

Search Committee #9 Agenda
11.3.21 at 4:30 pm
Room 5C

Members: Lisa A, Jennifer L, Heather K, Joell P, Jennifer B, Jeff E
Guests; Cecelia and Kate

1. Update from Hiring TF (Lisa)
 - a. We have most of our meetings and interview dates scheduled
 - b. The ad is ready to be posted on November 28 through December 31st.
 - c. Interviews will be in January
 - d. We have rough drafts of evaluation tools and interview questions completed
 - e. Tentatively the Day at MSA will be on February 15th from around 1 - 7ish. I will announce that to the public later this month, after our next meeting.
2. Update from the Transition TF (Joell)
 - a. We met on Oct 14 with Cecelia to work on the Transition TF to see what did and didn't work.
 - i. The TF was helpful,
 - ii. But the list was too overwhelming for a new person
 - iii. Should instead create an annual list of the director
 - b. A list bit of different approach for the Permanent
 - i. BOD should have a defined calendar of when groups/stakeholders will meet with the new person
 - c. The next meeting will be during the week of the 15th
3. BOD Update (Lisa)
 - a. Approved Job Description, Ad and Salary Schedules
 - b. Did not approve the contract, specifically calendar and PTO - This is what we will work on.
 - i. Hours per day does not guarantee that it gets done
 - ii. 3/4 time was supposed to be for the salaried employee if they were done with their work. But work was not getting done with the 3/4 time.
 - iii. Should not get 3/4 time and 30 days of PTO
 - iv. Suggested guidelines for PTO
 1. At least one administrator should be here Monday-Thursday during the summer 9-4
 2. Limit days off during student contact days
 3. Legally 1 administrator must be site when students here
 4. Administrators should not take planned PTO on the same day.
 - v. 30 PTO, 11 holidays, 219 duty days
 1. 52 weeks times 5 days= 260 days
 2. 260 days subtract 11 holidays = 249 days
 3. 249 days- 30 PTO = 219 duty days
 4. 11 or 12 holidays:
 - a. 4th of July (1 day)

- b. Labor Day (1 day)
 - c. Thanksgiving (2 days)
 - d. Winter Break (2 days)
 - e. New Years (2 days)
 - f. MLK Day (1 day)
 - g. President's day (1 day)
 - h. Memorial Day (1 day)
 - i. Juneteenth? It is a federal holiday - what does the BOD want to do with that?
 - vi. Professional Development
 - 1. \$3000 and \$1000 can be carried over for a total of \$4000 in a 2 year period
 - vii. Handbook needs to redone
 - 1. PTO needs to explicitly state that it is prorated.
 - 2. And there needs to be more about expectations about work.
 - 3. The Contracts should be more specific and include some of these elements.
 - 4. One handbook is doing too much and there should probably be three different ones. Or, the organizational perspective should be in the handbook and the contracts should be more specific.
 - 5. Contract Language needs to be fixed... If we could not financially afford the Director, that would be a bigger problem.
 - a. It is just boilerplate language for all of the MSA contracts
- 4. Video
 - a. The cost was too high
 - b. And there is not enough time at this point to get a video completed
 - c. Shawn took down the other video.
- 5. Next Meeting:
 - a. We'll see if we need one.
 - b. If so, Lisa will coordinate with the members.