

Personnel Committee

Meeting Minutes

Thursday, Oct. 2, 2025

10 a.m. GTA 124 and via Zoom

Members present: Jennifer Stieger (chair), George Kleeb, Arysta Sweat, Amber Cannon, Yvonne Naungayan, Amber Ogle, Mike McGhee, Xunming Du, Erica Salazar, Amy Smith

Members absent: Rita Pujari, Timothy Beasley

Items discussed:

- The next meeting will be on Thursday, Nov. 6 at 10 a.m.
- Jennifer informed the committee the web page has been updated.
- The Fall 2025 in-service recording on Search Committee Procedures has been uploaded to the committee web page.
- The committee discussed the need to create a search committee chair checklist to streamline the process. Jason will create a Google Doc and share it with the committee.
- The committee discussed its role regarding the mentorship policy.
- The committee reviewed its list of charges and discussed revisions.

Action Items:

- Jennifer will follow-up with HR on the following questions:
 - Does the search committee chair send interview questions to the VP/Dean?
 - Who contacts unsuccessful candidates?
 - Could HR send the interview process documents along with the confidentiality statement to all search committee members?

Important dates:

- Faculty Senate: Oct. 17 at 9 a.m.
- Tenure application packets due Oct. 30 by 5 p.m. (Nevada Day holiday is Oct. 31)
- Sabbatical application packets due Oct. 30 by 5 p.m. (Nevada Day holiday is Oct. 31)