

Personnel Committee

Meeting Minutes

Thursday, November 6, 2025

10 a.m. GTA 124 and via Zoom

Members present: Jennifer Stieger (chair), Erica Salazar, George Kleeb, Jason Brick, Xunming Du, Tim Beasley, Mike McGhee, Amber Cannon, Arysta Sweat, Amy Smith, Amber Ogle, Rita Pujari, Yvonne Naungayan, Adriana Mendez

Guest: David Antonini

Items discussed:

- David shared ideas about how to streamline the tenure application process by using a central portal to upload documents. The committee agreed that faculty should discuss this in the future.
- The October meeting minutes were approved.
- The committee did not receive any sabbatical applications.
- George presented an update on the revised Professional Staff Recruitment policy, which will be presented at Faculty Senate. He reported that most of the committee's suggested revisions have been adopted.
- Jennifer shared HR's response to the committee's questions from last month:
 - Is the search committee chair required to send the interview questions to the VP/Dean in addition to HR? **That is at the discretion of the VP/Dean**
 - Who contacts unsuccessful candidates? The search committee chair? The dean? HR? **Those interviewed but not selected should be contacted by the hiring manager (this could be the supervisor, VP, etc.). If not selected for an interview, then they will receive a notification from Workday.**
 - Would it be possible for HR to send the interview process documents to all search committee members along with the confidentiality statement? (I have attached the documents that you sent me prior to the in-service presentation). **Let me gather info to send the most current - I'll work on this.**
- The committee will continue to work on a search committee chair checklist. The goal is to develop training for future in-service.
- Spring meeting dates are TBD.
- The meeting was adjourned at 10:43 a.m.

Important dates:

- Faculty Senate: Nov. 21 at 9 a.m.