

Friday, November 9, 2012

9:00 am

Conference Room, Building 1

Personnel Eval. Comm.

Chair: Tony Taylor

Vice-chair: Sarah Toler

Secretary: Adrienne Smith

Members Attending: Emily Woolard, Sarah Toler, Carol Willard, Tony Taylor, Brenda Rogers, Adrienne Smith

Members Absent: Christina Hale

Minutes from Meeting (11/9/12)

Agenda Item

I. Presenter: Emily Woolard

Call to Order

- Discussion Item: Emily Woolard called the meeting to order and gave a brief overview of the responsibilities of the personnel evaluation systems committee.

II. Presenter: Emily Woolard

Elect Officers

- Action Taken: Motion made by Carol Willard to recommend Tony Taylor as Committee Chair, Seconded by Adrienne Smith. All members in favor, none opposed.
- Action Taken: Sarah Toler volunteered and made motion to serve as Committee Vice Chair, Seconded by Carol Willard. All members in favor, none opposed.
- Action Taken: Adrienne Smith volunteered and made motion to serve as Committee Secretary, Seconded by Sarah Toler. All members in favor, none opposed.

III. Presenter: Emily Woolard

Distribute Current Evaluation Templates

- Discussion Item: Distributed current templates for review and discussion at next meeting.

Other Information

Next Meeting: (Friday, December 7, 2012, Building 1 Conference Room)