Members Present:
    Jack Connell, Judy Gatlin, Tanya Kenney, Anita Spahn

Members Absent:
    Susan Ayres, Craig Ernst, Lindsay Kroll

Guests:
    David Miller

A regular meeting of the University Staff Council Executive Committee (USCEC) was called to order by Chair Spahn at 10:05 a.m. on Tuesday, January 10, 2017 in the Old Library 1132.

1) Approval of the December 6, 2016 minutes of the University Staff Council Executive Committee minutes
   • Approved as distributed

2) Open Forum
   • Jack Connell talked with Troy Terhark on the safety shoe compensation as it was not on the last paycheck
     • It usually shows up on the first check of the year
     • The dollar amount is being looked into
     • The Operational Policy has been changed

3) Chair’s Report
   • None

4) Unfinished Business
   • No Opening Spring Meeting is scheduled for late January
   • Performance Management Policy Motion is pending

5) New Business
   • Looked at the Managers Toolkit on the Insider page and looked at the evaluation forms
     • Supervisor confused on which one should be used
     • Is up to the supervisor on which one can be used
     • This should be part of the upcoming training
     • Anyone that is a time approver or backup time approver will be invited to come to training sessions
     • Sessions are filling up fast
   • Splitting the paychecks
     • Probably isn’t being looked at until after the upgrade
     • Sue Ayres could ask at the Rep’s meeting

6) Announcements
   • Merit Working Group
     • Met once since the end of the term
• New set of guidelines from the Chancellor
  • Will meet again on January 17th to go over those
• Equity Working Group
  • Started meeting again since the holidays
  • Still looking at trying to get local data
  • Looking at a draft on a request for an equity review
    • This institution has not done that type of equity analysis
    • Is an individual form for internal equity request
    • Also looking at external information
  • OSER data used to be able to give us data and it was a useful tool for finding disparity
  • It is an overwhelming amount of work since we have so many university and academic staff titles on campus
    • There are smaller working groups within the Equity Working Group so it can be broke down

Without objection, meeting adjourned at 10:29 a.m.

Submitted by,

Tanya Kenney
Secretary to the University Staff Council Executive Committee