

Staff Senate Meeting May 22, 2019

Call to order: Meeting called to order at 9:33 am.

In attendance: Rip Horsey, Laura Lyon, Kyler Dreyer, Lori Palmer, Natasha Gaspar, Max Chartier, Susan Hays, Kathryn Plummer

Absent: Kristen Larson

Guests: Trina Horsey, Laura Tierney

Approval of the minutes: Minutes approved.

Reports:

Performance Reviews - Judy Vanderburg, Vice President of

- Judy brought Staff Senate copies of all of the existing evaluation forms that are used on campus. She has encouraged Senators to look at the documents and make recommendations for improvement to HR.
 - The classified evaluation form has been used for years and any changes will have to be approved by SEIU before they can be finalized.
 - IT has a separate form for classified employees because they have a different compensation plan.
 - Public Safety also has a separate form, however, Judy was not able to bring it.
 - The Unclassified Performance Appraisal form is used differently depending on the supervisor. Some supervisors are reliant on the number scale while others prefer to add more commentary. Additionally, some supervisors chose to use the Employee Self-Evaluation form instead.
 - Employee Self-Evaluation form can be used with classified performance reviews but are most commonly used in unclassified reviews.
- Judy reported that 360 reviews have been talked about on campus in a positive light, however, there are some supervisors who may be hesitant to the process. Supervisor hesitancy most often manifests because the supervisor was put in the position of leadership due to their expertise in their field and possess little supervisory experience.
 - Kathryn asked about resources available to supervisors who have limited supervisory experience. Judy said there is no set training at this time but the HR department would be happy to set one up upon request. Laura Tierney



commented that Facilities Services made this request and HR will be conducting a training for their lead workers.

- Rip asked if HR had replaced Bill Sexton in offering trainings for those who supervise classified staff. Judy said that HR is still working on this.
- Kyler asked if the Employee Self Evaluation form is mandatory for classified staff and who the evaluation is submitted to. Judy answered that the self evaluation form is not required for classified staff and is primary used for unclassified staff performance evaluations. She specified that the Employee Self Evaluation form is submitted to the supervisor and then to the Vice President in charge of the area.
 - Judy clarified that the Employee Self Evaluation form is not mandatory for any employee.
- Susan asked if there are any repercussions if an employee does not sign their evaluation. Judy said there are no repercussions but signing the evaluation is encouraged. She stated that if you disagree with your evaluation you have the right to submit your objections in writing to the HR department.
- Judy covered the timing behind performance reviews. Classified staff receive a review every year at their service date and unclassified staff receive a review every year in the summer unless they have a contract on a different cycle or their supervisor elects to use a different timeline.
 - Kyler asked if it is mandatory for unclassified staff to receive a review. Judy said there is no policy in place that requires supervisors to review their unclassified staff annually, however, supervisors are evaluated on whether or not they review their employees. Additionally, the importance assigned to review completion depends on the area head. Judy stated that unclassified review completion hovers around 60-65%.
 - Two important points Judy made were staff members can request an evaluation at any point during the year and there is no way for a staff member to be terminated if they have not been given a review.
- Staff Senate will create a Google doc to start drafting recommendations to HR about the evaluation forms and process.

Staff Senate Election updates - Kyler Dreyer

- The ballot to elect Staff Senate members will be sent out today and will run all of next week.
- There are four classified seats open and two of classified staff who were nominated have accepted. Staff Senate will need to work on recruiting classified staff in the next year.
- Rip and Kyler spoke to HR about communicating with supervisors about encouraging classified staff members to serve.



- Kathryn asked if a letter could be sent with the nomination so it would be easier for employees to make their case for service to their supervisor. Kyler made a motion to create a document to send out to nominees in the election process to inform supervisors of the importance of participating in shared governance. The motion was seconded by Max. After discussion, the motion was amended to be directed to the nominee instead of the supervisor. Amended motion was seconded by Laura Lyon. Motion passes 8-0-0.
 - Staff Senate will begin a Google doc to brainstorm ideas for this document.

Shared Communications update - Rip Horsey

- A campus climate survey will be sent out to every employee by Judy as requested by the President. The company completing the survey is Insight. The President will be sending a letter to encourage everyone to complete the survey.
 - A campus climate survey will be done every three years.
 - There was a question of whether there would be accommodations made to individuals that may have a hard time accessing the survey. Rip said he would check with Malissa Larson in Disability Services.

Unfinished Business:

Bylaw review

- Senators are asked to make edits to bylaws, however, only do so in recommending mode on Google docs. Rip, Kyler and/or Natasha will approve edits.
 - Edits will be closed on May 31st and will be voted on in the June 5th meeting.

Scholarships:

- Scholarship review is waiting on one reviewer, Kara Westervelt-Parker. We are unsure if Kara will have time to complete her reviews, so another reviewer needs to take her place.
 - Natasha volunteered to take on Kara's reviews.
- Once all reviews are completed, the decision of awarding will be made through e-mail consensus.

New Business:

None

Announcements:

None

Adjourned at 10:58am.