



## Human Resource Committee MINUTES

October 12, 2016

1:00 pm – Business Conference Room

Next Meeting: November 9, 2016 @ 1:00 in the Business Office Conference Room

**Members Present:** Lori Pearce, Sue Kelley, Brenda Hoffman, Colleen Baker, Emily Broderick, Tom G Rogers

**Members Absent:** Vickie Ramsey, Sandy Beckwith, Dave Clausen, Dr. Terri Armstrong, (Alternate Members: Karen Clancy)

**Nonmembers Present:** None

### 1. Meeting Minutes

*Meeting minutes have not been typed from the last meeting held on September 13, 2016. The committee decided to postpone the approval of these meeting minutes until the next Human Resources Committee Meeting.*

*Discussed and decided that Pat Shannon would be taking meeting minutes after this meeting for all following meetings.*

### 2. Selection and Hiring Manual

*The committee members discussed the suggested changes (from last year) to the Selection and Hiring Manual. This discussion allowed the new committee members to catch-up on the Human Resources Committee progress since last year.*

*Committee members discussed the limited number of people who volunteer for hiring committee members and this committee recognizes that there are a limited number of faculty members who are available during the winter and summer breaks. As a result, hiring committees during long breaks may have a lack of diversity. Since it is difficult to find volunteers we recommend that CSEA and LCFA send their list of available volunteers to work over the breaks to the Human Resources Department at least one week prior to the first day of finals for the appropriate semester. For example, for the winter break, assignments should be made in mid-December and for the summer break, assignments should be made in mid-May.*

*2.3 A – This committee recommends that a direct supervisor should not be able to attend the first meeting of a hiring committee. Instead, the direct supervisor's role should be to conduct final interviews as needed.*

*2.3 B, C, D – The committee members discussed the value of “non-voting members.” No decision was made.*

*Appendix A “Summary of Steps” #8 – In order to streamline the job offer step, this committee believes that the person who makes the job offer should work for Human Resources.*

*Many problems applicants may encounter should be streamlined with the new application site | Hire Touch that is in the testing process as I type. This should be available within the next few semesters.*

### 3. Flex Sub-Committee

*The Flex Sub-committee met to approve Flex contracts.*