

APPROVED



**MCCPS**

## MCCPS Board of Trustees

### Minutes

#### Personnel Committee Meeting

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**Date and Time**

Monday April 23, 2018 at 7:00 PM

**Location**

MCCPS 17 Lime Street

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**Committee Members Present**

Artie Sullivan, John Steinberg, Katie Sullivan, Nina Cullen-Hamzeh, Patricia Rietti, Xhazzie Kindle

**Committee Members Absent**

*None*

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**I. Opening Items****A. Call the Meeting to Order**

Artie Sullivan called a meeting of the Personnel Committee Committee of MCCPS Board of Trustees to order on Monday Apr 23, 2018 at 7:08 PM.

**B. Record Attendance and Guests****C. Approve Minutes**

Artie Sullivan made a motion to approve minutes from the Personnel Committee Committee Meeting on 04-04-18 Personnel Committee Meeting on 04-04-18. Xhazzie Kindle seconded the motion.

The committee **VOTED** to approve the motion.

## II. Old Business

### A. HOS Annual Review and Evaluation

#### Part I. End-of-Cycle Document

Artie edited the End-of-Cycle Evaluation Report document to show the 2 indicators that coincide with each HOS goal and blacked out those that, it was decided at the last meeting, would not be the focus for this year's evaluation. This is so Board members do not need seek evidence for those at this time, but may decide to do so for subsequent years. The committee suggested a few more edits for ease of use.

Action item: Artie will incorporate final edits and send to John Steinberg to make it digitally fillable for the Board to use. Artie will also draft a cover sheet explaining the process and the document.

#### Part II. Results of the HOS Evaluation Surveys

John Steinberg summarized the data from the Val-ed survey and presented graphs to show the results over time. The graphs collectively show a downward trend in areas from previous year to now, as well as an overall disparity among three respondent categories (HOS, Faculty, Board).

John will also take a look at the data from the CEO Board on Track Survey and prepare a summary for that looking at 2016 results and this year's. (There was no Board on Track survey used in 2017.)

Action item: John will prepare a presentation for tomorrow night's Board meeting.

### B. SUCCESSION PLAN

Nina has shared three documents via email today with this committee to inform the creation of a succession plan.

Action item: Committee members will read all three documents in preparation for discussion at the next meeting.

### C. POLICY REVIEW

Tabled

## III. Action Items

### A. Review Action Items from Meeting

### B. Meeting Schedule

The next meeting date Monday, May 21, 2018.

#### **IV. Closing Items**

##### **A. Adjourn Meeting**

Artie Sullivan made a motion to adjourn the meeting.

Katie Sullivan seconded the motion.

The committee **VOTED** to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:30 PM.

Respectfully Submitted,

Katie Sullivan