

OA Council Meeting: February 6, 2002

Chaired by: Fred Tepfer

Present: Laura Blake Jones, Rachele Raia, Magid Shirzadegan, Fred Tepfer, Donna Winitzky, Mick Westrick, John Crosiar (guest), Shirien Chappell (guest), Linda King (guest)

Minutes by: Mick Westrick

Agenda Item: Evaluations for OAs

Linda King brought an overview document and three possible formats for doing OA evaluations:

1. [Overview](#)
2. [Conversation](#) OA responds to questions on form, or in conversation with supervisor.
3. [Scoring approach](#) 4-3-2-1 score on each of several factors. Easier for supervisor to complete, may be popular with those who haven't done evaluations in the past.
4. [Narrative method](#) Supervisor and/or employee will complete
5. [Third-Party Input](#) **Note: this document was not discussed at this meeting, but was added to the collection of draft OA evaluation documents in late March, 2002.**

Conversation of the various methods ensued. Linda will take drafts to Dan Williams' directors for their feedback. After our next meeting, we'll schedule a Brownbag to discuss with all OAs. Better communication is the intended basic purpose of conducting evaluations. Forms can be modified as needed by individual units/departments.

There was a discussion concerning how to encourage / enforce evaluations of OAs. Should the evaluation process be centrally managed? Should it be tied to merit increases? Also discussed were the positive morale-building aspect of performance appraisals and the potential of a climate of fear and uncertainty when OAs are not evaluated.

Linda thought it likely that VP's would be responsible for how their direct reports do evaluations. Linda noted that the more comprehensive five-year evaluation we discussed at our last meeting, which she referred to as part of the "OA project," is not included here. Human Resources is working on another process for long term evaluation, Linda promised to give us more information on that later.

There was a brief discussion of the need for an Officer of Administration Grievance process.

Fred: For our next meeting, we'll discuss bigger periodic review if Linda is ready, or do a more thorough brainstorming session on an OA grievance process.

Next meeting: March 13th, 2002, 1:30 PM, EMU Umpqua room.

Meeting adjourned at 2:04 PM.