

Nova Board Committee 2015-16 School Year Goals Summary
Monday, September 28, 2015

Committee Name: Human Resources Committee

Committee Co-Chairs: Amanda Fuchs and Paul Mason

Committee Members: Krista Sandstrom, Amy Brown, Amanda Fuchs, Nancy Bauman, Jason Belter, Shane Stennes, Jeff Timmerman, Robb Westawker

Committee Mission Statement: Establish a Human Resources Committee to:

- review and evaluate existing Nova human resources policies and practices
- modify existing policies and practices as appropriate in keeping with laws and best practices
- develop new policies and practices in areas currently not covered

Committee Goals for 2015-16 School Year

Goal	<i>Targeted Completion Date</i>	Status	Owner(s)
Review and update Employee Handbook for use 2016-17 school year	May 2016	In process	Timmerman; Baumen on Benefits
Evaluate 2015 staff satisfaction survey and work with school administration to develop action items in an effort to maintain and improve satisfaction levels	December 2015	Waiting to review staff satisfaction survey results	Sandstrom
Develop an annual or semi-annual performance management process for all non-faculty staff complete with goal setting, performance feedback and ratings on progress against goals, job role skills and competency capabilities	January 2016		Brown and Belter
Develop an employee complaint resolution process; explore possibility of an ombudsman role at the school either as paid or voluntary representative	December 2015		Stennes and Mason
Develop a progressive discipline process for all employees	December 2015		Fuchs
Explore employee agreement designs beyond the current annual contract renewal process	February 2016		Stennes and Mason
Review and recommend revised mandatory employment policies for adoption by BoD	February 2016	In process	Westawker
Working with <i>Finance and Budget Committee</i> , investigate compensation practices at a number of FOE and Twin Cities area private schools to develop and maintain competitive practices	March 2016		TBD