

Staff Affairs Committee
 Wednesday, November 5, 2014
 10:00am 2Murie 330 (or call in)

Those in attendance: Eames (phone) Nicole Dufour	Juan Goula Jesse Atencio Jeff Baxter, Chair	Jane Gloseclose Chris Beks (phone)
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1. An email was released this morning from Ericka VanFlein that updated personnel progress in accumulating points. Also, there is concern about the period of reporting (Nov 1-Apr 30). Nicole will attempt to get answers to these specific questions while seeing if Ericka would be available for a future Staff Council Meeting (December) to answer other questions.

2. The smoking ban issue was discussed in that the Faculty Senate has passed a resolution on additional suggestions. The bottom line of the FS resolution is that they hold that campuses should maintain the ability to designate outdoor areas in which smokers can have safe access to ashtrays and to offer tobacco cessation resources. This item was for information only.

3. The issue of performance evaluations was discussed.

OVERVIEW: Current Policy and Regulation (specifically, R04.07.030) states that employees will be evaluated annually; appropriate salary step increases will be submitted with the annual evaluation; and supervisors who fail to provide an annual evaluation are supposed to have a notice of failure to evaluate placed in their official personnel file.

CONCERNS:

- a. Many employees are not being evaluated annually as required; some have even made direct requests to their supervisor and have still not been evaluated.
- b. There apparently is no longer a step increase associated with annual evaluations.
- c. Supervisors are not having a notice of failure to evaluate placed in their record.

RESULT: Further discussion will take place at the Executive Board Meeting on Nov 6, 2014.

4. The issue of common calendar was discussed. The Board of Regents voted back in April 2014 to approve the common calendar. We are charged with implementation effective Fall 2015. Several working groups have been formed and we want to ensure staff has appropriate Executive Board meeting tomorrow.