

Personnel Evaluation Systems Committee		Thursday, September 18, 2014	
		11 a.m.	
		Bldg. 9- Conference Rm	
Chair:	Christina Hale		
Vice-chair:	Ann Barnes	Secretary:	Clara Satchell-Ebron
Members Attending:	Christina Hale, Ann Barnes, Carol Willard, Clara Satchell-Ebron		
Members Absent:	Emily Woolard and Stephen Jones		
Minutes from Meeting (9/18/2014)			
Agenda Item			
I. Minutes		Presenter:	Christina Hale
Carol Willard made a motion to accept the minutes from the August 28, 2014 meeting. Vice-President Ann Barnes seconded.			
II. Evaluation Forms		Presenter:	Christina Hale
<ul style="list-style-type: none"> ➤ Discussed Supervisor by Employee Evaluation Form. ➤ Correction in Management section under excellent. College should be lower case "c". ➤ Revised and edited Supervisor by Employee. ➤ Discussed Staff by Supervisor and will add a Technology/Safety Section which will be number 14. ➤ The committee discussed in length to get input from Safety Coordinator, Eddie Allen. We will also look into other college's safety regulations. ➤ The committee will use the technology description we have on file. ➤ President Hale will speak with Chief Harrison on the Active Shooter Training and Director Human Resource, Emily Woolard on FERPA. <p>Discussion as to where to place Safety on the Evaluation Form. A suggestion was made to place close to Job Knowledge.</p>			
III. Next Meeting		Presenter:	Christina Hale
➤ Next meeting will be held on a Thursday at 11 a.m. date TBA			
IV. Dismissal	11:45 a.m.	Presenter:	Christina Hale