

## **MVCC COLLEGE SENATE COMMITTEE REPORT FORM**

Please fill in the requested information and email to the Senate Chairperson.

**Name of Committee:** Hiring Systems Advisory Board

**Academic Year:** 2010-11

**Committee Chairperson's Name:** Alina Mildred Treis Ph.D

**Names of Committee members:** Michael Alsheimer, Jennifer Boulanger, Kim Evans-Dame, Dennis Gibbons, Thomas Monaghan, Ushona McLean, Alexander Piejko. , Satya Tandon, and Alina Mildred Treis

**COMMITTEE CHARGE:** To oversee and advise the College hiring systems and advocate for excellence, integrity, and fairness in the systems with an emphasis on Affirmative Action and Equal Opportunity.

**Number of Meetings:** 5 Fall 2010; 6 Spring 2011. Dennis Gibbons served as Chair for Fall and Alina Mildred Treis began as Chair in Spring and continues to do so.

### **Summary of Committee Meetings:**

At the beginning of both Fall 2010 and Spring 2011 sessions, the committee re-examined the Purpose and Task of the Committee.

Because Kim Evans from HR deemed it necessary that most of the attention of this committee be given to the new on-line application process that was being considered by the college as cost effective, we spent most of our committee hours on this item.

At the on-set, with Kim Evans, HR director present, the committee discussed the value of such a plan and looked into several services available to the college at a certain cost.

Once People's Administration Application on-line was selected, the committee has been going through the application on-line forms and suggesting changes in language, content, and structure. Many changes were made by People's Administration to fine-tune a more customized package. The final revised package was delivered through a phone demonstration with President Vanwagoner present on March 8<sup>th</sup> at our meeting.

The goal of the committee is to get the program ready to be used for the Residential Director Position that will be posted in the near future.

Other topics at meetings were

- advertisements and the college profile through other administrative departments
- the hiring logistics of the college in terms of part-timers and term appointments
- consideration of temporary help when permanent positions are considered
- the fair process to be used when hiring more minorities for permanent jobs.

### **Recommendations for College Senate Action:**

The committee recommends that the college implement the People's Administration On-line application process for jobs coming up during the year. The committee also recommends that persons from Academics, Administration, Financial Aid, and Information Technology be trained by People's Administration in the capacity of being the MVCC trainer to execute a campus wide Train the Trainer system. Summer Workshop should also demonstrate this new tool so all faculty are aware of this tool.

**Submitted by:** Alina Mildred Treis, Ph.D (Chair)

**Date:** April 12, 2011