

HLC – Criterion 5

Meeting Agenda – 2/12/2018

Present – Mike, Derek, Joann, Jeff, Lynn, Randy

Absent – Ron, Jim, George

1. Review minutes -

Have uploaded MAP, IPEDS, capital campaign information to resource folders. Joann suggested we review new evidences at each meeting.

Minutes accepted by Derek, seconded by Joann, approved

2. Human Resources staff (Ashleigh, Megan) – Evidence for 5A4

Diversity policy online and in all PDs

On boarding policy – not online yet, still seeking feedback from supervisors, Ashleigh will forward draft for review, will replace with final version when it's official

Steps for search process (18 page document) - not available online, Ashleigh will forward document - Includes who is involved in the search process, who helps determine required minimum quals for all positions

Ashleigh will forward examples of vacancy notices, all BUs. ASFSCME has specific language around minimum quals, what is process for determining this, SO HR approves minimum quals for all BUs except IFO (classification reviews)

Recruitment – included in steps document, also includes placement for vacancy notices, recommendations, working on a list for diversity publications

Prof Dev – articulated in PDR process, ASF has PIF, PDF. Should create a listing of where all PD opportunities come from: CPD, Diversity cert, eLearning, IT, Honors program, specific topic trainings such as contracts and purchasing processes, MnPALS, Affirmative Action SAC training, Supervisor training, System Office trainings, State of MN training opportunities. Share resources back with HR – Ashleigh

HR hubs – documentation about what they do, relationship between HR local and HR hub, new hire paperwork is initiated by campus, forms are online and hub inputs assignment information – employees do not "talk to" the hub

Add additional resources as we think of them

Annual review process – step increase is not automatic, for ASFSCME and MAPE, centralized by HR. Randy will forward the Annual Evaluation form in its current iteration.

3. Next meeting – 2/26

Continue to upload documents, evidence

May want to invite Erika and Anna to future meeting for information about Sustainability policies

May also want to invite Rich Marsolek, Casey for information about campus safety policies

Also asked Randy for clarification about what to expect at Steering committee meeting on 2/19

4. Adjourn (10:52)