Staff Council Minutes  
January 11, 2005

Members Present: Lynn Bailey, Jessie Smith, Marsha Madl, Lori Spurgeon, Judy Liesmann, Melody Herrin, Linda Santiago, Brenda White, & Susan Jarchow.

Susan Jarchow called the meeting to order.

Reports

Corporate Volunteer

no report.

Benefits Committee

no report.

Technology Team

(Renamed from Banner reporting.) Sue reported that vendors would be on campus next week for a new phone system. The new phone system should be installed in Summer 2005 (pending Board approval). The current phone system is out of capacity for the growing needs of the campus.

Recycling

no report.

Old Business:

Evaluation of Administrators:

Donna Clark from Human Resources was invited to speak with the group about the 360 degree model of evaluation. Donna stated that this type of program is difficult to manage because you have more people participating in the evaluation process. She also stated that there would be a need to keep evaluations anonymous & voluntary. It was also suggested that, in order to evaluate supervisors, the employee must attend a training session first.

Sue asked to clarify the purpose of this type of evaluation. The group suggested that the purpose was to create a better work environment by opening communication between employees and their supervisors. It was suggested that a subcommittee be formed to look at this further. Jessie Smith, Linda Santiago and Melody Herrin volunteered to be on the subcommittee.
will ask for another volunteer to join this group that holds an administrative position and is a staff council member.

Donna Clark also reported that Continuing Education and Human Resources have been working on a New Employee Orientation program that also includes a video. It was suggested that Staff Council could view the video at the next meeting. Brenda White will bring a copy of the video to the next meeting.

Donna also reported that employee Performance Evaluations need to be completed by Feb. 15th, 2005. HR will conduct workshops on performance evaluations on Jan. 25th and Jan. 27th to assist supervisors with this process. It was also stated that the Board of Regents is looking at "a modified normal budget cycle" this coming fiscal year, which is why evaluations are needed by Feb. 15th.

**Funeral Leave Results:**

Each area reported back with the results of the survey questions concerning adding funeral leave as a benefit. Tabulations showed that the majority of those responding did favor funeral leave as an additional benefit to WU employees. It was decided that this information would be compiled and sent on to the Benefits Committee for further discussion and/or action.

**Smoking Policy:**

Tabled until next meeting.

**Employee Recognition Ceremony:**

Lynn Bailey stated that a volunteer to coordinate this is needed from Staff Council. Lynn will attend the first meeting, but another member will need to coordinate this event that will take place on April 6th.

**Christmas Club Fund:**

Linda Santiago expressed an interest in exploring setting up Christmas Club savings funds for WU employees to save money. This will be explored further at the next meeting.

**Next meeting:**

Feb. 2, 2005 at 3pm in Morgan 204.