

Personnel Committee

Meeting Minutes

Thursday, Feb. 13, 2025

11 a.m. GTA 124 and via Zoom

Members present: Jennifer Stieger (chair), Erica Salazar, Jason Brick, Xunming Du, Mike McGhee, Amber Cannon, Arysta Sweat, Christopher Salute, George Kleeb, Jessica Johnson, Amy Smith, Shirley Muir

Members absent: Mardell Dorsa, Tim Beasley

Action items:

- The committee approved the November meeting minutes

Items discussed:

- The committee agreed on Spring meeting dates.
- Jennifer provided an update on the diversity training in WebCampus.
- The committee discussed that the WebCampus diversity training be available in the future for all employees who serve on search committees. Jennifer will follow up with HR.
- The committee discussed updating the part-time and tenure-track teaching observation forms for consistency. Jennifer suggested creating a sub-committee to work on the forms. Mike, Amber, and Jennifer agreed to be on the sub-committee if needed.
- The committee discussed the need for an additional sub-committee to review the mentorship policy.
- The committee will review its current charges and make recommendations.
- Jennifer will invite Sarah Negrete to attend a future meeting to answer questions regarding the committee's list of charges and search committee responsibilities.
- The meeting was adjourned at 11:47 a.m.