

Lansing Community College

What's Happening in HR?

Special points of interest:

- Donna Jacobson & Valerie Moles
- Search Committee Process
- Dependent Audit Update
- Additional HR location
- Winter Weather Tips

Donna Jacobson Hired! - HR Banner Specialist

Donna Jacobson has been working the last three months in Human Resources as a contract employee with Advance Team. Prior to that Donna's twenty one years of employment have included banking and academia, most recently the University of Michigan-Flint. Donna obtained her Bachelor's degree from Oakland University in 1999. This; while working full-time and raising a daughter is one of her

greatest personal accomplishments. She currently lives in Flushing and loves her "little town". Her favorite part of a day is going to the Library, (she loves to read) and then to the Elbow Room and having a cup of coffee. She is a member of Flushing Women's Club and won last year's Woman of the Year. Donna is also a member of the Daughters of Isabella (the women's division of the Knights of Columbus). Her daughter,



Sheila, is twenty three years old and lives on her own.

Valerie Moles Joins HR! - HR Employment and Employee Relations Specialist

Valerie Moles comes to Human Resources as our HR Assistant after 20- months in the Student Services Divisional Office as the Judicial Affairs Liaison. Valerie's educational background is at Michigan State University and Michigan Technological University. Her professional experience includes working at Jackson National Life Insurance as Project Manager, Business Analyst, and Customer Service Representative.

Valerie is extremely passionate

about Community Service as she leads girls in Girl Scouts of America, boys in Boy Scouts of America, and while working with teens in Youth for Understanding International Exchange, a high school exchange student program. She was an exchange student in high school, and as a result, speaks multiple languages. Valerie has served in many capacities in her 20-30 years in each of her Community Service interests, including several on National Boards. Valerie's organizational skills comes



from not only her professional experience, but from balancing her job, PTL, church, service, and more importantly "juggling" her husband Brian, and two children, Dolan and Aurora.



QUOTE OF THE MONTH

"Every thought is a seed. If you plant crab apples, don't count on harvesting golden delicious."
~Bill Meyer

Hiring Procedures: Search Committee Process

These procedures should be utilized by all department supervisors and search committees involved in filling vacancies at the College. The search committee process outlined must be followed in order to interview and hire all College employees.

Role of Human Resources – Preliminary Activities:

- Confirms search committee chair (department supervisor or designee) has completed search committee training within 12 months.
- Confirms that search committee chair (department supervisor or designee) has scheduled and oriented search committee members.
- HR teams provide samples of screening resume formats, standardized behavioral-based interview questions, list of legal and illegal interview questions, and reference check questions.
- HR teams are available for additional consulting/options regarding notifying non-selected applicants), reference checking, offer letters and more; HR will work with Chairs/hiring supervisor on options with these issues.

Role of Search Committee Members:

- Creates resume screen tool; develops behavioral interview questions; and develop assessment activities.
- Screen application materials and select candidates for interviews.
- Committee chair (department supervisor or designee) schedules interviews and notifies HR (names of interviewees and dates/locations for interviews).
- Search committee conducts interviews.
- Committee chair (department supervisor or designee) notifies HR and their ELT member of finalist(s). Second interviews will be conducted as determined by ELT and/or Sr. VP of Division.
- Committee chair (department supervisor or designee) or conducts reference checks.
- Committee chair (department supervisor or designee) notifies HR Manager, who computes salary and then notifies committee chair to make contingent job offer.
- Upon acceptance of contingent job offer, committee chair (department supervisor) send criminal background check form to finalist to complete and notify them to send completed form to HR to process the criminal background check.
- Upon receipt of the results, HR Manager communicates with committee chair (department supervisor or designee).
- Committee chair (department supervisor or designee) updates applicants status on PeopleAdmin.
- Committee chair (department supervisor or designee) for all positions i.e. full-time and part-time must send **all** search committee materials to HR for record keeping.
- **The HR Department is requesting that all search committee materials, for full-time and part-time searches from July 1, 2009, be sent to the HR Department for record keeping.**

Hiring Procedures: Search Committee Process - (Continued)

Role of Human Resources

HR Manager computes salary and communicates figure to committee chair (department supervisor or designee, who makes contingent job offer)

- Upon receipt of criminal background check results, HR Manager communicates those result to committee chair (department supervisor or designee).
- HR Manager works with committee chair (department supervisor) to establish official job offer and new hire date.
- HR Manager send official job offer letter and schedules new employee orientation and then confirms both with Chair (department supervisor).
- HR Manager closes position as “filled” on People Admin.
- Upon receipt of search committee materials from committee chair (department supervisor or designee), HR Manager files information.

Dependent Audit Update

The HR Dependent Audit is near completion. The Audit is being conducted to ensure accurate information is on file and that coverage is extended only to qualifying family members.

LCC employees that participate in any of the health care plans are required to partici-

pate in the Dependent Audit. The forms along with a list of the required documentation necessary for dependent coverage can be found on the HR website. All documentation must be submitted by February 19th, 2010 in order to maintain coverage. Employees not comply-

ing with this request, will have dependent coverage dropped effective midnight 2/28/10.

If you have any questions, please don't hesitate to contact the HR Benefit team of Joyce Snow (483-1875) or Kathleen Fox (483-1872).



HR has an Additional Office!

The HR team wants to be accessible to all employees. With such a large number of staff located on the West Campus we don't always have an opportunity to assist to and provide the

level and degree of service we desire. In order to meet this goal, HR will also staff an office on our West Campus. An HR representative can be found on West Campus every Monday, from 8:00

a.m. – 5:00 pm, Room M103.6. The office phone number is 483-1362. Please feel free to visit us in our new location!



“The HR team wants to be accessible to all employees”

LCC OD Supports “Blended Learning” for your Professional Development

What are blended learning solutions? Blended learning offers LCC employees professional development options that work for the differing needs of individuals and departments here at the College. Here are some examples of blended learning solutions and why you might choose them.

Face-to-Face Training. Face-to-face training works for learning where discussion, asking questions, sharing perspectives, and practicing newly acquired skills are important.

On-line Learning or Webinars. On-line learning works effectively when employees need “just-in-time” training, have individual training needs, or employees choose to work at their own pace. Our LMS provides nearly a thousand on-line courses. You may be able to find free webinars on-line but beware the advertising that often comes with that option.

Intact Team Training. Supervisors might call for intact team training when entire departments need to train in a new skill or practice, when teams need to identify problems in conjunction with practicing agreed-upon solutions, or when the team would prefer learning new skills in the safety of their trusted colleagues. Oftentimes intact team training is “experiential”, meaning teams learn by doing.

Simulations. Perhaps we’re not ready to go “live” with newly acquired skills yet. Working within a simulated environment allows people to take risks with their new skills without the concern about making mistakes that would impact their department or customers.

Coaching. Prefer problem-solving on a one-on-one basis? Having your LCC HR representative available to talk through options, identify alternatives, or simply listen to the issues and help you identify the root cause of problems, rather than jumping to a training solution may be the best option for you.

Books and/or Journal Articles. Keeping abreast of insights from the latest authors re-charges our batteries and provides us with a cost-effective way to stay on top of our game! Why not choose a book as a stepping-off point for your next internal retreat? Or save time by borrowing others’ best practices?

Internet. Looking for an inspirational piece to lead off a staff meeting? Try using a quote as a segue to your own department issues.

Share the Wealth! If you or someone in your department has read a good book, article, taken an LMS course you’re excited about, or accessed a great internet site, please contact Nancy Ohle or Lori Willett in HR, OD with the name, the link, and/or a brief testimonial or summary and we’ll share that information with your colleagues across campus. Our business is learning. Let’s share our wealth of knowledge!

Open Positions at Lansing Community College!

There are seventeen full-time faculty vacancies, two Chairs vacancies, numerous adjunct vacancies, several administrative and support vacancies open at LCC.

If you are interested, please go to <http://www.lcc.edu/hr> to apply.

Note that the on-line application must be completed for open posting (s), you also

must attach a resume, cover letter, letter of recommendation (s), (or indicate that its being mailed by named reference) and if appropriate, an unofficial copy of your

college transcript for highest degree earned (if you have a PhD, then the transcripts for MS/MA and BS/BA are not necessary).

Successful Interviewing

Throughout January and February, the organizational development team from Human Resources conducted five supervisory training sessions, all related to preparing and conducting successful interviews. This article contains a summary of information shared in those sessions.

As the Michigan economy starts to rebound and departments at LCC begin to recruit new employees, we've learned that a key component to successful hiring is **planning ahead**.

What does that mean? Well, it begins with behaviorally based interview questions based on the core competencies of the job. Desired answers are identified for each question.

Committees use structured interviews, meaning all candidates are asked the same core questions. Follow-up questions are allowed to gather STAR information (Situation, Task, Action, and Results). These questions probe further to ensure the interview team understands the answer in the proper context and that the candidate has the opportunity to fully explain their response.

At the conclusion of the interview, each committee member scores the candidate's answer to each question. Because desired answers are identified prior to the interview, committee members can easily score each answer, arriving at their top candidate.

The formal training sessions have now ended, but any group may request this training by contacting Lori Willett in HR -OD. Lori can be reached at willetl@lcc.edu or by calling extension 1979.



COPING WITH WINTER WEATHER

Emergency Management and Safety Services would like to remind everyone about being careful when walking around the campus area. Even though the college endeavors to have all walkways and parking lots clear, black ice conditions can sometimes occur. Please be alert for icy conditions and report any problem areas to the Physical Plant Department at 483-1808. If you notice a problem after 5 PM or on weekends contact the Campus Police at 483-1800 .



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