

Minutes of Human Resource Committee

Date: June 6, 2007

Meeting called to order: 3:30 p.m.

Attendees: Lori Clements, Chairperson, Kevin O'Malley, Heather Zolnowski, Kevin Buckley, Mireille Malouf, Gail Trotin, Cindy Sarapas

**Old Business:** Employee Handbook was approved by the Board of Trustees at their last meeting. Dr. O'Malley congratulated Lori Clements on the amount of work that went into revising the handbook and getting all the revisions approved by the Board of Trustees.

Last HR meeting in May was cancelled due to illness in the Chairperson's family.

All the HOS surveys were compiled and the final document went to the Board of Trustees to assist them in their evaluation of the HOS. They will conduct their evaluation in June. The surveys were extremely positive and supportive.

**New Business:** Some part time employees approached the HR Chairperson regarding the calculation of hours worked with regard to various benefits eligibility. After reviewing the existing policy, the Chairperson advised the employees that the HOS has discretionary decision-making authority and the Chairperson has referred them to the HOS. The HOS can establish rules of employment at time of hiring. Any day-to-day operations questions belong to the HOS and should be referred to him in the future. HOS will address this specific topic for the next the handbook revision.

The Chairperson was approached by some parents regarding giving input into teachers' performance. The Chairperson suggested a parent survey similar to the HOS survey. Some sample questions could be open ended questions, suggestions, comments etc. The HR committee discussed the merits/demerits of an anonymous survey completed by the parents. The HOS suggested the survey be developed by the teachers. This item is tabled until the fall of 2007 and will be put back on the agenda for further discussion.

Also discussed was a section in the Employee Handbook that would address personal relationships between faculty and families/parents. The HR committee discussed whether this should be pursued further and it was decided that it would not be addressed at this time.

The HOS congratulated Kevin Buckley on becoming the new Faculty Representative to the Board of Trustees.

Minutes of last meeting are accepted pending any changes which should be submitted to the Chairperson before the last day of school, 2007.

Next meeting is scheduled for Wednesday, October 3, 2007.

Meeting adjourned at 4:30 p.m.