

Headquarters and Employees Committee Annual Report

Members:

- Carrie Holowiti – Chair
- Shameka Boakye-Boaten
- Beverly McCoy
- Stacy Garner

1. The committee met twice in the past year.
2. The committee recommended the purchase of two new laptops. One to replace front desk laptop and one for new part-time employee. Cost just below \$6,000
3. The committee reviewed the reserve study plan and the planned building maintenance – This year floors were replaced on the second floor of the building.
4. Recommended an increase of intern pay from \$10.00 per hour to \$12.00 per hour not to exceed 20/hours per week.
5. Approval of out-of-cycle pay raise for Erin based on new responsibilities.
6. Recommended approval of \$10,000 expense for update to the insurance database, executive council agreed. New system is online.
7. Started review of SOP positions descriptions – completion in upcoming CY