Personnel Committee Minutes 10/21/20

**Members Present Members Absent**

Tom Bruns Bryan Asusta

Jessica Johnson Gary Chidester

Milinda Wasala Steven Scilacci

George Kleeb

Jennifer Stieger

Pat Anderson

Xunming Du

Stephanie Davis

Brandy Nielsen

Pete Bagley

Justine Stout

* The chair came back to the committee with HR/VPBA’s response to our questions and requests. VPBA indicated she used to conduct training for in-service and for the personnel committee, but that it hasn’t been done the last few years. She is willing to do the training for us. The committee agreed that completing the training is our #1 priority. The committee decided to create the FAQ’s/quick reference guide for hiring after our training is complete.
* The chair let the committee know that it is a hiring committee’s chair that is responsible for reviewing candidates for meeting the minimum requirements of a position. Some in the committee stated that a chair may feel uncomfortable making that decision on their own and may want the input of their hiring committee. In that case, the committee felt that the appropriate way to do this would be to tell the hiring committee (without using names or other identifiers) that there were applicants that did not meet minimum requirements and collectively decide if they should be eliminated from the pool or not.
* VPBA stated that incomplete applications do not make it through Workday, and thus should not even make it to a hiring committee.
* Du clarified his question regarding advertisement of open positions. He stated that his issue was that it is not mentioned in the position description that certain documents are required (i.e. transcripts, cover letter, resume). Chair agreed to mention this to HR/VPBA.
* There was some discussion over whether non-residents should be offered positions considering the current U.S. president’s policies on not allowing foreign work visas. The committee decided it was inappropriate to ask a candidate if they had a work visa or not.
* The hiring policy subcommittee sent out a document they had worked on with several changes to the policy. The committee felt that discussion of the document can be done via email. We agreed on a deadline of 10/28/20 for review of the document and comments. We would like to be able to make any revisions and bring forward the changes to senate at the next meeting.
* The tenure policy committee discussed some changes they had made to the policy. That document will also be forwarded by email and have a deadline of 10/28/20 for review and discussion.
* There was a question of whether a member of the personnel committee can apply for sabbatical. We reviewed the policy and found that it specifically states that they could not. There was discussion of possibly updating this policy, but then the committee decided that this was put in place for a few reasons and decided to leave it as is.
* The chair requested a volunteer for the Student Transfer Coordinator position and Jessica Johnson volunteered.