**Evaluation Committee Meeting Minutes**

**Sept. 25, 2013, 9am – 10:15am**

In attendance: Lynette, Macfarlan, Stephanie Davis, Tom Reagan, Stephen Theriault, Sarah Lino, Clint Kelly, Mardell Wilkins, Janie Moore, Hang Nguyen

* Steve Theriault reported that Chancellor wants it to be clear that the Step System is gone
* Discussion of Merit Plan
  + Will cover everyone but classified staff, Dean and above, and adjunct faculty
  + Those paid through soft money will be part of the merit system but not paid merit from the same merit plan pool
  + Merit pay will be allocated in shares for those rating satisfactory or above in their evaluations
  + The merit pool for the first year is $175,000
  + Administrative Faculty need a more comprehensive evaluation form
  + Deadline is by the end of this semester
  + Merit monies available January 1, 2014
  + During the transition phase, everyone who rates satisfactory and above will receive the same shares of merit pool
  + Recommendations for people to help create Admin. Faculty form:
    - Jeannie Bailey, Scott Nielsen, John Rice, Dorinda Friez, Sheri Baker
  + Janie will join Compensation and Benefits Committee
* Need to make sure new employees are aware of Evaluation Form and how it works
* Adjunct Evaluation Form
  + Changes need to be made to the form
    - #2, Who is Designee?
    - 2 signatures need not be required from adjunct faculty member
    - Observation form needs section on commendations and recommendations
  + If an adjunct teaches for two different departments, forms need to be filled out from each department