

STUDENT UNION BOARD OF DIRECTORS
Personnel Committee Meeting Minutes
April 7, 2015 at 3:00pm in the Student Union

Members Present: Inderpal Kaur, Laura Sullivan-Green, Renee Barnett Terry
Members Absent: None
Guests: Cathy Busalacchi, Amy Guerra-Smith

CALL TO ORDER

Laura Sullivan-Green called the April 7, 2015 Personnel Committee Meeting to order at 3:04pm in the Faculty/Staff Dining Room in the Student Union.

ROLL CALL

Laura Sullivan-Green asked Amy Guerra-Smith to do a roll call. Amy Guerra-Smith noted that she did a visual roll call.

APPROVAL OF AGENDA FOR APRIL 7, 2015

Laura-Sullivan Green asked for any changes to the APRIL 7, 2015 Personnel Committee Meeting Agenda. Laura Sullivan-Green asked for any objections to approve the APRIL 7, 2015 Personnel Committee Agenda as presented. Laura Sullivan-Green noted that the **APRIL 7, 2015 Personnel Committee Meeting Agenda was approved as presented by unanimous consensus.**

APPROVAL OF FEBRUARY 17, 2015 PERSONNEL COMMITTEE MEETING MINUTES

Laura-Sullivan Green asked for any changes to the February 17, 2015 Personnel Committee Meeting Minutes. Laura Sullivan-Green asked for any objections to approve the February 17, 2015 Personnel Committee Minutes as presented. Laura Sullivan-Green noted that the **February 17, 2015 Personnel Committee Meeting Minutes were approved as presented by unanimous consensus.**

ACTION ITEMS:

- I. **Approval of Personnel Committee Chair and Vice Chair**
Renee Barnett Terry nominated Laura Sullivan-Green as Chair of the Personnel Committee. Laura Sullivan-Green accepted the nomination.
Laura Sullivan-Green nominated Inderpal Kaur as Vice-Chair of the Personnel Committee. Inderpal Kaur accepted the nomination.
Laura Sullivan-Green asked for any objections to approve Laura Sullivan-Green as Chair and Inderpal Kaur as Vice-Chair of the Personnel Committee. Seeing no objections, Laura Sullivan-Green noted that the **Personnel Committee approved Laura Sullivan-Green as Chair and Inderpal Kaur as Vice-Chair of the Personnel Committee by unanimous consensus.**

INFORMATION ITEMS:

- I. **Executive Director's Annual Performance Review Process**
Cathy Busalacchi informed the Personnel Committee members of the process for the Executive Director's Annual Performance Review. Ms. Busalacchi noted that the evaluation form is sent to all Board members and direct reports and asked to return the completed form to Laura Sullivan-Green by April 22nd. Laura Sullivan-Green will compile the information and present a draft evaluation to the Personnel Committee at the next meeting scheduled for April 28th. After the Personnel Committee approves the evaluation, the Personnel Committee will present the evaluation to the Board at the May 12th meeting in closed session. Renee Barnett Terry inquired if past Board members will have any opportunity to submit feedback since there are so many newer Board Members? Cathy Busalacchi noted that the invitation will go to all current Board

Members, Associate Directors of the Student Union, and to the Board members who have left the Board in the last several months.

MEETING ADJOURNMENT

Laura Sullivan-Green asked for any other business to discuss. Seeing no other business, Laura Sullivan-Green noted that the **April 7, 2015 Personnel Committee Meeting** was adjourned at 3:15pm by **unanimous consensus**.