

General Staff Meeting Minutes

Chan Shun Hall, Room 108
January 19, 2011

No. 40

The meeting was called to order at 4:04 p.m. by Erling Snorasson.

Wanda Swenson had the devotion. She spoke about a personal experience that happened to her family that showed how much God cares about us individually.
Matthew 10:29-31

Wanda Swenson

This item was dismissed as the presenter was not available.

Dan Agnetta, HR director, spoke on the topic of staff evaluations. He reviewed the history of employee evaluation and the Board implementation in the late 90s of merit raises replacing cost of living raises. This is what started the annual evaluations. He went over the old evaluation form and the differences between that and the new form.

The evaluation process is designed to be a great opportunity to open up communication between the employee and supervisor, not just a top-down process. The evaluation is to be used to develop staff professionally by identifying strengths, weaknesses, how to expand the position, additional training, etc. There should be feedback from the supervisor throughout the year not just once a year at evaluation time. He suggested that supervisors have their staff member do a self-evaluation. This helps open up conversation about performance and any issues that might not be discussed otherwise. He also encouraged the supervisors to do the evaluations in a timely manner so all would be submitted by the March 17 deadline.

He reviewed a chart showing evaluation scores for the past three years to dispel the "myth" that everyone gets a 10 on their evaluations. The average score on evaluations is between a 6.0-7.9 on a scale of 1 to 10. This opened up a discussion in regards to how supervisors should score their staff members.

The employee of the month is Sue Schwab in ITS. Her service goes above and beyond in all the areas she works with including Student Financial Services, Enrollment Management and Academic Records. Thank you, Sue, for your service.

Meeting ended at 5 p.m.

Erling Snorasson, Moderator

Katrina Wright-Rayhill, Recording Secretary