

**REPORT OF MINUTES**  
**BOARD OF TRUSTEES**  
**PERSONNEL COMMITTEE MEETING**  
**BAY de NOC COMMUNITY COLLEGE**  
**Catherine Bonifas Board Room (201D)**  
**Escanaba, MI**

**February 17, 2016**

The meeting was called to order at 4:58 p.m. ET by Board Personnel Chair, Bill Lake.

Roll call was taken by Assistant Board Secretary, Laura Johnson.

Committee Members Present: Bill Lake, Joy Hopkins, Jim Hermans,  
Philip Strom, ex-officio member

Committee Member Absent: None

Other Board Members: None

Administration: Laura Coleman

Recorder: Laura Johnson, Assistant Board Secretary

Personnel Committee Chair, Bill Lake, stated the purpose of the meeting was to prepare for the upcoming annual presidential performance assessment. Assessment tools shared by peer schools were reviewed and discussed.

Members agreed the current assessment instrument is satisfactory and should be used without revision for the upcoming assessment in March.

Discussion determined the following will be presented to the Board at the March 16 meeting for discussion and approval:

- The Listening and Responding and Teamwork and Cooperation core competencies from the KCC instrument will be added to Category 2: Leadership – Administration of the current instrument. Listening and Responding will be combined with Item 1. Item 5 will be replaced with Teamwork and Cooperation.
- Core competency Conceptual Thinking may be added if it can be combined and maintain the same number of items.
- The Strategic Agenda Objectives will be identified as the President's goals and progress identified in the monthly board reports and during the performance assessment process. Progress toward these goals will be revisited during the annual performance assessment.

- A special board meeting will be scheduled in February for the President to report progress on strategic goals and share additional supporting information (e.g., employee satisfaction survey results, Strategic Agenda) to assist trustees in the performance assessment.
- The annual performance assessment will be scheduled in March to comply with the April 1 contract notification deadline in the presidential contract.

March 23 at 4:30 p.m. was scheduled for Dr. Coleman's performance assessment and potential contract revisions.

It was moved by Joy Hopkins and seconded by Jim Hermans to:

**“Adjourn the meeting.”** No discussion. Motion carried unanimously. The meeting adjourned at 5:41 p.m. ET.

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Laura L. Johnson  
Assistant Board Secretary

2/18/16  
Completion Date

Approval Date

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William W. Lake  
Board Personnel Chair

Approval Date