Chair Tom Tucker called the meeting to order at 8:35 AM. Since there were a large number of visitors, commission members and visitors introduced themselves to the group. The minutes of the December 11 meeting were approved electronically. The agenda was approved as presented.

A. New Business

- Restructuring

  Brian Gittens updated the commission on the work of the Employee Advisory Committee and the Design Team subcommittees. The final draft policy proposals are due by January 31. The policies will be reviewed by various groups on campus, and the final policies will be presented to the Board of Visitors.

  o Performance Management and Employee Relations Design Team

    The design team has reviewed the current performance management plan in place and is proposing several changes. The proposed plan will have four steps, rather than the current three. The survey of employees done earlier showed that most do not like the three-step plan. The four proposed steps include: 1 = Model Performance, 2 = Strong Performance, 3 = Developing Performance, and 4 = Unacceptable Performance. The addition of the Developing Performance step affords employees the opportunity to bring their work up to an acceptable level without having been given an unacceptable rating. Employees who receive either a 3 or 4 rating will work with their supervisors on a development plan to improve their performance. The process and form will also be simplified and computerized. The plan also includes a mid-cycle evaluation. This will allow employees to know where they stand and improve their performance if necessary. Other proposals include mandatory performance evaluation training for all supervisors and a process for allowing employees to evaluate supervisors.
o Compensation and Rewards Design Team
The team is not recommending any changes to the pay band structure at this time. They do propose removing the strict percent limits on the salary adjustments. It is also proposed that employees receiving the Model Performance rating be given a larger increase than those receiving the lower ratings. Resources must be available to implement any changes.

o Staff Benefits and Work Life Policies Design Team
The team has reviewed policies that can be implemented by the university as well as some which would require further study and possible legislative action. They are looking at ways to enhance flexible work schedules and telecommuting policies. Other institutions are being contacted to learn more about how to make the policies work. They are also looking at ways to expand the CommonHealth program to university offices off-campus. Staff leave policies have been reviewed at the state level, so those are not being studied at this time. Other programs under discussion include: some benefits for wage employees; option for staff to participate in a defined contribution retirement plan; and tuition assistance for employee dependents and spouses.

The Employee Advisory Committee will look at all remaining HR policies not covered above, to identify other policies that may be revised.

B. Old Business

• Items from the Emeritus Staff Committee regarding Emeritus Staff Programs at Other Universities

Information on programs at other universities has been distributed to commission members.

• Proposed Staff Leadership Award Nomination Form

The final award materials were presented for approval. If more than ten nominations are received, a working group will be formed to review the nominations. If there are less than ten, the commission will review the nominations at the April meeting. The program materials were approved unanimously.

• Employee of the Week

The group has not yet met.

Restructuring proposals will be presented to the commission for feedback at the February meeting. There being no further business, the meeting adjourned at 10:05 AM.