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THE FRIDAY BULLETIN

CALIFORNIA STATE UNIVERSITY
SAN BERNARDINO LIBRARY
5500 University Parkway
San Bernardino, Calif. 92407

JULY 19, 1996

THE FORMS. THEY ARE A CHANGIN'

EVALUATION PROCESS STILL A HOT BUTTON

The announcement of the official criteria for awarding performance-based salary increase (PSI) awards and the selection of the first crop of employees—52 in all—given the increases last month, gradually has been eclipsed by discussion of how employees should be evaluated now.

The focus of evaluations for years, says Karen Logue, associate director (Human Resources) and a member of the task force that recommended guidelines for the first PSIs, has been to "appraise" performance.

"But we're really going to a performance management process. We've done this but not as well as we should have."

What the campus is working toward, she explains, is a progression of planning, managing, appraising, developing and, finally, rewarding performance. "We're talking about goal-setting and more work on the role of supervisors/managers." The new process, she says, should reduce the chances, for example, of a supervisor asking an employee two weeks before an evaluation whether he or she has met goals discussed at their last evaluation.

As a test run, the administrative computing and telecommunications department has set up an annual review

program, which looks at all employees at the same time each year rather than evaluating them on the anniversaries of their hiring dates. Initial reports are that the defining of goals and objectives already is giving managers a better grip on coordinating the performance of their workers.

Evaluations that define jobs in more detail is a must, says Denise Gipson-Perry, a library assistant who also served on the task force with Logue.

Are evaluations as they exist now, Gipson-Perry asks, a "fair assessment" of what a worker actually does? She doesn't think so. "The evaluation is generic and not specific enough for how jobs change," she says, adding that the "evaluation is too often used in a disciplinary manner" and should be used more constructively.

No one knows just how much evaluation forms themselves will change. But change they will, says Logue. The Human Resources Office is collecting forms from other campuses to get some ideas. One of the ideas already tossed around has been to categorize evaluations by job-family, such as creating one evaluation for clerical assistants and another for public safety workers.

Some CSUSB employees are still bothered, however, by the possibility for preferential treatment by supervisors, because not all supervisors have the same opinion of what an "outstanding" or a "satisfactory" performance looks like.

That's where training managers to look at specifically-defined job criteria and holding them "accountable" will play an important role, Logue says.

"You're never going to get away from the subjective nature of performance evaluations," says Chani Beeman, a self-instructional lab manager (Academic Computing and Media). "You can mitigate that by giving supervisors comprehensive training. Supervisors should be evaluated, whether that's done by employees or administrators."

Beeman, who was once a representative for her own bargaining unit, Unit 9, said some coworkers complained that they hadn't been evaluated during the July 1994-December 1995 period that PSIs were based on. In all, 12 such evaluations had not been turned into human resources.

The oversight, Beeman believes, underscores the need to make the evaluation process a priority, even at a time when

(continued on back page)

UNIVERSITY SEAL UPDATED, PERSONALIZED



The university seal, which has depicted a skyscraper silhouetted by the San Bernardino mountains, is being updated with the approval of Administrative Council July 8.

The rendition makes "the new library edifice the central visual, keeping the outline shape of the mountains as part of the focus," explains Cynthia Pringle (Public Affairs). Also, the year the campus opened has been incorporated and the typeface used for the university's name has been changed to a serif style. "The border of the seal is enhanced to add interest."

Modernizing the seal during the university's 30th year of service seemed appropriate, notes Pringle, adding that the public affairs staff has been interested in making the change for some time based upon the limitations of the original design. "The seal did not lend itself well to some printing applications because of the 1970s design style, which used numerous lines to indicate the mountains."

Because the buildings featured in the seal had no clear connection with this campus, Pringle says the library was selected for the primary image, which is in keeping with the philosophy of the campus physical master plan as well as its academic mission.

The new seal is available immediately for use. Pringle expects campus personnel may have some questions about the ways it can be published.

"Over the years public affairs has received numerous requests to apply the seal in situations that were not supported by the university's publications policy," she says. "While the seal will continue to be reserved primarily for ceremonial purposes and official documents of the university, such as transcripts and diplomas, there are limited cases in which it may be appropriate to use the seal to convey the intellectual environment or 'scholarly' nature of the university," as opposed to the identity inherent in the logomark found on university stationery.

The logo, which represents the business affairs of the university, will continue to be widely used to identify the university in promotional materials, she adds.

SERIES SERVES UP BLUES, MARIACHI TUNES NEXT

The band that plays "blues you can feel", Faultline, will be in the spotlight July 24 and the festive sounds of mariachi music in the air July 31 as Cal State's Summer Entertainment

Series continues.

Known for its aggressive-style blues that carry a heavy beat, Faultline is led by Steve Harper, who has played the Southern California beach scene and the Pacific Northwest and Canada for some 20 years. The guitarist has been playing since he was 12 and sings vocals for the group as well.

Vocalist Patty Warder joined Harper in 1992. Besides appearing in leading roles in

dozens of musical theatre productions, Warder had sung for rock and jazz bands in the United States and Europe. She has performed at the famous Ronnie Scott's Jazz Club in London as well as the Montreaux Jazz Festival in Switzerland and the Pontarlier Jazz Festival in France.

An evening of mariachi music returns again this year as a local band plays July 31.



Faultline plays its brand of blues in the third week of the eight-week-long Summer Entertainment Series.



STUDENT ART AWARD WINNERS

Almost 30 students received awards for selected works in the 1996 Student Art Show. The following is a list of these upper-division artists, who were recognized at the exhibit's opening reception in mid-June.

AWARDED BY SAN BERNARDINO ART ASSOCIATION

Graphic Design

Anthony Palacios—"Museum of Contemporary Art Promotional Package" and "KLON Promotional Package"

Printmaking

Carmen Diana Teal—"Encuentro en la Plaza"

Glass

Jordan R. Brant III—"Interpretation-Mute" and an untitled piece

Paintings

Kiyoshi Nakayama—"Hallucination" and "Blue Valentine"

Wood

Seth A. Challenger—"Something on Ice"

Photography

Cherie Hansen—"Dark Waters"

New Genres

Mike & Eric—"Monuments to Mike & Eric"

Ceramics

Jacqueline Standard—"Sagar Pots"

Sculpture

Janine Lauder—"Tar Bed"

Best-in-Show

Ann France—"Katabasis Series"

AWARDED BY FRIENDS OF THE MUSEUM, CSUSB

Mignon Schweitzer Award in Studio Art

Ann France—"I'm not cooking anymore!"

Award for Outstanding Paper in Art History

April Louise Durham

Annual Friends of the Museum Award

Kiyoshi Nakayama

SCHOLARSHIP, CSUSB

Arlene Roberts Memorial Scholarship

Tony Giordano

AWARDS FROM PRIVATE DONORS

Kat Grossman Purchase Award

Michael Beckley

The 1996 Annual Award for Outstanding Work in Sculpture

Ann France

The 1996 Annual Award for Outstanding Work in Painting

Erik Greene

Artist Materials Award from Pro-Art

Eric Porter

Fine Arts & Painting Award—Donated by Vince Finocchio

Leo Yang

The 1996 Annual Award for Outstanding Work in Printmaking

Raymond Sloan

CSUSB DEPARTMENT OF ART AWARDS

Annual Glass Award

Michael Beckley

Annual Ceramics Award

Jacqueline Standard

Annual Painting Award

Lavonia Stephens

Annual Printmaking Award

Nancy Nga Nguyen

Annual Sculpture Award

Brandy Cease

Annual Art History Award

Janine Lauder

Annual Graphic Design Award

Kit Miller

Annual Photography Award

Cristina Ruth Hanson

Annual Wood Award

Ann France

CLUB AWARD

The Art Club, CSUSB

Anthony Palacios
Benjamin Nicolas

THE BULLETIN BOARD



FACULTY ADVISING

CSUSB faculty will be available for student advising through Sept. 13. Students should be directed to advising and academic services in UH-380 or should call 880-5034 to set up an appointment with an advisor from the school of their major. Students who have not been admitted to Cal State should contact outreach services in UH-120 or call 880-5188.

PROJECT HELP STUDENTS RECOGNIZED

About 200 students who have participated in Project HELP (Hispanics and Elders Learning Partnership) received certificates of recognition during a special two-year-mark celebration on June 20 in the Yasuda Center for Extended Education.

Project HELP began in 1994 after a group of senior citizens were trained to teach English to Latino adults. The classes are offered free of charge. Susan Summers, director of extension and Project HELP, won the CSUSB Excellence in Performance award last year. Currently, there are 21 instructors teaching

HISPANIC AND ELDERS



LEARNING PARTNERSHIP

at 19 different locations in the Inland Empire. "Many of these students have really grown by leaps and bounds just from gaining confidence in their English skills," said Nora Sztaray, project director.

C A L E N D A R

WED., JULY 24

Music.

Faultline plays the blues. 7 p.m., Lower Commons Plaza. Free. Ext. 7053.

WED., JULY 31

Music.

Mariachi music. 7 p.m., Lower Commons Plaza. Free. Ext. 7053.



EVALUATION . . . (continued from front)

desks seem nothing less than a convention of papers.

"People need feedback about how they are doing, and they need it precisely in these times when we are so busy," she says. "We have to recognize that effective feedback is going to provide the infrastructure for us to continue bearing the workload."

Logue knows the transition to a very different evaluation system is going to be difficult.

Says Beeman, "We're making a transition from a small town to a large urban area," adding that "so much of the work that gets done around here is really being done on the hearts and souls of the employees, who are packing up work and taking it home. It never gets recognized."

And taking work home raises what could become another thorny issue.

In some classifications, for example, taking work home violates the Fair Labor Standards Act, a federal law. Supervisors are ultimately responsible for any employees who are in a non-exempt classification and make this kind of "homework" a habit.

But "we know it goes on, otherwise the work doesn't get done," says Beeman. "And now we're going to say we're going to award people on the basis of merit."

"What makes an excellent employee? Is it opportunity? Is it initiative? If I'm working in a department that, because of budget constraints, hasn't bought a new program in three years, yet I'm doing a darn good job staying up with the day-to-day, but here's academic computing and

media, (with) a whole new building, whole new computer labs" able to do more advanced work, is that fair?, she asks. "How do you compare those two? Who's outstanding?" Beeman adds. "Do the times make the person or does the person make the times?"

IN MEMORIAM

The campus community extends its sympathies to Margo Chavez (Administrative Computing and Telecommunications), whose husband, Richard, passed away July 9.

THE FRIDAY BULLETIN

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