

## Staff Senate Minutes

March 15, 2022 (10:45am–12:00pm)

Online Via Zoom

**In Attendance:** Amanda Bales, Keats Chaves, Michelle Gallagher, Melissa Hinzman, Jenna Otto, Ambre Plahn, Michael Reis, Kelly Rush, Adrian Trujillo

**Absent:** Rip Horsey, Luanne Carrillo-Avalos

**Guests:** Teresa Pearson, Ron Mercer, Julia Fruit, Dinda DeVoe, Chin Ma, Maggie Newton, Trisha Guy, Heather Mercer, Jay Kenton, Keegan Gormally, Jackson Stalley, Malissa Larson

Approval of minutes

- March 1, 2022 Minutes Approved

### Guest Speaker - Human Resources - Heather Mercer

- Performance Appraisals Slide Presentation
  - From April 1, 2021 to March 1, 2022
    - 330 employees
    - 44% received performance appraisals
      - 45% - Classified
      - 43.16% - Unclassified
    - 56% did not receive performance evaluations
      - 55% - Classified
      - 56.84% - Unclassified
  - Reminders to Supervisors were not sent out during this review period – HR was understaffed and felt this task could be set aside. HR did not notify supervisors that they would not be sending out reminders.
- Heather asked – “What is a satisfactory % of performance appraisals being done each review period.”
  - Reply – 100%
- Heather asked about 360 reviews
  - Reply – No 360 reviews until we have a performance appraisal system in place and functioning and until there is a safe way to actually do 360 reviews.
- Staff supervised by faculty
  - Heather seemed surprised that this is even happening
    - LAS APAs, Lab Technicians in Science, Library staff



## Staff Senate Minutes

March 15, 2022 (10:45am–12:00pm)

Online Via Zoom

- Lack of structure results in meaningless performance appraisals and no training

### Report from Jay Kenton

- Requested 30.2 Million from the Senate – Received 20 Million
- DEI Search
  - Committees 1st choice is Dominique Vargez
  - Jay is meeting with UDIAC today to get their input
  - Offer will be made in the next couple of days

### Reports

- Committee Reports
  - Covid Safety
    - No more mandate. Masks welcome (& available)
  - University Council
    - On portal
  - Administrative Equity
    - Resolution
      - Motion Passed 8:0
  - Shared Governance
    - Summit tentatively set for 5/18 @4:00pm – Student Focused
  - Other

### Unfinished Business

- Committee Needs
  - Staff Connections - Senator
  - UTAC - staff (1)
  - WUC Advisory Committee - Senator (if possible)
  - Restructure taskforce - Filled
  - Academic Sustainability taskforce - Names provided
- Staff Nominee for Board of Trustees - Names Provided
- Staff Senate Classified vacancy
- Appreciation/Recognition
  - Individual Recognition - Julia Fruit



## Staff Senate Minutes

March 15, 2022 (10:45am–12:00pm)

Online Via Zoom

- Continued Updates
  - Institutional Research to present at April 5 meeting
  - Invite new DEI exec, HR head & President as available
  - Request for Senator to help schedule/arrange “updates” to Staff Senate
- Performance Evaluations – **Discuss at next meeting**
  - Framework
  - Training for Supervisors
  - Standardize review process?
- Compensation for additional duties/service - **Discuss at next meeting**
  - Financial compensation
  - Reduced workload
- Fundraiser Raffle - **Discuss at next meeting**
- Spring term/permanent meeting days & time
  - 1<sup>st</sup> & 3<sup>rd</sup> Tuesdays from 10:00 – 11:30
  - Motion passes
- Combating racism in the community
  - Pedestrian zone on Monmouth avenue
    - 1<sup>st</sup> steps
      - Gain Administration support
      - Present to the City

### New Business

- Scholarships
  - Michelle Gallagher, Melissa Hinzman & Ambre Plahn will review applications
- Staff Senate Executive position elections
- Staff Senate Senator elections
  - 3 Classified & 2 Unclassified positions up for election
- Faculty Senate Search Advocate resolution

### Announcements

- Institutional Research to present at April 5 meeting
- Attend HR interview presentations and provide feedback



## Staff Senate Minutes

March 15, 2022 (10:45am–12:00pm)

Online Via Zoom

- Hispanic Serving Institute Summit - April 1
- Agenda item suggestions
- Kudos/Recognition
- Public Comments - Anything for the good of the order?

### Adjourn

### Upcoming Meetings:

- TBD