



Human Resource Committee MINUTES

November 12, 2014

3:30 pm, Business Office Conference Room

Next Meeting: December 10 @ 3:30 in the Business Office Conference Room

Members Present: Colleen Baker, Vickie Ramsey, Dave Clausen, Lori Pearce, Lori Collier, Elaine Theobald

Members Absent: Dr. Anderson, Sandy Beckwith, Tammy Robinson, Brenda Hoffman

1. Meetings Approved from October 8, 2014

Elaine Theobald made the initial motion, Lori Collier made the second motion

2. Hiring Manual

Discussion: Should retired employees be involved in the hiring process (i.e. appointed to a hiring committee). Can a retired employee (who is not working currently for Lassen College) be appointed by CSEA or LCFA? Problems can occur because of a disgruntled former employee or a retired person may no longer be familiar with the needs of Lassen College. No final decision was made.

Discussion: Should faculty applicants be required to send their official transcripts prior to the application deadline? Discussion revolved around challenges to getting official transcripts if applicants see the job posting near the deadline, they may not have their official transcripts on hand. No final decision was made.

Discussion: Some applicants are not seen as "serious" because they do not turn in all of their required documents in a timely manner. Some applicants do not turn in all paperwork required and HR then makes multiple contacts to "help" applicants be successful. This committee thinks that contacting applicants with non-complete files should be done one time to discuss the issue.

3. HR Master Plan

Vickie Ramsey updated the HR Committee members for this academic year.

Suggestions: There should be some type of computer tracking for faculty evaluations instead of just paper files. Maybe Datatel can be used for this. Also, there should be a computerized "no hire" list for people who have been fired from the college or who resigned under unfavorable conditions. In addition to the list, there should be clear notes / reasons for the

decision for a person to be placed on the list. This list can then be used by future HR employees and Administrators to make educated decisions about future hires.

Problem: LCC Employees are not taking the mandatory training courses. Three (or more) mandatory training courses will be offered during the November Flex day (11/26). An email will be sent to LCC employees to remind them that these trainings will be offered and people will be encouraged to attend. In addition, Dave Clausen will discuss the problem with Consultation Counsel will have participants brainstorm ideas for encouraging employees to take mandatory trainings.

4. **Draft Employee Handbook**

The HR Committee did not have time to discuss this. This item was moved to the next meeting Agenda.

5. **Flex**

Problem: Past practice has been that the current Flex Coordinator does not finalize the August Flex schedule prior to the end of the academic year. As a result, the new Flex Coordinator does not have much time to arrange quality August Flex activities. In addition, when there is not a Flex Coordinator assigned prior to the end of the academic year, then there is no Flex Coordinator to arrange August trainings and this puts an undue burden on other staff members. It was recommended that the current Flex Coordinator finalize the August Flex training schedule prior to the end of the year. It was also discussed that last academic year, the Flex Coordinator did not have enough hours left on the contract to schedule August trainings. The suggestion was made to talk to the LCFA to add more hours to the Flex Coordinator position.

6. **Flex Sub-Committee**

Did not meet.