

Employee Recruitment and Retention
April 7, 2005

1. Individuals Present: Mary Fontes (via phone), Diane Rothschadl, Vicki Thompson, Kristina Keller and Becky Holthusen.
2. Minutes of March 23, 2005 Meeting – The minutes of the meeting were reviewed and approved.
3. Travel Reimbursement for Interviewees – Discussion was held. The following is the recommendation to be submitted to the Executive Committee:
 - a. The Employee Recruitment and Retention Diversity Sub Committee recommends that the search committees be required to conduct telephone interviews for administrative, faculty (unlimited track), and supervisory vacancies at the college. Following the telephone interviews, candidates will be reduced to more than five (5) to be invited for on-site interviews. The college will reimburse administrator candidates for actual costs associated to travel for the interview and the college will reimburse faculty and supervisor candidates to a maximum of \$250.00.
4. Timeline of Vacancy Postings – Discussion was held. The following is the recommendation to be submitted to the Executive Committee:
 - a. The Employee Recruitment and Retention Diversity Sub Committee recommends that the administration submit faculty vacancy announcements for the following fall term to the Human Resources Department at the beginning of spring semester as recruitment of a diverse pool of candidates is time crucial.
5. Hiring of Unclassified Employees Procedure – Discussion was held. It was decided that search committees should convene at the beginning of the process to determine screening criteria as well as assist with determination of recruitment sources for advertising. Becky Holthusen will revise and revise (if necessary) the current procedure and distribute to the committee for review.
6. Next Meeting – The next meeting is scheduled for Thursday, May 5, 2005 at noon in room 461F.