



Human Resources Sub Committee 2016

Present:

Administration: Dave Clausen
Terry Armstrong
Vickie Ramsey

Classified: Brenda Hoffman

Faculty: Sue Kelley
Sandy Beckwith
Emily Broderick
Colleen Baker

Management: Lori Pearce

ASB: None

Minutes for November 9, 2016
1:00pm HU204

Human Resource Sub Committee meeting was called to order at 3:00pm

Minutes from the prior meeting were read and approved.

Agenda Items:

Committees discussed Hiring Manual Changes that was suggested by Academic Senate; these recommendations are specific to faculty and administrative applicants

1. Direct Supervisor Participation
 - a. The supervisor is the one that approves the duties on the job description and should review before the position is flown.
 - i. Committee could ask for clarification during the screening process
 - ii. The Supervisor is not allowed to attend the first interview with the committee there is a concern that Supervisors are staying and leading these interviews.
 - iii. Supervisor are only allowed to be involved in the final interview
2. Part-time Coaches Hiring Procedures
 - a. Define the separate appointment on committees
 - i. Example: Glen Yonan can represent two spots on the committee as Athletic Director and as faculty.
 - ii. HR will put clear language in the Hiring Manual. Brenda Hoffman has been tasked with rewriting that language.
3. Section five of the document states ;*With interviews, include the ability of committee members to discuss comments relative to known experience/performance of applicants once interviews are completed and scored*
 - a. After the scores are completed for each applicant discussion can happen



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- b. Discuss as a committee what guidelines need to followed during the hiring process
4. Section 6: *With interviews, include the ability of HR to report to the committee on how much assistance was given to each candidate during the application process once interviews are completed and scored. Senate feels this can be an indicator of an applicant's potential as a motivated, capable, detail-oriented employee and should be discussed.*
 - a. The committee decided to completely remove the wording
5. Corrections will be made to the Hiring Manual and will be reviewed at the next committee meeting.

New Business:

1. Employee Handbook
 - a. After the Selection and Hiring manual is updated committee will need to start on the Employee Handbook the last time it was revised was 13-14.

Meeting was adjourned at 2:06pm