



## Human Resource Committee MINUTES

November 15, 2013  
2:00 pm, Business Office

**Members Present:** Colleen Baker, Elaine Theobald, Vickie Ramsey, Sandy Beckwith, Dr. Zenter, Dr. Vasquez, Dave Clausen, Lori Pearce, Dr. Anderson

**Members Absent:** Carrie Nyman, Brenda Hoffman

1. **Nominate Roles**  
*Vickie Ramsey = Chair  
Colleen Baker = Secretary (note-taker).*
2. **HR Master Plan and Professional Development Plan**  
*The HR Master Plan is due March 14, 2014. Important to review ASAP and update the plans. EMP has made changes that need to be added to the HR plan. Vickie will incorporate the changes from the EMP and email them to committee members.*
3. **Sample Plan Titled "Exemplary Services... A Pathway to Student Success"**  
*Dave introduced a sample plan so committee members could see a different format that may be easier to read. Committee decided to keep the format for the HR Master Plan as is. Possibly incorporate a flashy handout with bullet points.*
4. **Mandatory Training**  
*Discussed ways to motivate employees to take mandatory training.*
5. **Review**  
*Next meeting: Review EMP, ITMP, SSMP for staffing plan changes.  
HR will schedule a meeting date in January 2014.  
Prep for next meeting: Committee members should review the Professional Development Plan and evaluate any changes that need to be made.  
Add new column to pages 4-6 to completed area. I.e. "Performance Measure" to "Target."*
6. **Flex Sub-Committee**  
*Met to review faculty Flex plans. Faculty members who needed to modify their plans were notified individually.*