

LMC

6/18/2008

2:00 Library Conf Room

**Present:** Kathy Jaynes, Debbie Ritz, Mike Campbell, Jane Stuart, Lil Lipp, and Julie Strobel

**Minutes:** Minutes of April 16, 2008 were approved.

### **Old Business**

Performance Evaluation – The committee went over the document again. Changes had been made on rating column on each page.

#### Section II

It was suggested and approved to remove the last sentence of the first paragraph – ~~If appropriate, indicate any critical incidents of poor performance and reference disciplinary counseling conducted during the review period.~~ Role descriptions need to be updated and employee will be evaluated on current job responsibilities. There was a recommendation to have a comment section for employee at end of each section as it does for supervisor. After discussion it was decided this wasn't necessary. Kathy also explained that there will be training on employee evaluations and this area will be covered ahead of the time of evaluation time.

#### Section III

It was noted that the ranking section should be removed from Supervisor Comment section at the end of each section.

#### Job Success Factor – Continuous Improvement portion –

# 2 deleted.

#3 changed to read: Seeks out new tasks job assignments, suggests ways to improve work.

#4 remove space between e on applicable and comma

#### Job Success Factor – Resourcefulness and Results –

Sick Leave – who has to be sick?

Some members feel there are many issues that management needs to be trained in

#### Performance Review overall Rating

Need to include what ranges are.

## Evaluation cover Sheet

Some members feel we should How to conduct the evaluation and not why we are doing it

## Role Descriptions

Kathy reported she has quite a few, but is still missing 11. Her goal is to get all and have up to date role descriptions for every position. The CBA wants these done by now.

## **New Business**

LMC Charter – it was noted that the committee needs clarification on the charter, there are only a few remaining members who were present when the charter was created. Committee would like to call Ted Handel in to facilitate another training session on LMC committee. Members noted that things such as Meeting frequency; Membership; Co-chairs; are not necessarily being followed as noted in the charter.

Someone will write a letter inviting Ted Handel to provide workshop.

## **Other**

Members again brought up the issue of moving payroll office to a more confidential location where employees would feel more confident that they can talk freely. Kathy explained that this has been mentioned to Business Office supervisor previously and since Kelly covers front office in absence of others, it was decided to leave her where she is, if an employee needs to talk confidentially they can call ahead and schedule to meet somewhere else. Kathy will bring this to the attention of administration again.

Employee lay-offs – Union feels union rep should be in meeting when an employee is being released. Again it was explained that there is a confidentiality issue and it is the employees right to bring in the union rep at any time if they wish.

Next meeting July 23<sup>rd</sup> from 2:00 to 4:00. Kathy will try to schedule it in Cowan Hall Conf Room. We hope to wrap up the evaluation form and process then.