

Draft

Support Staff Council Minutes
September 11, 2008

MEMBERS PRESENT: Anita Adams, Jennifer Brewer, Lauraly Dubois, Edy Fitch, Kelly Hall, Karen Harris, Nancy Hauger, John Keegan, Diana Kemp, Ellen Knoblett, Leslie Krockenberger, David Lofton, Marni Loyd, James McKittrick, Gary Neese, Theresa Ortega, Margaret Pearman, Roxanne Torrence, Wilma Turetzky, Patsy Weltich, Debbie Woolard

ABSENT EXCUSED: Tom Everett, Tracy McDaniel

ABSENT UNEXCUSED:

EX-OFFICIO: Wil Downs

GUESTS:

Meeting called to order at 11:05 am.

APPROVAL OF MINUTES:

The August 14, 2008 minutes were approved with changes.

TREASURER'S REPORT:

The June 14, 2008 Treasurer's Report was approved with changes.

EXECUTIVE COMMITTEE REPORT:

Torrence announced the Executive Committee met with President Bradley. We let him know our main concern; retirement proposal. The committee will meet with him again in October. The Executive committee will have regular scheduled bi-monthly meetings with him. The meeting with the President will take place after the Council meetings. The Council can bring any concerns/ideas to the Executive Committee for us to take to the meeting.

In conversation with President Bradley, he wants to take a look at the retirement issues. President Bradley sees a big discrepancy. Torrence asked that SEBC take a look at our current proposal and make any changes. We do not need to rewrite another policy, just take another look at our current proposal.

The Council will have a seat on the President's Council. The President's council will have agendas and will be a working council.

Torrence encouraged the Council to attend any of the events that the President hosts. She also would like us to invite the President and his wife to all of the Council's events, so that they can be involved.

BOT Retreat- The retreat was basically the VP's giving reports. There are 2 new trustees this year. Torrence believes most of the reports will be posted to the web. A survey came back saying that 51% of seniors were satisfied with the help they received from support staff. Bradley was not satisfied with those results. The President's report will be coming out with all of the information that he presented at the Retreat. The President's cyberwire (from last Friday) will have the links for all the information.

Adams asked about a survey for Faculty. Torrence said that the same survey was done for the Faculty, but she did not have that information with her.

Affirmative Action Committee

Search committee-Theresa Ortega was asked to serve on this committee.

President's Council on Diversity-Theresa Ortega and Monique Mosely has been asked to serve on this committee.

HUMAN RESOURCE REPORT

Compensation project-Downs said he has met with President to discuss the project. The President had several ideas. HR has done the benchmarking. Downs is hoping to meet with the cabinet to discuss where they are and what they want done with the project. There is no exact date for the project to be completed. Consultants are working on putting together the job descriptions, HR has been asked to help with that process.

Performance reviews should be taking place by the first of the year. It has been 3 years since reviews have been done campus wide. Software and certain formats are currently being looked at to see what will work. HR is looking at software that will allow you to do the review on line and track the status of the review.

Non-Smoking Task Force-Kemp

They have met twice. The committee has discussed enforcement, cessation programs, advertising, purchasing of cigarettes on campus, and signs. Clarification is needed from the President on some topics. They want to make sure they cover all the bases. The committee is just charged with giving recommendations, should be done by November 1.

Health Insurance Review-Adams, the committee was not disbanded. They were told to move forward. Discussion was good to on what the charges are. The committee has 4 areas they are looking at. They are looking at scenarios they can talk to the consultants about. Diann McKee has looked at what the committee has done and is making sure she feels comfortable with it before taking the information to the cabinet.

Health plan has gone up considerable this year. Looking at the implications on the next fiscal year, not much has changed over the years with the premiums. The costs have done up mainly to utilization of the plan, not the changes in the plan.

Spectrum-Looking at having them come again this Fall. HR is looking at the possibility of have smoking cessations for staff, students, and faculty. The campus will be smoke free by July 1. Spectrum offers the services of a Wellness Coordinator for a small fee, that person would only be on campus part time. HR is looking into that possibility. Downs feels that having a Wellness Coordinator would be a good thing.

Supervisory training is happening now. The core of what they are using is something Downs used at his previous position. It has been used on and off campus. About 20 people are currently signed up. HR is looking at making conference room as more of a training room.

COMMITTEE REPORTS:

Election Committee: Karen Harris, Chair

There is a vacancy in district 3. Weir left university. To make the current letter work they have rewritten it to work for all districts. The form was sent to Torrence for approval. It was sent to district 3 by email. Several people in district 3 don't have email access or was unable to find in GroupWise. In list given to Torrence the ones in bold were unable to find email. Copies will be made to go campus mail for the people that they couldn't find email addresses for. Torrence asked that all of the Elections committee show up to the meetings, a lot more work will be needed this year. Harris feels they are good committee and work well together and need to stick together.

Employee Relations: Kelly Hall, Chair

Met on 9/3 regular meeting. Main focus is REP sessions in October.
9- 11am October 16, 2008 Districts 1&4 in College of Business (11th Floor Conf. Rm)
1-3pm October 16, 2008 Districts 5, 6, & 8 in Burford Hall (Activity Rm)
9-11 am October 17, 2008 District 2, 3, & 7 in Library (028)

The budget for the REP sessions is \$400. Krockenberger got a personal donation of \$200 for the REP sessions. With all the things going on campus, the committee is hoping for a good turn out. A resource table will be set up at all places. President Bradley will be out of town for the sessions.

Bus Initiative-Hall followed bus route, it did not stop any where. He did not even stop for stop signs. Hall is going to actually get on it and ask what there stops are. We need to find out where the stops are and the times. It was decided that this will be something that will be pursued. Downs and Barton will be coming to the REP Sessions.

Public Relations: Jennifer Brewer, Chair

The Support Staff Family Picnic is coming up on Saturday from 11am to 3pm. There will be food from Simply Decadent and a bounce house for the kids. There is no rain out plan. The event will still take place.

Also in October, the committee is going to have Homecoming, the Family Halloween Party, and the Murder Mystery. The Murder Mystery will be used to raise money for the family events. Adams asked if we were going to be putting on something to help out an organization. The committee will be hosting a Sock Hop in February. The committee is not sure what organization we will be working with though.

Scholarship Committee: Toni Bolinger, Chair

Need volunteers for Soup n Sandwich for desserts and soda. Anyone that can help needs to let Toni know. She is working on job assignments now. There will be Karaoke music. The Soup and Sandwich is September 25th. They will start set up at 7:30 and then clean after the event.

Salary & Employee Benefits Committee: Wilma Turetzky, Chair

The committee met this past Tuesday. Discussed charges and made assignments for the charges. Each person will have the reports back at the next meeting. They are asking Downs and Barton to come the next meeting. Torrence asked the committee to re-evaluate the current retirement proposal so the executive committee can take to president.

DISCUSSION:

OSP-has made a request for our office space. In the request stated something about the noise. Torrence asked that we keep the noise down. She knows it is a small room, but keep to a small roar. Always keep the door shut at all times; just unlock it while waiting for others to join.

GroupWise calendar is up and you can do a busy search to see if it is open. You can also contact Brewer or another Executive committee person to get your date on the calendar.

Ortega has agreed to put out an email about the happenings of the Council meeting to us to send out to the districts.

Krockenberger- Is there a copy of material from the meeting? Torrence is going to send her the info. She would like to see a list of all the upcoming events, so that we can advertise to our districts.

Keegan-needs a new list of constituents.

DuBois-was looking for business advice. An event coming up in her office and was wondering about waiving student fees and possibly a discount for faculty and staff.

Next meeting: October 9, 2008, HMSU 321

Meeting adjourned at 12:30 pm