

STAFF SENATE MEETING
March 18, 2010

Present: Susan Babb, Karen Bell, Kimberly Blair, Debra Ann Brown, Melissa Buchner, Amy Cable, Dorothy Colburn, Ladonnal Curry, Carmen Davis, Susan Elliott, John Farrell, Brad Frewin, Marijane Garrett, Sandy Guntharp, Linda Hall, Sharon Harber, William Harbin, Janet Hargrow, Melvin Horton, Virginia Huss, Linda Hyatt, Phyllis Johnson, Judith Knight, Patsy Krech, Becky McCoy, Karen Newman, Jean Rakow, Julia Rhodes, Sherri Stephens, Joyce Stevenson, Kimberly Wilson, Brenda Woods.

Excused: Sandra Barksdale, Barbara Kyker, Belinda Scott, Ryan Seidner, CaSandra Hughes, Joann Waddell

Unexcused: Ali Bandy

Meeting was called to order by President Babb with 32 Senators present.

It was motioned to approve the February 2010 minutes by Senator Rhodes and seconded by Senator Blair.

Senator Babb asked for roll call.

Senator Babb talked about the new University Center and she also thanked Senator Hargrow for accepting the Secretary's position.

Senator Cable being voted in by acclamation as Pres.-Elect for 2010-11.

Guests: Margie Williamson - Director, Employment and Employee Relations
Linda Carter - Human Resources Assistant

Question: Does the University have any procedures in place for an employee who has not received a performance evaluation for 3 years?

Answer: **No.** There is no procedure but the employee has a responsibility to ask supervisor when it will be done. If a couple of months have passed after the deadline, contact our office. **It is important to have an evaluation because it is the official document of a person's performance.**

Question: Does the University have any procedures/policy that indicates supervisors must be monthly paid employees in order to evaluate an hourly paid employee?

Answer: **No.** Supervisors do not have to be monthly paid employees to complete and/or conduct the performance review meeting.

Statement: **Most salary increases for the library have been based upon performance evaluations.**

Question: Is it ethical for a supervisor to make less than the person which he/she supervises?

Answer: **Yes.** A supervisor’s salary is not what dictates whether he/she is in the position to document an employee’s performance. It is the job that the appraiser is in which determines whether or not he/she is responsible for completing the performance appraisal on an employee.

Mrs. Williamson also talked about (2) types of responses:

- a. Response when you are displeased with the score and
- b. Response where you are venting but you are asking the supervisor to reconsider your scoring. You may receive a response from the appraiser that it has been reviewed or changed or a statement where the appraiser feels that the information provided is true and accurate.

Committee Reports:

Legislative Advisory– No Report

Issues & Review – No Report

Campus Safety – No Report

Facilities – No Report

Fee Refund appeals – No Report

1st Year Experience – No Report

Dining Services – No Report

Public Relations – No Report

Space Planning – No Report

By-Laws – No Report

Membership/Election Committee – Senator Knight thanked Senator Garrett for her work on the Staff Senate website and Senator Bell for developing the automated election process.

Policy Review – Senator Buchner stated that IT was very helpful with the technical support. Policy Review Committee was very busy last month reviewing UoM policies.

Traffic & Parking – Senator Cable stated that they are discussing when they will have their next meeting.

1st Friday – Senator Rakow spoke regarding Internships. Dr. Raines internship program guarantee students an opportunity for an internship if they are in good standings and the number of internships have increased tremendously.

Sustainability – Senator Horton discussed toner and printer cartridges. Senator Newman stated that the recycling committee meets every Wednesday from 2:30-3:30. Also, please check with Sharon Richardson in Physical Plant regarding surplus for ink cartridges/toner. A competition will be held between fraternities and sororities. Senator Stephens stated that maintenance won't break down boxes. It was stated that if the boxes are placed next to the container, maintenance will break them down. Amelia Mayahi is the Sustainability Coordinator – 678-2539.

UC Advisory – No Report

U of M Giving – No Report

Meeting was adjourned by President Babb.

**Next Meeting – April 15, 2010 at 9:30 a.m.
New University Center, Room #261**