

STAFF AFFAIRS COMMITTEE  
Wednesday, February 4, 2015  
10:00am <sup>2</sup>Murie 330

The Staff Affairs Committee met today and discussed the item(s) as indicated below.

Those attending in person included: Dean Ojala (power plant), Jenel Merrifield, Mathew Mund, and Jeff Baxter.

Those attending via teleconference included: Melody Hughes, Jane Gloseclose, Jennifer Youngberg, Susie Carson, and Nicole Dufour.

The only remaining item from last agenda was discussion concerning staff evaluations. Brad Lobland (HR Director) responded to an email sent to him asking about the policy. His response is attached and essentially indicates annual staff evaluations are mandatory and if an employee has not been evaluated as required, after speaking to their supervisor should contact HR.

Jennifer provided insight that highlighted the fact that while annual evaluations are required by regulation, they are also required for accreditation purposes and are therefore tracked by HR. A periodic report is sent to the Chancellor and information is conveyed to Deans and Directors if any unit's rate appears unsatisfactory.

This committee is willing to help get the word out to staff that they should feel free to contact HR if they are not being evaluated as required.

With no other agenda items, there was some short discussion concerning this committee being proactive in looking for ways to promote positive work environments. In light of our current financial situation, it would be helpful to verify information before passing it along as fact. For instance, the Chancellor at the last Staff Council meeting indicated it will probably be the end of March before anything is known about personnel cuts and the end of April before anything is known about program cuts. Any information prior to those timelines needs to be scrutinized carefully!

The next Staff Council meeting will be Monday, March 2 at 8:45am in Wood Center and the next Staff Affairs Committee meeting will be Wednesday, March 4 at 10am in Murie 330.

Thanks,  
Jeff Baxter  
Chair, Staff Affairs Committee

1 attachment <sup>2</sup>email correspondence between Jeff Baxter and Brad Lobland



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of ALASKA

Jeff Baxter <jbaxter2@alaska.edu>

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**Re: Annual Evaluations**

1 message

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**Bradley Lobland** <balobland@alaska.edu>

Wed, Jan 7, 2015 at 12:15 PM

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Cc: Jane Groseclose <jsgroseclose@alaska.edu>, mrschrage <mrschrage@alaska.edu>

Happy New Year Jeff!

Thank you for your email. Employees should be evaluated annually as indicated in the regulation. However,

