

**BOARD HIRING COMMITTEE
MINUTES
Friday, February 27, 2009**

Committee Chair David Hancock called the meeting to order at 12:15 p.m. Those present were Committee Chair David Hancock, Co-Chair John Sanders, President Robert Mees, Vice-Presidents Tim Daugherty, Brad McCormick and Julia Schroeder, College Legal Counsel John Huffman, Deans Terry Crain, Kim Dixon and Deborah Payne. Other College personnel in attendance included Toyin Fox, Clay Brewer, Susan May, John Montacue, Dale Marrs, J.R. Alongi, Judi Pastori, Mark Rogers, and Rhonda Tanner.

Also present was Dr. John Washburn of Workforce Development Associates hired as a consultant to review our existing policies/procedures and make recommendations for further discussion. Committee Chair David Hancock introduced Dr. Washburn and asked for his report.

Dr. Washburn stated for the most part, the policy/procedures are well-written and concise. However, two issues were identified as a result of the external review that he felt required some level of action/discussion.

Issue No. 1: Streamlining Search and Hiring Procedures

Recommendations:

1. Establish a campus-wide task force charged with reviewing the Search and Selection Process and Procedures for faculty and non-teaching professional staff and make recommendations for change through the appropriate Vice-President to the President and Board of Trustees. Operational, campus safety, and maintenance staff should be dealt with separately in accordance with union procedures where applicable.
2. Establish a Board sub-committee with participation from the President and Vice-Presidents, charged with reviewing the General Hiring Policies and the recommendations made by the campus-wide task force.

Issue No. 2: Board of Trustees Role in the Hiring Process

Recommendations:

1. Consider a procedure wherein the President recommends a candidate for employment for ratification by the Board.
2. The Board's discussion of this use should be formalized and incorporated with the recommendations of the campus-wide task force charged with reviewing search and selection procedures for John A. Logan College.

Summary

It is important that the interview process not result in choosing a compromise candidate. Some level of training may be necessary for mid-level administrators chairing search committees to help them more effectively assess the competence and compatibility of prospective employees.

Chairman Hancock asked Personnel Director Clay Brewer to report on the following topics from the October 10, 2008 meeting:

Follow-Up

- **Administrative Hiring Procedures** – Procedures have been reviewed and updated and are online.
- **Online Applications** – All applications (faculty, non-teaching professional and operational) will soon be online and will include applicable union statements.

- **Applications Processed** – The Personnel Office has processed over 2,000 applications this calendar year which does not include 451 custodial applications.
- **Sub-committee** – A Human Resources sub-committee has been formed with the goal of streamlining search and hiring procedures.
- **Background/Security Clearance** – The background form is online; however, the Director of Personnel feels this form should be submitted in person due to the sensitive information it contains. Background checks are usually completed in four to five days.
- **Interview Summary Sheet** – The summary sheet is consistent with the rating sheet and this form seems to be working well.

New Issues

- **NTP Salary Structure** – The new NTP salary structure form has worked well.
- **Hiring Process** – If a position is vacated during the hiring freeze/hiring chill, the position will be reviewed. If this position affects the operation of the College, it will be filled.
- **Hiring Process Deadline** – The committee agreed to slow down the hiring process and meet deadlines. It is very important to go through all the steps in the process to make a good hire.
- **Ratings/Interview Scores** - Ratings and interview scores are consistent with 100 points each.
- **Diversity/Interviews** – The committee agreed there was a need to expand our pools for more diverse applications. Clay Brewer and Toyin Fox will discuss options of marketing positions and relationship building.
- **Committee Chairs Final Obligation** – The final step in the hiring process is for the committee chairs to sign off on paperwork. The committee agreed that a checklist for each chair would be helpful in the hiring process. It was also agreed that during the orientation process, the hiring committee should meet as a group.
- **Employment Termination Letter** – The committee agreed that when a position is filled internally, termination letters should be submitted to the business office as soon as possible.

Committee Chair David Hancock mentioned that he would like to see new people serving on hiring committees and not have the same people serving. This would give more people the opportunity for input.

Policies and Procedures – Brad McCormick, who serves on the Board Policy Committee, stated the committee has reviewed the policy for minimum requirements for NTP which refers to what kind of degree is required, what kind of supervisory experience is required, etc. The paragraph at the bottom of that policy states all things held equal, a JALC employee receives preference in hiring which does not have anything to do with minimum requirements. The Board Policy Committee is seeking clarification of that statement.

The committee recommended the language be revised in the hiring policy to read that if the applicant is a current employee and meets the qualifications, then they receive an interview. The committee also recommended revisions of that statement be submitted to the Board of Trustees for review.

Judi Pastori relayed concerns from LOSA employees regarding evaluations, a temporary position, and job classification reviews. Administrators present commented that evaluations were to be meaningful, realistic and also compliment good performance with goal setting. The Secretary III LRC position with a temporary classification will be reviewed by administration. LOSA would welcome job classification reviews.

The meeting was adjourned at 2:10 p.m.

*Respectfully submitted,
Rhonda Tanner*