



**CERTIFIED PROFESSIONAL STAFF  
CONSTITUENT MEETING MINUTES  
February 27, 2017  
8:30AM  
VIKING ROOM**

**Members present:** Kenny Wilson (President), Greg McVey (Vice President), Chris DeGeare (Secretary), Diane Arnzen, Trish Aumann, Michael Booker, Rob Brieler, Stephanie Cage, Kathy Johnston, Holly, Lincoln, Dana Nevois, Lisa Pritchard, Tasha Welsh, John Westerman, Kristen Yelton

Agenda Item	Discussions
I. Call to Order	Kenny Wilson called the meeting to order at 8:35 a.m.
II. Introductions	Small group; no introductions needed.
III. Review of Classified Staff Question	Classified Staff question and responses will be emailed to Certified Staff for review and feedback.
IV. Discussion – Constituent Concerns	Constituents shared concerns expressed by their staff regarding budget cuts; many fear losing their jobs. Discussion included how to respond to the fears reported by employees, concerns that underperforming areas will not be given an opportunity to improve before being cut, and a notable lack of constituent input in determining where cuts should be made. It was expressed that the budgetary decisions are being made within a “black box”, an action that undermines ongoing efforts to improve shared governance and morale on campus. Although constituents do not yet know how the budget will impact personnel, guidance was requested for delivering bad news to employees if positions are eliminated.
V. New Staff Performance Evaluation Form	Tasha Welsh discussed changes to the staff performance evaluation form. A new form will be used this spring. It includes three categories of performance including Needs Improvement, Meets Expectations, and Exceeds Expectations. Meets Expectations should be used when an employee is fulfilling job requirements and doing a good job. Needs Improvement should be used when an employee is not meeting expectations; a corresponding goal should be developed to help employees improve in such areas. More guidance was requested for consistency in use of Exceeds Expectations. Further discussion included evaluation tips for new supervisors, asking employees to conduct self-evaluations, and how to discuss and document areas needing improvement. A guidance document is being developed to provide consistency in completing the evaluation form.
VI. Adjournment	Kenny adjourned the meeting at 9:40 a.m.

Minutes submitted by Chris DeGeare