Chair Filbin called the meeting to order at 11:02 am. There was a quorum.

PC invited Jo Packham, Interim Assistant VP of Human Resources, to speak about how managers may support professional development for their professional employees. Ms. Packham began with an overview of the status of HR by reporting on some of the findings and recommendations from a January 2011 national review of MSU’s HR department. Some recommendations included placing all related human resource entities under one jurisdiction, thus enhancing workflow and customer service; and, adding more efficient automated services. Jo discussed how professional employee role descriptions, within the context of professional development, have not changed for about ten years. Because employee compensation and professional development are often determined by an employee’s role description (a foundation document that also helps to create a search process and enact flexible pay options) HR has now set up a collaborative effort between personnel officers and colleges/departments looking to hire, to form a more strategic partnership and better understand exactly what a specific position entails. Personnel officers interview the department hiring to fully understand what a specific position being advertised entails and qualifications needed to meet the job’s criteria. The Fair Labor Standards Act (A fair day’s work for a fair day’s pay) was discussed in the context of MSU’s different employee compensation awards (strategic pay, progression pay, lump sum bonus, recognition of additional responsibilities, etc.). It was noted that professional employees often accept additional complex duties and managers are not aware that compensation for such added responsibilities should be rewarded. PC members expressed a desire to have a campus management education program. In closing, Jo noted that HR provides assistance to managers and employees in understanding and submitting compensation requests.

A national search for a director of the Human Resource department will commence in the coming months.

There being no further business, the meeting was adjourned at 11:00.

Nancy Filbin, Chair