Facilitation Team Meeting Notes

Attendees: Lauren McKeen, Carolyn Caizzi, Catie Huggins, Ted Quiballo, Liz Fraser, Suzette Radford.

Carolyn and Liz reported on their meeting with the Conditions of Service Committee to talk about survey questions that will go out to Assembly members to find out their experience with the Performance Excellence process.

The Fac Team then brainstormed about questions we think would be appropriate for the survey. We want to find out how satisfied Assembly members were with the PE process and what can be improved. We will ask supervisors about their experience using performance excellence for evaluations. The survey should be short with space for comments. An introductory paragraph should state that in light of the culture change initiative, we want to open up a conversation and solicit feedback. The opening paragraph should also state that while we will continue to use Performance Excellence, we do have some flexibility in how we use it.

The Fac Team discussed the purpose of the survey. We are interested in finding out where the gaps are and if there should be some guidelines and standards. Survey results will be discussed at the next Assembly meeting which will be held on May 20th.

At the end of the meeting, Carolyn sent our proposed survey questions to members of the Conditions of Service Committee for their review.

The next Facilitation Team meeting will take place on May 5th. We will discuss the article that was shared by Carly, “Is it Time to Put the Performance Review on a PIP?”

For future discussion: Two topics from the Organizational Culture Change Initiative Report: Staff Skills and Recruitment & Retention.