

COMMISSION ON CLASSIFIED STAFF AFFAIRS
MINUTES for Oct. 7, 1992
2:30pm, Conf. Room E, CEC

Present: Stott, chair; Moore; Alls; Ashby; Ballard; Orcutt; Jones; Garrison; Sasser; Worrell.
Guest: Linda Woodard, Personnel Services

Minutes from the Sept 24th meeting were approved with the addition of Wanda Garrison as among those present.

In response to a question from the previous meeting, Stott furnished, thanks to Dr. Moore, an organizational chart of the University Governance System and information on University Standing Committees and their relationship to the various commissions.

Issue Identification: Twelve issues for possible consideration by the Commission had been identified prior to this meeting. These were: leave without pay policy; parental leave policy; leadership/management issues; staff development and training; staff recognition; communications among staff, faculty, administrators and students; promoting staff involvement in governance activities; staff morale; health and safety; educational aid; academic year appointments for staff; and staff diversity.

During discussion, several additional issues were added to the list for consideration. These were: family sick leave; pay for performance, including the "pay" portion of this employee evaluation system; and grievance procedures. The Commission decided to look at both short-range (those that could be expected to be finalized in six months or less) and long-range issues.

In an anonymous paper ballot and using a weighted-system (4 for top priority, 3 for second, etc.), Commission members established priorities for both short-range and long-range issues. Various leave policies, leave without pay, parental leave and family sick leave, were lumped together as a single issue and was selected as the top priority among the short-range issues. Educational aid was ranked second and a proposal, which is being developed by Personnel Services, for academic-year appointments for staff was ranked third. Among long-range issues, staff development and training was ranked as the top priority with leadership/management a very close second, followed by a tie for third between promoting staff involvement in governance activities and staff recognition.

A discussion on the Commission's internal organization was moved to the agenda for the next meeting, Oct. 28, 1992.

Linda Woodard, Personnel Service, the purpose and goals of the Staff Diversity Team, which is working with both Personnel Service and the Affirmative Action Office to plan and implement program on staff affirmative action and diversity. She said the team had narrowed its focus to five broad goals: 1) developing a clear understanding of the climate for diversity on campus; 2) establishing program to support management of diverse human resources; 3) developing programs to promote effective co-worker relations; 4) establishing effective affirmative action strategies for women, people of color, disabled individuals and veterans to meet legal and ethical considerations; and 5) identifying and developing opportunities for the university and local community to work together.

In addition, the team will be working in four specific areas: policy analysis, education and training, communications and recruitment and retention of a diverse workforce.

The Commission will hold its next meeting at 2:30 p.m. on Oct. 28, 1992.