

USPS SENATE MEETING

Minutes of June 3, 2009

Vice President of Human Resources, Dr. Jaffus Hardrick and Director of Human Resources, Joann Cuesta-Gomez, were guests at our meeting so we deferred to their time schedule for a question and answer session before conducting the agenda process.

Q. Hiring temporary employees vs student employees

A. Generally speaking students are allowed to work a maximum of 20 hrs. per week and their work schedule works around their class schedule. They're assignments and tasks are limited. Hiring temporary employees allows a fuller range of covered tasks, more hours, and compliance requirements checked.

Q. Annual Evaluation Form for USPS

A. The evaluation form has been redesigned and approved by the BOT and AFSCME. The employee completes the initial evaluation followed by discussion with supervisor and any modifications made when necessary. Once done the form is sent to Human Resources for review and filing in personnel file. The anniversary date has been changed to a common date of June 30th with July 31st as a completion date.

Q. Who's responsible for rating?

A. The supervisor is ultimately responsible for final rating.

Q. Will supervisors be trained on the new performance evaluation?

A. Yes, training classes will be available during the summer months.

Q. Parking spaces for faculty/staff have declined in the Law School, Gym, and student facilities. How do we get more spaces assigned?

A. Bill Foster, Director of Parking and Traffic, is in charge of this area so he should be contacted with concerns. Purchased decals determine the parking space demands.

Q. With the ever-growing campus more time is needed to get from building to building. Are there more shuttle services being implemented?

A. We will look into more reliable transportation to accommodate this growth.

Q. Is HR keeping track of employee's service hours to meet the 20 hr. annual requirement?

A. **Connie, I don't remember an answer for this question!!**

Minutes were approved as written.

Budget: Concessions - \$3000; Agency Account - \$5325.30

The Faculty Senate is opposed to the Religious Studies closing.

John Miller will be our July speaker. He is the new interim CFO for Finance and Administration. He is replacing Vivian Sanchez.

AFSCME Report – They will be meeting Wednesday with Human Resources on the evaluation form and process.

It was reported that there is a Human Resources Liaison Committee. No one was aware of this committee or who served on it and what their responsibilities were.

The meeting was adjourned at 1:20pm. The next meeting will be Wednesday, July 1 at 12:30pm in GL 265.

Respectfully submitted by Judy Green, in the absence of a Recording Secretary.