

HR Committee

MEETING MINUTES

Date: November 10, 2022

Time: 2:45 PM

Place: Microsoft Teams

I. Welcome

The meeting was called to order by Kelly Roper, Chairman, via Microsoft Teams at 2:47 PM and Vanessa Williams and Philip Shackelford, co-chairs of the DEI task force were welcomed our new DEI task force representative.

a. **Roll Call- The following committee members were present:**

Kelly Roper, Heather McGarity, Sarah Johnson, Chris Sullivant, Gary Hall, Vanessa Williams (DEI), Bill Fowler and Brandi Cotterman

b. **The following committee members were excused:** *Connie Short, Michael Armstrong*

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

d. **The following guests attended the meeting:** *Dr. Tim Kirk*

II. Meeting Minutes: The October minutes were reviewed. Heather made a motion to accept the October minutes and Chris Sullivant seconded the motion. The motion carried and the October minutes stand read as approved.

III. Old Business- Reviewed APM 2.23 redline changes with discussion from Brandi Cotterman to align SouthArk APM 2.23 with state policy.

- a. Vanessa Williams made a motion to approve, Heather McGarity seconded the motion. The motion carried.

IV. New Business-

a. APM 1.10 Review—

- i. Proposed change to the APM 1.10 for a DEI task force member addition to the HR Committee as an ex-officio member. Gary Hall made a motion to approve the addition, Chris Sullivant seconded the motion, and the motion carried with no opposition. Noted that both co-chairs, Philip Shackelford or Vanessa Williams could alternate their attendance.

- b. Bill Fowler discussed the proposed additions to APM 2.53 Job Description Requirements to be redlined and discussed again

- i. Statement under reference checks section that there is a list in HR to use for reference when supervisors need to do reference checks
- ii. Under job description required- should be reviewed an updated each time a new employee is hired

- iii. Employees will sign off on job description so they know what they are and HR has a record that they have signed off
- iv. If the job description needs to be updated by a supervisor, the supervisor needs to reach out to HR and have employee sign off on the updated job description
- v. New hire paperwork MUST be completed before the person can begin work
- vi. All new hires, full time, part-time, adjunct faculty, extra help or volunteers or anyone else HR is responsible for, must go thru the HR department. Anyone HR is responsible for must go thru the HR process beginning with advertising the position. Before any employee can begin work they have to be checked off thru HR that they have all of the required paperwork, authorization forms, an office assigned, office keys, copy codes, computer access, office phone number assigned and a PAF sent to HR. HR verifies that everything is done and then they will ok the start date.
- vii. Suggested that all new hires must go thru the HR department
- viii. It was mentioned that someone thought that all new full-time employees must be approved by cabinet.

c. HR Updates from Bill Fowler

- i. Safe College information discussed as a state minimum from the Professional Development Committee. We will vote by email after receiving the list of minimum required courses from Amanda Rhodes to send out to all employees to have completed by June 30th.

V. Discussion-

- VI. Adjournment-** With no further business, Vanessa Williams made a motion to adjourn the meeting at 3:46 p.m Bill Fowler seconded the motion. All were in favor and the meeting was adjourned.

Minutes submitted by: Sarah Johnson, secretary