

**Human Resource Committee Meeting Agenda**  
**Quorum = 3 (50%) (Total Committee Members = 5)**  
**Tuesday, November 17, 2020**  
**8:30 a.m. – 9:45 a.m.**  
ZOOM Virtual Meeting Room

***Be the Driving Force** to meet our roles and responsibilities as a committee by:*

- *Recommending personnel strategies*
- *Ensuring labor level compliance*
- *Providing guidelines for HR policy strategies*

**I. Call to Order & Chair Comments – Karen McDonald**

A. Welcome

**II. President's Report**

**III. Approval of Minutes \***

A. September 15, 2020 – Open Session

**IV. Policies \***

- A. HR 206 – Introductory Period
- B. HR 302 – Performance Conversations
- C. HR 308 – Salary Administration
- D. Temporary Merit Pay Timing

**V. Closed Session \***

A. September 15, 2020 – Closed Session Minutes

**VI. Information <sup>Δ</sup>**

Human Resources Updates

1. Personnel Updates

- a. Filled Positions – Visual Communications Designer, HSB Specialist
- b. Open Positions – PT Information Assistant

\*Needs Action  
<sup>Δ</sup> Information Only

**Upcoming Committee Meetings**

MEETING	MEETING DATE	MEETING TIME
Board Development	November 18, 2020	9:30 a.m. – 11:00 a.m.
Board of Directors / NC Pre-K	November 19, 2020	12:00 pm – 2:00 pm
Planning and Evaluation	December 8, 2020	11:30 am – 1:00 pm
Human Resources	December 15, 2020	8:00 am – 9:15 am
Executive	December 17, 2020	3:00 pm – 5:00 pm
Facilities & Tenant	December 21, 2020	9:00 am – 10:00 am
PED	January 7, 2021	9:00 am – 11:00 am
Board Development	January 13, 2021	9:30 a.m. – 11:00 a.m.
Finance	January 19, 2021	3:00 p.m. – 5:00 p.m.
Facility & Tenant	January 19, 2021	11:30 am – 1:30 pm
Board of Directors / NC Pre-K	January 28, 2021	12:00 pm – 2:00 pm

**Upcoming Events/Volunteer Opportunities**

EVENT	DATE	LOCATION	CONTACT

**Holiday Schedule**

HOLIDAY	DATE CLOSED
Thanksgiving	November 25-27, 2020
Christmas	December 24-31, 2020
New Years Day	January 1, 2021
Martin Luther King Jr. Day	January 18, 2021