

**Academic Affairs Leadership Team
Thursday, August 9, 2012**

I. CHECK – IN

a) Agenda

- Human Resources - Mary
- Book Orders - Bill

II. ACTION ITEMS

a) Human Resources - Mary

Mary Chatigny attended the meeting to inform the group of what is new in the HR department and to discuss any concerns that the group may have. Mary informed the group that the college will be moving to the new state attendance system beginning in October. The HR department is also implementing a personnel requisition process through the Interview Exchange program.

Mary also informed the group that the new non-unit handbook is on the HR website for those who have not seen it. Mary also informed the group that a new training brochure will be available soon. Bill stated that there is a concern that the volume of required training is beginning to become overwhelming for faculty and staff. Mary notified the group that the orientation training will now be spread across the entire year as opposed to one semester. Sue Grolnic suggested that the method of delivery for training should be reviewed to see if there were alternative methods that could be a better fit for employees. Mary notified the group that Kathy Ronaldson is currently working on a method to collect feedback on the training sessions. Judy suggested that Banner training be added to the available training. Linda suggested that the group invite Judith Kamber to a meeting to discuss the training for new faculty.

There was a concern from the group that the personnel files had missing or inaccurate information in them. Mary stated that the HR office is currently sorting through the files to ensure accuracy. There was a suggestion of hiring an outside firm to assist with the sorting of the files.

Chuck expressed a concern with the level of involvement the administrative assistants have in the hiring process of DCE faculty. Chuck stated that they are not well informed regarding forms and do not feel comfortable answering questions. Mary suggested that the Administrative Assistants should inform the new hires that they should contact HR and make an appointment to have their questions answered.

ACTION(S): Bill will speak with Steve Fabbrucci regarding training at the college and how we can assure IT and other training is folded into the overall approach so employees are getting the skills they need.

b) Book Orders - Bill

Bill informed the group that if faculty do not have a book order with their course that it does not affect a student's financial aid package. However, he suggested that divisions should continue to make every effort to have book orders in place when faculty names are added to the master schedule.

Linda stated that she has been encouraging faculty members to place a copy of their textbooks on reserve at the library for students to utilize.

ACTION(S): Bill will lead a taskforce initiative on the ordering of textbooks.