

(Friday, November 1, 2013)

Personnel Evaluations System Committee

9:00am

(Bldg. 1 Conference Rm)

Chair: Chet Jarman

Vice-chair: Brenda Rogers

Secretary: Christina Hale

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

Members Absent: Carol Willard

Minutes from Meeting (November 1, 2013)

Agenda Item Approval of Minutes

- I.** **Presenter:** Chet Jarman
- Action Taken: Sarah Hudson made a motion to approve the meeting minutes from Oct. 23 2013; Seconded by Brenda Rogers

Agenda Item Write descriptions for Staff Performance Evaluation

- I.** **Ethics and Confidentiality** **Presenter:** Chet Jarman
- Action Taken: Heading changed from Ethics and Confidentiality to Professionalism
 - Action Taken: First draft of descriptors completed

- II.** **Service to the College and Community** **Presenter:** Chet Jarman
- Action Taken: First draft of descriptors completed

- III.** **Supervisory Effectiveness** **Presenter:** Chet Jarman
- Action Taken: First draft of descriptors completed

Other Information

Next Meeting: (Friday, November 15, 2013 9:00am, Bld. 1 Conference Rm)