



Human Resource Committee MINUTES

February 22, 2016

3:00 pm, Business Office Conference Room

Next Meeting: March 2 @ 1:15 in the Business Office Conference Room

Members Present: Colleen Baker, Vickie Ramsey, Lori Pearce, Dr. Terri Armstrong, Sandy Beckwith, Sue Kelly, Paige Broglio

Members Absent: Dr. Dan Anderson, Lori Collier, Brenda Hoffman, Dave Clausen

1. Updated Committee Membership
We discussed the changes to the HR committee since last academic year (2014-2015).
2. Employee Files Will Become Paperless
Vickie and Lori discussed that the HR department will soon have document imaging software to process all employee files electronically rather than the outdated paper copies. Eventually all employee files will be scanned and saved electronically. Concerns about confidentiality were discussed since someone will be accessing these files to scan them. At this time, there is not a specific person assigned to complete this task.
3. TB Testing
The HR department has identified a person to conduct mandatory TB for staff and faculty members. Vickie will arrange to have this testing scheduled soon.
4. Title IX Training Needed
All employees at LCC need to be trained in new Title IX regulations. Vickie has identified an outside company that may be able to conduct training at the Lassen campus.
5. Human Resources Master Plan
Discussed changes to the HR Master Plan.

The staffing plan is outdated and needs to be updated with current information from other master plans.

Updated HR Action Plan – Moved some items to a list that had been met and become the standard at Lassen College.

Section III – 2015-2020 Human Resources Department Expectations and Standards – Section 2 and Section 3. Section 2 discusses the need for better customer service at Lassen College.

Though customer service training has been offered in the past, this topic continues to concern the Human Resource Committee. More training is clearly needed but it is difficult to require implementation of the information and it is difficult to determine whether or not an employee has met competency in this area. Section 3 discusses in-service and mandatory training. The focus of this discussion had to do with offering disaster preparedness training possibly at the next convocation. We believe that the Safety Committee may also be addressing this topic. We all agreed that Dave Trussell from the Fire Science Department is a valuable resource and should be included / consulted for any campus-wide training.

6. Professional Development Master Plan

Discussed changes to the Professional Development Master Plan.

Discussed that though trainings are offered on-campus, it is difficult to get both instructors willing to conduct workshops as well as get participants to attend. Sandy (a frequent presenter at Flex workshops) said that she is discouraged and doesn't volunteer to present anymore because of the low attendance. This is a common theme among previous workshop presenters. The committee members did not have any solutions to this dilemma.

The committee made some changes to the Professional Development Plan. However, this was not finished and has been tabled for the next meeting.

7. Flex Sub-Committee

The Flex Sub-committee did not meet.