

To: Management Council

From: Denise F. Noldon

Subject: Notes from Nov. 29, 2013

Date: December 13, 2012

1. Mariles again updated everyone on proper processes to hire workers. She mentioned the liability issues around not following proper procedures for hiring. We are having a problem with student workers. Problems arise with grant funded programs. Mariles will draft a form that outlines the steps to take in order to begin work.
2. Processing Foundation Checks and Scholarships -
Denise mentioned that Melody will be leaving the role of handling the processing of foundation and scholarship checks. A 20-hour a week position will be hired to do the processing. Denise asked that everyone be mindful of the fact that the processing
3. Facilities Update: see attachment
4. Management/Supervisor Evaluation Training
 - Based on academic calendar basis.
 - Process is interactive and ongoing and improve performance and services.
 - Two kinds: Regular and Comprehensive (put in CCC Goals as a template).
 - Regular Evaluation – Goal Setting (formal evaluation done every two years) document placed in permanent file.
 - Mid-year, mid-cycle checks.
 - Comprehensive.
 - Evaluatee self-evaluation consists of five performance qualities (Powerpoint will be forwarded by Gene).