Minutes


Absent: Robin Atkins, Mike Naff

Guest: Judy Ridinger, Human Resources

Chair Tom Tucker called meeting to order at 10:03 a.m. The agenda approved as presented. Minutes of the August 24 meeting were approved electronically.

1. Old Business
   - Meeting Schedule for 2007-08 Commission Meetings
     The regular meeting schedule for the year has been established as the third Tuesday of each month through April, 8:30 to 10:00 a.m. However, the November and December meetings will fall during scheduled breaks. The group will be polled to see if it will be possible to move the meetings for those two months up to the second week.
   - Goals & Objective for the Commission
     Tom Tucker is finalizing the goals and objectives for the meeting of the commission chairs with the President and Provost in October
   - Staff Employee of the Week Program
     The commission is considering the inclusion of 35 year and up service award recipients to be featured as part of the Staff Employee of the Week program. A list of the award recipients for the coming year will be requested for the October meeting.
   - Restructuring
     Linda Woodard and Tom Tucker reported that the Employee Advisory Committee is continuing to meet, and has been discussing the results of the focus groups and surveys.
   - Leadership Award
     The final award proposal has been sent to the President for approval.
• CEOD Report on Relevant Policies that Support Principles of Community

An ad hoc group of the Commission on Equal Opportunity and Diversity was formed to review the Principles of Community and determine if university policies already exist support the principles. The group determined that numerous policies are in place to support the principles. Staff, faculty, and student conduct is also governed by their respective handbooks.

2. Guidelines for the Diversity Component of Staff Performance Planning and Evaluation

A subcommittee was formed to work on guidelines to assist managers and supervisors in incorporating the diversity component of the performance plan in a meaningful way in employee evaluations for 2008. Faculty received guidelines in January on including diversity accomplishments in their goals for this year. A draft of the proposed guidelines for staff was distributed for members to review. It includes examples of diversity activities that employees could take part in as part of the diversity dimension. It is recognized that some jobs lend themselves more to diversity than others. It is much easier for those who work with students than those in technical jobs. The guidelines are not all-inclusive or intended as a checklist. The commission was asked to think about trades, housekeeping, dining services areas, and how the guidelines could be made more meaningful for those groups. Training on the component will be included in the supervisory training offered each year.

3. Future Topics

• Budget Reductions - What impact will state revenue shortfall have on staff?

The university is still working on budget reduction plans. The topic will be reviewed after the plan is finalized and announced.

• Emeritus Policy for Staff

Pat Hyer, Associate Provost for Academic Administration, has been invited to attend the October meeting. Dr. Hyer worked on the faculty policy.

There being no further business, the meeting adjourned at 11:27 a.m.

Respectfully submitted,

Lou Ann Phipps
Recording Secretary