MINUTES

Members Present: Jim Besse, Mike Irish, Rod Nicholls, Judith Penrod Siminoe

Resource Persons: Ken Berg, Jo Rogers

Recording Secretary: Connie Gross

I. Call to Order

Judith Siminoe called the meeting to order at 2:04 p.m. It was noted that Kandys Dygert was unable to attend. It was also noted that agenda item III.c. would be postponed until the next meeting.

II. Old Business:

Minutes of February 17, 2000, II.a.—Judith Siminoe
The minutes were accepted as presented.

Disposition: The minutes of February 17, 2000 were accepted as presented and will be distributed according to the contract.

Final Discussion of Stand-by Pay Policy, II.b.—Judith Siminoe
Ms. Siminoe said management would proceed with the consideration of this policy as planned, unless issues are brought to her. The policy will next go to Cabinet on May 15, 2000. Once the policy is finalized all employees will be notified.

Disposition: The Stand-by Pay Policy will be presented to the President’s Cabinet on May 15, 2000. Once the policy is finalized all employees will be notified.

Proposed Policy Procedure Process, II.c.—Judith Siminoe
Ms. Siminoe reported that her time has been consumed with the faculty contract. She will work on this item over the summer, and will plan to go forward with the revisions next fall. She noted that there aren’t a lot of changes that need to be made. Policies within particular divisions are often procedures, not board policies, so they can be handled within those divisions.

Disposition: Revisions to the Policy Procedure Process will go forward next fall.

III. New Business:

Civil Service Recruitment, III.a.—Jolynn Rogers
Ms. Rogers said she has reviewed the request to fill/change process and conducted focus group interviews with various departments. Timeliness was a major issue—the turnaround time for 1998-99 averaged 38 days to fill civil service positions with promotional candidates, and 60 days to fill open/non-promotional positions. She said we almost doubled our recruitments last year, so in order to be more responsive to departments the proposal is to go back to the concept of open recruitments for the high-volume turnover classifications. Promotional people can add themselves to the list at any time, and their application will be valid for a full year, open and continuous. The ranking of the list is based on scoring, regardless of application dates. She feels this method should be beneficial to everyone, and noted that it doesn’t affect the certification side for open and promotional positions. Notification of the implementation of this procedure will be sent out to campus. People who go off the list after one year will be notified and can re-apply.
Ms. Rogers reported that skill certification has been done using a self-certification process, but she is finding that the proficiencies are not always there. Human Resources is hoping to implement an on-line training program so people can improve their skills and stay technologically current.

Proposed Policy Revision (570-020-040 Appointments, Dismissals, Suspensions, Discipline and Resignations), III.b.—Jolynn Rogers

Ms. Rogers reported that management would like to be able to delegate authority on certain signature processes. The changes to this policy involve some rewording. This proposal will go to Cabinet on May 15, 2000.

Proposed Key and Key Card Procedure, III.c.—Mike Irish

This item will be postponed until the next meeting.

IV. Announcements:

Ms. Rogers reported that at the last Department of Personnel meeting, the performance evaluation program was discussed. It was our assumption that higher education was able to use either the old system or the new system, however some institutions have implemented variations of the old system and don’t want to use the new system. The DOP is in discussion, starting with the general government form, to decide how to modify it for one form for higher education. We can request special permission to use the new form, but once a higher education form is implemented we would have to change again to that one. She recommends we stay with our current process for now so we only have to change once.

Ms. Siminoe reported that Founder’s Day went well, however the President’s Staff is discussing possible changes for next year. There is concern about keeping the attendance up, and the group will probably conduct a campus-wide survey for input and ideas.

The meeting adjourned at 2:30 p.m.