

Friday, September 6, 2013

10:00am

Conference Room, Building 1

Personnel Evaluation Systems Committee

Chair: Chet Jarman

Vice-chair: Brenda Rogers

Secretary: Christina Hale

Members Attending: Clara Ebron, Christina Hale, Sarah Hudson, Chet Jarman, Brenda Rogers, Carol Willard, Emily Woolard(Resource)

Members Absent: none

Minutes from Meeting (9-6-13)

Agenda Item

I. Call to Order **Presenter:** Emily Woolard

- Discussion Item: Emily Woolard called the meeting to order and gave a brief overview of the responsibilities of the Personnel Evaluation Systems Committee.

II. Elect Officers **Presenter:** Emily Woolard

➤ Action Taken or Recommendation

➤ Discussion Item

➤ Action Taken: Motion made by Carol Willard to recommend Chet Jarman as Committee Chair, Seconded by Sarah Hudson. All members in favor, none opposed.

➤ Action Taken: Motion made by Carol Willard to recommend Brenda Rogers as Committee Vice Chair, Seconded by Chet Jarman. All members in favor, none opposed.

➤ Action Taken: Motion made by Chet Jarman to recommend Christina Hale as Committee Secretary, Seconded by Brenda Rogers. All members in favor, none opposed.

III. Update BOT Strategic Goals **Presenter:** Emily Woolard

➤ Discussion Item: Update all personnel evaluations for PeopleAdmin, online system to be operational by December or early January

➤ Incorporating professional development goals, measurable items, and self-assessment into performance evaluations

➤ Members are to research and review sample evaluations from BCCC and other colleges, return with ideas/updates for current BCCC evaluations in two weeks

IV. Presenter:

➤ Discussion Item

➤ Action Taken or Recommendation

V.

Presenter:

- Discussion Item

- Action Taken or Recommendation

Other Information

Next Meeting: (Friday, September 20, 2013 at 10:00am, Building 1 Conference Room)