APPROVED

MCCPS Board of Trustees

Minutes

Personnel Committee Meeting

Date and Time
Monday May 21, 2018 at 7:00 PM

Location
MCCPS, Room 8L

Committee Members Present
Artie Sullivan, John Steinberg, Katie Sullivan, Nina Cullen-Hamzeh

Committee Members Absent
Patricia Rietti, Xhazzie Kindle

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 May 21, 2018 at 7:23 PM.

B. Record Attendance and Guests

C. Approve Minutes

Katie Sullivan made a motion to approve minutes from the Personnel Committee Committee Meeting on 04-23-18 Personnel Committee Meeting on 04-23-18.
John Steinberg seconded the motion.
The committee **VOTED** to approve the motion.

II. Old Business

A. HOS Annual Review and Evaluation

I. John Steinberg and Artie Sullivan discussed and made some edits to the fillable HOS Evaluation document for the Board to complete.

II. The Val-ed survey subscription is up for renewal and there was discussion about renewal. There are pros and cons as with any survey. The committee agrees that the price for us is decent considering it is by Principal. We also have several years of data for comparison. However, many more people completed the Board on Track one. Roughly 90% completed the BOT survey vs. 50-60% completing Val-ed. It will be up to the Board to decide.

B. SUCCESSION PLAN

Although there still needs to be an approved written policy, Nina has shared three documents with the committee that inform the writing of Succession Plans. There is a bulk of the work done here in these documents and the Board needs to inform the "grain size" for the plan or approve it as is.
If the HOS suddenly becomes unavailable, part of the plan should be a communication to all stakeholders and the wider community, written and ready to go that delineates the Succession Plan.
Karl Smith also sent a few articles earlier that can also inform the discussion.
Nina is working with the Admin. Team on listing their job descriptions, but there also needs to be a plan for the "keys to the kingdom" if something unfavorable happens.

Action item: Members will read through all documents from Nina for a discussion at the next Personnel Meeting in order to draft a Succession Plan..

Motion: Artie moved that...John Stienberg seconded. Voted unanimously.

C. POLICY REVIEW

The committee re-opened the policies discussion that was tabled from the fall in leiu of HOS Evaluation work. In particular focus is Section 7 under the MCCPS by-laws regarding the Personnel committee which states, "(b) Review and propose recommendations for amendments to policies as they pertain to legal issues relating to employees, employee benefits, employee relations and recruitment." The Board needs to decide what, if any, of the policies this section pertains to need to Personnel.

III. Action Items

A. Review Action Items from Meeting

B. Meeting Schedule

Next meeting date: Monday, June 25, 2018

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:00 PM.

Respectfully Submitted,
Katie Sullivan