

Personnel Committee

Meeting Minutes

Thursday, Sept. 26, 2024

11 a.m. MCML 102 and via Zoom

Members present: Jennifer Stieger (chair), Erica Salazar, George Kleeb, Jessica Johnson, Jason Brick, Xunming Du, Mardell Dorsa, Tim Beasley, Mike McGhee, Amber Cannon, Arysta Sweat, Shirley Muir

Members absent: Christopher Salute (excused)

Important Dates:

Sabbatical Application Packet due **Thursday, Oct. 30 by 5 p.m.** to Personnel Committee Chair.

Items discussed:

- Meeting called to order at 11:01 a.m.
- The committee agreed on the Fall meeting dates.
- Jennifer provided updates on the web page and search committee selection.
- The committee discussed the need for training for personnel members. Jennifer will follow up with HR regarding dates for training.
- The committee discussed the recent updates to the hiring practices and procedures, which no longer requires a memo listing the candidates' strengths and weaknesses.
- Amber asked if the reference questions should be updated. Jennifer will follow up with HR.
- Arysta updated the committee on the implementation of the new tenure policy. The Personnel Committee is no longer required to review tenure binders.
- The committee discussed reviewing its current charges considering the changes to the tenure policy.
- The committee discussed reviewing tenure track full-time and part-time teaching evaluation forms.
- Meeting adjourned at 11:45 a.m.