

Staff Senate

Held on: April 25, 2003, 1:00 p.m.
Held at: Mary & John Gray Library 8th Floor

Senators present:

Kay Adamson, Valerie Black, Vonda Browning, Gail Cokley, Gail Davis, Tom Griffin, Eddie Henley, Tina Johnson, Gene Moye, Brenda Oliver, Diann Palmer, Elton Payne, Cindy Rhoden, Bill Skinner, Wendy Smith, David Stafford, Karen Wells

I. Call to Order

The meeting was called to order at 1:00 p.m. by President Eddie Henley.

II. Roll Call

The roll was called by Tina Johnson. There were 17 members present. A quorum was seated.

III. Minutes

This was an emergency call meeting and there were no minutes to approve.

IV. Unfinished Business

The purpose of the meeting is to review the changes made to the Merit Pay Plan and Performance Evaluation by the Staff Issues Committee.

Eddie Henley and Wendy Smith both explained that Mike Ferguson and JoAnn Russell returned the 1st draft a few weeks ago for the Staff Senate to review, because Human Resources would like to start using the new Performance Evaluation as soon as possible.

The Issues Committee met on April 24, 2003 to discuss changes and made recommendations for the 2nd draft for the Senate to approve. The following changes were made:

Performance Evaluation:

Policy 4.10

1.1- Deleted sentence: and to establish the relationship between the employee's assignment and those goals.

1.2.2- Deleted completely.

1.2.5- Deleted completely.

5.- Deleted second paragraph.

I. Performances Factors- Deleted examples of percentages for each category.

IV. Goals- The Staff Issues Committee voted to remove this page completely because some employees feel that their goals are being transferred from year to year and they are never given to the opportunity to complete the goals. Uncompleted goals may be treated as a negative when applying

for a raise or promotion.

Merit Review:

7. Deleted- the supervisor shall consider: special contributions; the attendance records; length of service with the University; the length of time in his/her position; and the salary history.

9. Reworded: The Executive Council will award administrative leave with pay.

10. Reworded: The assignment of merit on an annual basis to insure that deserving employees are given consideration by their supervisors, will be reviewed by Vice Presidents, Deans, and Directors. Appeals will be reviewed by a Merit Review Committee chosen by each Vice President.

Karen Wells made a motion to accept the 2nd draft of the Merit Pay Plan and Performance Evaluation, and Cindy Rhoden seconded. The 2nd draft of the Merit Pay Plan and Performance Evaluation was approved by the Senate unanimously.

VI. Good of the Order

Eddie Henley and Wendy Smith thanked all members of the Issues Committee for the many hours they put into the draft of the Merit Pay Plan, and Performance Evaluation

VII. Adjournment

The meeting was adjourned at 1:35 p.m.

Tina Johnson