

# HR Committee

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## MEETING MINUTES

Date: August 24, 2023

Time: 3:04 PM

Place: Microsoft Teams

### I. Welcome

The meeting was called to order by Kelly Roper, Chairman, via Microsoft Teams at 3:04 PM.

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

*Kelly Roper, Ann Southall, Brandi Cotterman, Vanessa Williams, Heather McGarity, Connie, Short, Gary Hall, Sarah Johnson, Chris Sullivant, and Mary Katherine Endel*

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

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

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

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

### III. New Business-

a. Election of New officers

i. Gary Hall moved to elect Heather McGarity as chairman and Kelly Roper seconded.

ii. Gary Hall moved to elect Chris Sullivant as vice chairman and Heather McGarity seconded

iii. Heather McGarity moved to elect Mary Katherine Endel as secretary and she volunteered

b. APM 1.10 review of function and members

- i. Updated title of the membership from Assistant Director of Human Resources to benefit & payroll specialist, student services to student affairs, and Representative from division of Workforce and Continuing Education to Career Accelerator
- ii. Gary Hall moved to approve functions and membership as changed. Heather McGarity seconded

c. HR Updates- Brandi Cotterman

- i. APM 2.25 Tuition Waiver discussion about process, requirements, application. Sarah Johnson made a motion that tuition waiver be applied first and seconded by Vanessa Williams. Gary made a motion to add a box to the tuition waiver attesting to only taking the course one time, Heather McGarity seconded and the motion carried.
- ii. APM 2.36 Work Schedule and breaks – Non-teaching Employees. Discussed changes to working hours of the college and for alternative schedule's to be approved by the employee's supervisor. Heather McGarity made a motion to approve the redline changes and Gary Hall seconded they were approved as were the amended changes were approved for the redline changes to APM 2.36.
- iii. APM 2.42 Salary Adjustments for Degree(s) Earned. Discussed redline changes for clarity and this issue was tabled for next meeting.
- iv. APM 5.16 Employee and Emergency Revolving Loan. Discussed concerns and processed for student and employees. Vanessa Williams made a motion to do away with this policy and Sarah Johnson seconded the motion. The motion to discontinue APM 5.16 carried.
- v. Tabled New proposed procedure discussion assistance related to disabling conditions

- IV. Adjourn-** Gary Hall made a motion to adjourn the meeting at 4:11pm, Sarah Johnson seconded the motion. All were in favor and the meeting was adjourned. 3pm on the third Thursday of the month will continue to be the meeting time.

*Minutes submitted by: Sarah Johnson, secretary*