

HR Committee

MEETING MINUTES

Date: February 9, 2023

Time: 2:45 PM

Place: Microsoft Teams

I. Welcome

The meeting was called to order by Kelly Roper, Chairman, via Microsoft Teams at 2:46 PM

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

Kelly Roper, Bill Fowler, Brandi Cotterman Chris Sullivant, Heather McGarity, Sarah Johnson, Vanessa Williams, Connie Short, and Chase Shelton

b. **The following committee members were excused:** *Gary Hall, Michael Armstrong*

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

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

II. Meeting Minutes: The November minutes were reviewed and a technical correction will be made to make an addendum to the November minutes to include that we are updating APM 2.23 by HR suggestion to strengthen the guidelines for sick leave. Brandi Cotterman made a motion to approve the November minutes and Chris Sullivant seconded the motion. The motion carried and the November minutes stand as read, corrected and approved.

III. Old Business-

- a. Reviewed APM 2.23 subsection 3.12 and APM 2.23 noting suggestions from the Planning Council to change APM 2.23 subsection 3.12 to reflect the wording in 2.23b regarding 5 days to 3 days and noted in blue line to change wording about release to “documentation from a healthcare provider.” Planning Council made the suggested changes for APM 2.23b to change the wording from Influenza Leave to Communicable Diseases and add to refer to the ADH website for guidance. Brandi Cotterman discussed the suggested changes to remove the allowance for negative leave balances. Vanessa Williams made a motion to approve the changes to APM 2.23 and 2.23b as discussed, Brandi Cotterman seconded the motion. The motion carried.
- b. APM 2.53 Hiring Process was reviewed, discussed, and suggested addition for the note “if these procedures are not followed, disciplinary action may be taken against the responsible party.” Chris Sullivant made a motion to the APM 2.53 as written, Sarah Johnson seconded, and the motion carried.

IV. New Business-

- a. APM 2.54 Professional Development Training for Employees. Professional Development committee met 2/8/23 and suggested to clarify who will need to complete professional development and where that funding will come from. Executive Cabinet has asked that these

changes go through the shared governance process through HR and Professional Development and Academic Committee so that everyone has the opportunity to have access to these coming changes. Noted are that the trainings will be for the calendar year and not the fiscal year.

Vanessa Williams made a motion to extend the meeting by 10 minutes and Chris Sullivant seconded. The motion carried.

Suggested that trainings could be due quarterly and as set by HR. Heather McGarity made a motion to accept. Sarah Johnson seconded. The motion carried.

V. Discussion-

Child Ed Leave Policy was mentioned by employees who are wanting this policy to be more inclusive and accommodating and as the policy is from the state in Office of Personnel Management Policy Number 48, suggestions should be sent through the proper channels.

Chase Shelton brought up the issue of how to submit leave related to a court summons, and Bill Fowler noted that leave would fall under jury duty.

Chris Sullivant made the amended motion to clarify the referral of abuse of leave in APM 2.23 section 3 to 2.23a. Vanessa seconded to approve and the motion carried.

VI. Adjournment- With no further business, Heather McGarity made a motion to adjourn the meeting at 3:54 p.m Sarah Johnson seconded the motion. All were in favor and the meeting was adjourned.

Minutes submitted by: Sarah Johnson, secretary