

# HR Committee

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## MEETING MINUTES

Date: October 13, 2022

Time: 3:00 PM

Place: Microsoft Teams

### I. Call to order

The meeting was called to order by Kelly Roper, Chairman, via Microsoft Teams at 3:01 PM.

### II. Roll Call

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

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

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

c. **The following committee members were absent:** *Chase Shelton*

d. **The following guests attended the meeting:** *Mary Kate Sumner, Dr. Tim Kirk*

**III. Approval of minutes from last meeting:** The September minutes were reviewed. Gary Hall made a motion to accept the September minutes and Chris Sullivant seconded the motion. The motion carried and the September minutes stand read as approved.

**IV. Old Business-** Revisited APM 1.10 to vote to approve changes.

### V. New Business-

a. APM 1.10 Review—

- i. The changes to the APM 1.10 for a DEI task force member addition to the HR Committee was addressed. Heather McGarity made a motion to approve the addition, Connie Short seconded the motion, and the motion carried with no opposition. Noted that both co-chairs, Philip Shackelford or Vanessa Williams could alternate their attendance.
  - ii. Approval of purpose and functions of the HR Committee after discussion. Gary Hall made a motion to approve and Chris Sullivant seconded the motion. All in favor, none opposed and the motion carried.
  - iii. Heather McGarity made a motion to accept the membership list for the HR Committee. Connie Short seconded. All in favor, none opposed.
- b. A DEI (Diversity Equity Inclusion) task force member was added to the HR committee and can be either of the co-chairs.
- c. Discussion that there will be a dissolution of the Academic Standards Committee for information purposes as those functions have been absorbed by other committees.

- d. APM 2.23 Review led by Brandi Cotterman. Discussed catastrophic leave and sick leave that Brandi Cotterman has redlined to note that the leave information can be found on the ADHE website and not a paper copy. Employees were able to donate leave to the catastrophic leave with a form, but this change would eliminate the need for the form. Added note that sick leave is only paid out at retirement noted in 2.35a. Discussed the possibility of terminated employees who lose their hours being donated to the leave bank. Any excess hours that would be lost would transfer that leave to the catastrophic leave bank. Tabled this issue until the November meeting by motion entertained by Gary Hall and seconded by Connie Short to review and redline APM 2.23 after more information is gathered on the financial side.
  - e. Benefit fair will be November 15<sup>th</sup> from 9a.m. to 4p.m. in the El Dorado Conference Center with a variety of vendors as well as Health Science students doing blood pressure checks.
  - f. Mr. Fowler discussed upcoming orientation
  - g. Chris Sullivant addressed that employees were discussing amongst themselves the timeframe for upcoming salary adjustments. He inquired if clarification would be sent out to curb confusion prior to the November paycheck. There will be retro pay on November 5<sup>th</sup> payroll check after careful manual verification of the numbers and going forward there will be the regular Board approved increase.
- VI.** Timing of the meeting was suggested to move to 2:45 p.m. to best suit all members of the committee. All were in favor of testing the second Thursday of the month at 2:45 p.m for the November meeting.
- VII. Adjournment-** With no further business, Gary Hall made a motion to adjourn the meeting at 3:32 p.m Chris Sullivant seconded the motion. All were in favor and the meeting was adjourned.

*Minutes submitted by: Sarah Johnson, secretary*