

HRC Memorandum No. 3 s. 2017

To: Frankie Harris
VPIEQA



From: Emmanuela P. Garcia
Chair, HRC

Subject: HRC Officers SY 2017-2018 and HRC Assessment

1. HRC Officers SY 2017-2018

HRC met last May 4, 2017 and decided that officers will serve for two years retroactive last year. The current officers will serve for one year more and a new vice chair and secretary will be elected next year.

Chair : Emmanuela P. Garcia

Vice chair : Tetaake Yeeting

Secretary: Julia Martin

2. HRC Assessment

Accomplishments:

- HRC reviewed 10 board policies and reviewed by the Faculty and Staff Senate, and for endorsement to the Executive Committee by HR Director Nelson.
 - BP 6001 – Purpose and Scope
 - BP 6018 –Termination
 - BP 6023 – Outside Employment
 - BP 6032 – Controlled Substances..
 - BP 6017 – Performance Evaluation (Approved by BOR)
- Other BPs reviewed:
 - BP 6009 - Compensation
 - BP 6029 – Grievance Policy (for review of FSS)
 - BP 6029 – Code of Ethics (submitted to VPIA)
 - BP 7002 – COM-FSM Vehicle Policy (to Procurement officer)
- The HRC was able to accomplish much this year due to the active officers of FSS this year.

HRC members commented that the areas that need to be improved last year such as:

- Meeting attendance was improved when meeting frequency was reduced from twice a month to once a month.
- Agenda , meeting documents, and minutes were sent out earlier for members to read before scheduled meeting.

- More participation during meetings was improved but other members are still being encouraged to participate.

Areas that still need to be improved:

- VOIP connection is still problematic such that members in other states declined to become officers.
- More participation from other members.

Suggestions on how to improve HRC meetings:

- Proponents of policy changes should be invited to present to the committee to avoid confusion. There were cases wherein members cannot go on with the discussion because of questions that cannot be answered.
- If HRD Nelson cannot attend meetings, she should send a representative from her office to elaborate on HR policies and issues.
- It would be better if members meeting can see each other and not just listening to members from other states.