Notes

Present:
Matt Thoen, Nikki Mumma, Pat Wright, Jen Peterson, Char Klarquist
Laura Walton, Jeanne Schacht, Theresa Tichich, Tiffany Thayer, Tim Walters, Tom Thao, Matt Kegler

• Welcome Char

Char Klarquist was welcomed as the newest member of the Civil Service and Bargaining Unit Consultative Committee.

• Vacation/Sick Leave Report

Matt Kegler discussed a vacation/sick leave report available for staff to monitor and track leave usage. Instructions along with an example of the report were distributed to the assembly. Instructions can also be found on the HR Web, here.

• Employee Recognition

Theresa Tichich led a discussion on developing new ideas for recognizing staff in the college. VP Carol Carrier is looking for ideas in which the University can recognize employees and that they be submitted to the Civil Service Committee. The assembly primarily discussed ways in which the college can recognize staff. They included:

1. Recognizing years of service
2. ‘Just for Fun’ awards, used to recognize larger amounts of people in comical ways that benefit the individual and overall team morale. These awards could be given at college events, all college meetings, etc.

• Workload Changes

Various members of the assembly identified an increase in workload for the particular position or unit, and the group discussed the consequences and ways to manage those changes. Examples discussed:

1. Determine tasks that the unit could eliminate doing
2. Record extra work to aid in performance appraisals
3. Ways to resolve ‘do what you can’ mentality and specify expectations
4. Opinion was shared that senior leadership should work more closely with supervisors to ensure these things are more closely examined.
5. Would like to see flexibility in time, depending on workload. I.e. staying late one day, coming in later another to even out.

• Winter Event

Discussed the need to plan a winter potluck in McNeal Hall the week before spring semester begins.