

# HR Committee

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## MEETING MINUTES

Date: September 8, 2022

Time: 4:00 PM

Place: Microsoft Teams

### I. Call to order

The meeting was called to order by Kelly Roper, Chairman, via Microsoft Teams at 4:00 PM. Sarah Johnson volunteered to act as secretary for this month's meeting.

### II. Roll Call

#### a. The following committee members were present:

*Kelly Roper, Heather McGarity, Sarah Johnson, Brandi Cotterman, Bill Fowler, Michael Armstrong, Gary Hall, Connie Short, Chris Sullivant, and Chase Shelton*

#### b. The following committee members were excused:

#### c. The following committee members were absent: none

#### d. The following guests attended the meeting:

### III. Approval of minutes from last meeting:

No minutes to be approved, this is the first meeting of the year.

### IV. Old Business- no old business

### V. New Business-

#### Officer Nominations-

Sarah Johnson nominated herself as the Secretary and the motion carried.

Heather McGarity nominated herself as Vice Chairman. The motion carried.

#### Discussions-

We reviewed the APM 1.10 Shared Governance Structure for Human Resources Committee purpose, function and membership list and after some discussion decided to look into adding a member of the DEI task force, Vanessa Williams or Philip Shackelford, and revisit that topic at the next meeting.

We will look at APM 2.23 Leave Procedures at the next meeting, committee was reminded to look over APM 2 in full.

We reviewed the meeting time and all were in favor of the second Thursday of the month at 3:00pm. All present asked for a meeting link thru TEAMS for meetings going forward.

Gary Hall brought up fielded questions for requirements regarding potential HR goals for performance review and Vector trainings. Bill Fowler noted that the email sent out regarding self-

assessment to HR and supervisors a personal goal was an opportunity rather than a mandatory requirement. It was noted that the Professional Development Training Committee brings forth trainings as well as trainings that are required by OSHA, the Department of Justice, as well as state and federal government.

Michael Armstrong brought up that the HR Committee will be looking into potential review and process of payroll changes within the next year for efficiency that will affect all South Arkansas Community College employees.

- v. **Adjournment-** Chase Shelton made a motion to adjourn the meeting at 4:32 p.m. Heather McGarity and Gary Hall seconded the motion. All were in favor and the meeting was adjourned.

*Minutes submitted by: Sarah Johnson*