

**MINUTES**

**University of Kentucky  
College of Agriculture  
StaffLINKS Committee Meeting  
August 4, 2015**



***Attendance:***

Karin Pekarchik, Chair  
Tracy Cayson  
Jennie Condra  
Debbie Gutierrez  
Kim Henken  
Darlene Mylin  
Lissa Pohl  
Karen Pulliam  
Cindy Stidham  
Jozsef Stork  
Helen Williams  
Melanie Heist  
Stephany Chandler  
Judith Burgess  
Rhesa King  
Christine Tarne  
Marilyn Hooks (via Skype)  
Sherri Friend (via Skype)  
Lisa Collins, advisory member  
Megan Lucy, Secretary, ad hoc  
Michael Sama, presenter  
Susan Campbell, presenter  
Steven Sizemore, presenter

***Absent:***

Jackie Allen  
Abby Sorrell  
Eileen Kopp  
Jenny Evans  
Carolyn Morris

**AGENDA**

**11:00-Noon**

**Presiding: Karin Pekarchik, Chair**

**Welcome and Call to Order**

## Items to be addressed:

### 11:00 Housekeeping

- Thank you to those cycling off for their service. Terms ending in August: Steve Patton, Robert Holley, Alicia Landon, Paul Wilson
- Welcome new representatives: Melanie Heist, Rhesa King, Stephany Chandler, Judi Burgess
- Introductions
- Annual report submitted to the Dean in June and posted to StaffLinks Website.

### 11:15 Round Up

- **Volunteers needed for Staff Appreciation Day**, September 30. Hours needed: 8:30-noon. Watch your email for more information coming soon.
- **Duplicate StaffLINKS emails**- Last week we updated the listserv, which resulted in several StaffLinks members receiving emails that they were being taken off the listserv. This was a mistake, for which we apologize. If you have any questions about when your StaffLinks term ends, please check with Megan Lucy at [megan.lucy@uky.edu](mailto:megan.lucy@uky.edu).
- **Mike Sama (BAE): New at Round Up** – Dr. Sama is the faculty advisor for the ¼ Scale Tractor Team. This is a team of students, mostly from Biosystems and Agricultural Engineering, who build and enter into competitions a ¼ scale tractor each year. The team has maintained these tractors, currently in storage, over the years, but will begin auctioning at them off at Round Up as a fundraiser. Last year, at a separate event the ¼ Scale Tractor Team auctioned two tractors to fund scholarships for the team. This year the tractor built in 2000 will be auctioned off in a silent auction with a reserve price of around \$1,500 and they expect it to go for around \$5,000. The money will go back to the ¼ Scale Tractor Team in an endowment fund. The team does well in their competition, but the scholarships from the awards they win can only go to Engineering students. These new scholarships funded by the auction will be able to go to any team member. In addition to the auction, the team also organizes parking spaces for home football games (about 75 near the Good Barn and 150-200 cars near Ag North) for around \$25 a spot. This pays for the tractor parts and travel expenses for the team to go to the competition.

**11:30 Overview of CAFE Fiscal Affairs from Stephen Sizemore, Chief Financial Officer, and Susan Campbell, Finance Director, Agricultural Business Center- PowerPoint (see slides at the end of the minutes)**

- **Status of the new budget model** - Former Provost Riordan was driving the change to a Resource Center Management budget model. With the change in the Provost, the budget model is being reconsidered. Under Provost Tracy, the university is no longer considering a true Resource Center Management Budget model, but rather a hybrid strategy between RCM and incremental budgeting. Under RCM, each university unit is treated as a separate business unit and can only spend what they as a unit bring in, with services such as facilities management and human resources acting like taxes on the units. All of the data collection and tracking required under RCM would have been a huge administrative burden. The model currently being considered would still draw on some of the concepts of RCM budgeting, but would be based on incremental budgeting, as we currently practice, with some metrics driven funding. The metrics will be driven by undergraduate growth and retention with increases in those metrics leading to increased funding for successful colleges. This is difficult for top performing, large colleges to continue increasing. The deans of the large colleges are in discussions with the Provost's Office about how to split the metrics funding pie. CAFE has a lot more than just instructional units, and research funds and endowment funds, which are a big part of the CAFE budget, will need to be accounted for in the new model. So far, a final new budget model has not been shared with the Dean or anyone else in the College. Right now it is business as usual.
- **Proposed changes in merit raise pool determinations** - CAFE is experiencing a problem with inflated performance evaluation scores. The majority of scores (43%) are in the 4 out of 4 range instead of the distribution of scores resembling a bell curve. This is a natural progression of scores increasing over time resulting in inflated scores. However, the skewed distribution of scores toward the high end gives the budget office very little flexibility to give merit increases because they must divide the merit pool among more individuals, resulting in small increases for high achievers. There are a few habits that drive this trend, including the use of performance evaluations to try and achieve equity goals, the habitual increase of scores each year regardless of true performance growth, and individual supervisors not following HR guidelines in rating their staff. In college where Mr. Sizemore was previously, the Dean enforced that department averages could not exceed 3.5, and over time performance evaluation inflation was reduced and high achievers received higher percentage raises. If CAFE can similarly quell the inflation of

performance evaluation scores, staff would benefit because high achievers would be able to receive higher merit raises and low achievers would no longer be rewarded despite poor performance. A staff links member asked if there has been any discussion of using cost of living raises separate from PE raises. Mr. Sizemore responded that over the last five years since we didn't have raises, President Capiluto has been pushing that merit increases are for merit, not equity. Equity increases should be done through benchmarking requests to Compensation. Lisa Collins commented that Susan Campbell has presented over the last five years on this topic to the Department Chairs to show that less inflated scores will be to the benefit of the employees not their detriment. Susan Campbell added that 3.5 out of 4 is an excellent score, but in departments where there are a lot of 4s, the 3.5's didn't get any of the raise pool. The tighter the distribution, the less everyone gets. Mr. Sizemore remarked that reducing inflation in PE scores will also help create equity in raises across colleges. He will keep speaking about this to the Dean and Chairs to help change the college culture. If necessary, the College can put a letter in everyone's HR file saying the College did a reset of PE scores and a decrease in scores doesn't mean a decrease in the quality of an individual's work. Another StaffLinks member asked, "Could we do away with the numbering system?" Mr. Sizemore responded that the University requires the 4 point rating system. Multiple StaffLinks members asked if there could there be more training for supervisors beyond the department chairs as there is a lot of discrepancy between how different supervisors score their employees. Even long-time supervisors may need refresher training. It would be better for staff if it can be made clear to everyone that a decreased score is not punitive. Mr. Sizemore responded that if we could just tell people that a 3 is the old 4, we could move light years ahead. Additionally, the size of the College makes it very difficult to give pushback on inflated scores. The Dean can't review every score, so we need to find a better way. If you have any other questions or feedback, send it to Lisa Collins, Stephen Sizemore, and Susan Campbell.

#### **Closing Remarks:**

- No news from Jann Burks regarding the October 15 football game working group. Related: Impact, update from Equine Programs meeting regarding Breeders Cup plans -- <http://www.breederscupfestival.com/weekschedule>
- Following the academic calendar, StaffLINKS will hold quarterly meetings on the second Tuesday of the months August, November, February, and May.

#### **2015-2016 meetings:**

- **November 10, 2015**
- **February 9, 2016**
- **May 10, 2016**
- **August 9, 2016**

### **Other Business, Comments, Concerns?**

**Big Blue Pantry** - Cindy Stidham suggested that StaffLinks hold a food drive for Big Blue Pantry. Big Blue Pantry is a food pantry for college kids. The greatest need is during spring time. They can provide lists of what they need. DHN does thematic drives, and this works well for them. It was suggested that StaffLinks could collect food in barrels during Round Up, but that we would have to check with Billy Toombs who coordinates Round up. Kim says single serve items work best at Big Blue Pantry. Cindy Stidham will contact Billy Toombs and relay what she finds out to the group.

**Picture Day** - Megan Lucy is working on updating the College Administration website, including the StaffLinks Website. We need new pictures for the website, especially of our new members. On August 18 and 19, Ag Communications Photographers will be set up in the lobby of Seay Auditorium in Ag North to take professional portraits. Megan will send more information by email as it is available.

**Outstanding Staff Awards** - Megan Lucy thanked the group for their input at the last meeting regarding changes to the nomination process for the Outstanding Staff Awards. Nominations were due August 3, and the most nominations were received since 2007, including sizeable increases in nominations for Extension Clerical Staff and Technical and Paraprofessional Staff.

**Facilities Updates** - Questions were raised about the completion date for Alumni Drive, the Gluck parking lot, and the large number of geese near Gluck. It is difficult and expensive to get rid of the geese, and there are divided opinions on the geese. This is probably not something that will be resolved easily.

After the meeting, Karin Pekarchik asked Dr. Workman via email for an update about when the new parking lot near the Gluck Building will be opened.

He responded as follows:

*At this time I do not know the actual schedule of construction for roads or parking around the stadium. The Gluck entrance road and areas utilized by the trucks will be milled and repaved. That doesn't include the entire lot.*

### **Adjournment**

**Next Meeting:** November 10, 2015

**Tentative Topic:** New Strategic Plan



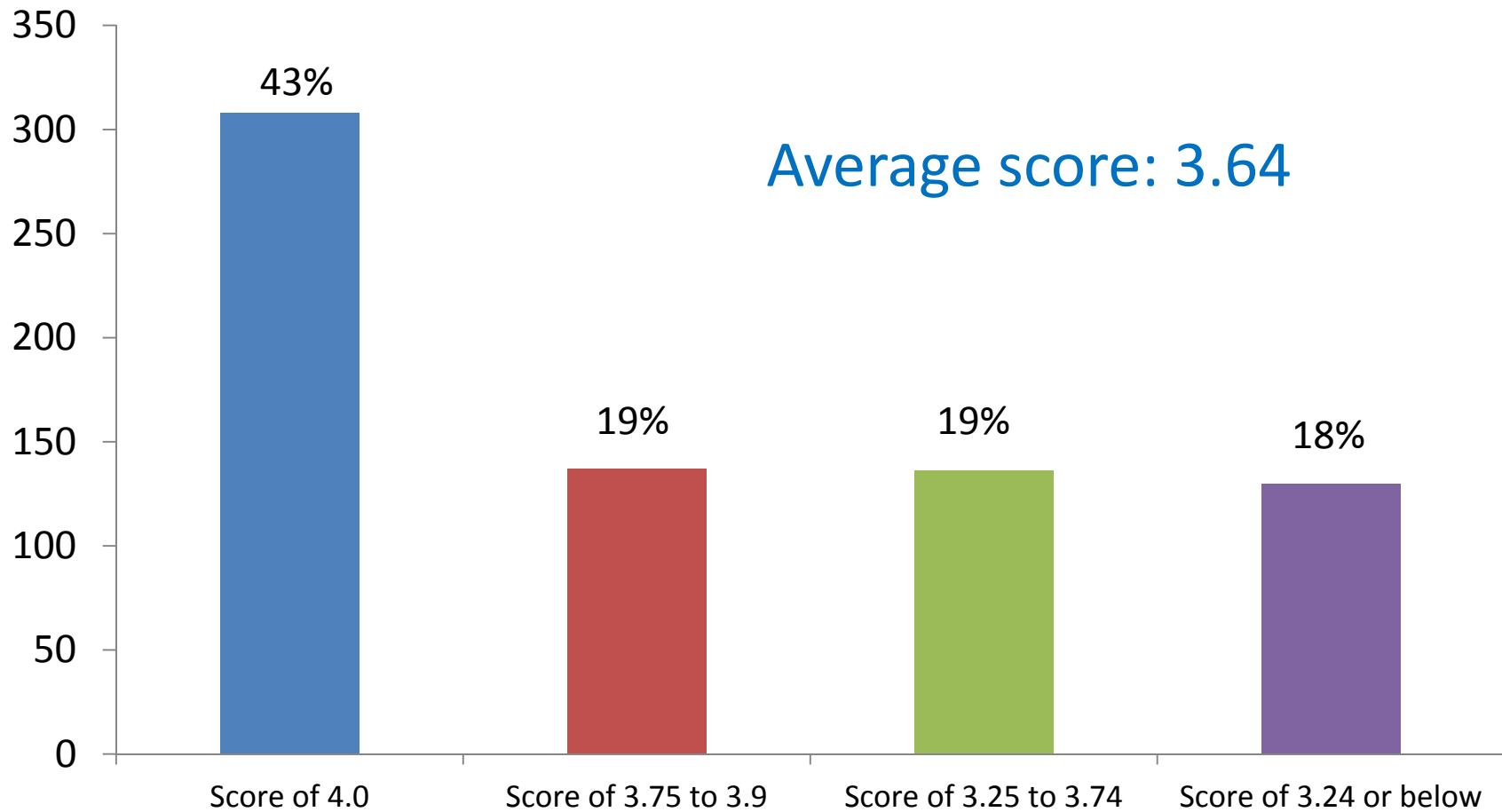
College of Agriculture,  
Food and Environment

StaffLINKS August Meeting

## 2014 PE Statistics

- 43% (308/711) of staff received a score of 4.0.
- 19% (137/711) received a score between 3.75 to 3.9
- 19% (136/711) received a score between 3.25 to 3.74
- 18% (130/711) received a score between 3.24 & below
- Average score for all 711 staff employees: 3.64

# 2014 Performance Evaluations





## 2014 PE Statistics

- Inflated PE scores have led to low merit pool distribution
- Only 11% of staff employees were in the nomination pool due to lack of funds for higher merit
- PE scores need to reflect performance and follow HR guidelines to better reflect actual performance
- Inflated scores are negatively impacting merit for high performers and rewarding low performers

## Budget Model???

- New Provost....New Model??
- RCM budget model shifting towards a hybrid model
- Hybrid model with traditional incremental budgeting with metric driven funding
- Metrics driven by undergraduate enrollment and retention