

# HUMAN RESOURCES COMMITTEE

October 27, 2011 ▪ 2:30 pm ▪ ASA-702

## MINUTES

Present: Susie Clutz, DJ Madron, Dawn Reed, and Robert Spong

Absent: Jill Dennison, Jennifer Felice, and Donna Marriott,

- The committee reviewed “Guidelines and Recording of Faculty Absences” (prepared by Rich Gagliardi in March 2011) to the newly released “Academic Affairs Guidebook.”
- Those present discussed Flex Scheduling, which could be a huge morale booster for staff! There are several different ways to offer Flex Scheduling (examples: 4-day work week, altered work hours/work week, working from home.) The committee feels the next logical step is to survey the MD community colleges and local companies asking two questions 1 - Do you have a policy and/or guidelines for Flex Work Scheduling? 2 – If so, what is your policy/guidelines?

The meeting was adjourned at 3:15 pm.

Respectfully Submitted by Dawn Reed