committee, the Athletic Director and the coach should be different people or the Athletic Director and the faculty member should be different people. The Senate needs to clarify this language and advise the HR Committee.*
- E) *When it comes to posting open positions, the timelines on some of the categories seem excessive. I.e. ideally, faculty positions should be advertised as far in advance as possible, but sometimes there is a push for an immediate hire. In these instances, faculty positions may not need to be open for six weeks. With these long timelines, it may be putting off our hiring process and the timelines should be adjusted. The HR Committee believes that a four week window is sufficient.*
- F) *There was a discussion on what exactly determines a "qualified applicant pool." For example, if only one application is received and that applicant is qualified for the position, should that applicant be interviewed or should the HR Department continue to advertise for the position.*

*Syntax, grammar, and word choice changes were made throughout the meeting. However, at this time, no major content changes were made. The HR Committee will continue to evaluate this Selection and Hiring Manual at future meetings. When the final review has been completed, the Selection and Hiring Manual will be forwarded to the appropriate groups for discussion.*

### 2. Employee Handbook

*Syntax, grammar, and word choice changes were made throughout the meeting. However, at this time, no major content changes were made. The HR Committee will continue to evaluate this handbook at future meetings. When the final review has been completed, the Employee Handbook will be forwarded to the appropriate groups for discussion.*

### 3. HR Master Plan

*Committee members should review the final version of the HR Master Plan and bring suggestions to the next meeting.*

4. Flex Sub-Committee  
*The Flex Sub-committee did not meet.*