

## Staff Assembly Minutes

1/13/15

Polly Ford Conference Room, West Center

Meeting called to order at 2:00 p.m.

Members present: Margaret Williamson, Jeanie Faris, Grant Scurry, Rosanne Wallace, Maria D'Agostino, TJ Carney, Kelly Shelton, Sharen DuBard, Jill Simpson, Kelly McGinnis, Niki Behr, Laura Little

Members absent: Rebecca Best

HR Representative: Tina Purnell, Lisa Cowart

Others Attending: Jeff Perez, DeeAnna Brooks, Judy Longshaw

Welcome to Laura Little, the staff assembly representative elected for the Institutional Advancement division.

### Survey Results

Jeff Perez joined the meeting to present results from the Chronicle of Higher Education survey – “Great Colleges to Work For” Survey. More information will also be emailed to the campus the following week. This survey is the beginning of the discussions for what Winthrop is doing right and what can be improved upon. They plan to incorporate more surveys on rotational basis in future years.

Jeff stated that Winthrop has already made steps towards improving by establishing the Staff Assembly, the Competitive Compensation Committee and having a more transparent process in the presidential selection.

### Faculty, Staff and Retirees Award Ceremony

DeeAnna Brooks and Lisa Cowart led a discussion about possible changes to the Faculty, Staff and Retirees Ceremony. They would like feedback on how employees may feel about changes to the ceremony and offered suggestions about replacing the portions with other options to recognize each part of the ceremony (years of service, retirees).

Suggestions include:

Retirees would be honored at a private breakfast with two family guests and one colleague. She said they possibly could have two events instead of one so that the retirees are honored closer to their retirement date. Staff with 10, 20 or 30 years of state service could be honored at one of the Staff Conference meetings. Faculty with 10, 20, or 30 years of state service would be honored at one of the Faculty Conference meetings.

Presidential citations could be removed from ceremony and possibly be discontinued. If they are discontinued, they are hopeful that the Recognition Committee would be utilized to offer more centralized options for employee recognition.

There are concerns that staff members would not be available for the conference if offices are not closed. On the other hand, there are concerns expressed that more people would attend if offices are not closed and they did not feel mandated to attend. DeeAnna is going to meet with the Faculty Committee on University Priorities to get their feedback, as well.

### **Performance Evaluation**

Tina Purnell provided a rough draft of the performance review form. It will be specific to the job duties of each individual and include an overall evaluation and planning stage document to assist supervisor and employee in projecting professional development that will be measured the following year based on the employee's performance. They are waiting on approval/suggestions from the deans and then will proceed to obtain approval from the state.

There will be training for supervisors on how to complete the new review form. They hope to have the new process in place by March 2015. There will be a universal review date of March 31 for all performance appraisals to be completed.

Meeting adjourned at 3:48 p.m.