

## **Support Staff Council Minutes**

### **Thursday June 11, 2009**

**MEMBERS PRESENT:** Anita Adams, Karen Aue, Toni Bolinger, Patti Bolton, Debbie Brothers, Lauraly Dubois , Tom Everett, Edy Fitch, Kelly Hall, Nancy Hall, Karen Harris, Debbie Kelley, Leslie Krockenberger, David Lofton, Tracy McDaniel, James McKittrick, Gary Neese, Theresa Ortega, Margaret Pearman, Rebecca Stinnett, Roxanne Torrence, Wilma Turetzky, Patsy Weltich, Debbie Woolard.

**ABSENT EXCUSED:** Jennifer Brewer.

**Ex-Officio:** Asst. VP Wil Downs

Meeting called to order at 11:04 a.m.

### **APPROVAL OF MINUTES**

Weltich made motion to approve, Adams seconded.

### **TREASURER'S REPORT**

Knoblett reported a current account balance of \$2363.24. We have over \$2300 in bank right now, still a few outstanding bills. Current Scholarship account balance: \$59,469.83. No questions. Treasurer report approved; 1 abstention (Harris). (*Ortega reminded again that per Robert's Rules of Order, Treasurer Reports cannot be approved, but rather, is "filed for audit".*)

### **EXECUTIVE COMMITTEE REPORT**

Torrence suggested that we look into the cost of a small copier or a better printer for the SSC office. (Current printer uses cartridges and we use it so infrequently that it tends to dry out). Adams asked if we were looking into rental. Yes, that is one of our options. Stinnett asked if we thought about using someone's network printer in the building. Torrence said it was difficult, when someone just needed 1 copy or 5 copies, to walk over and get something in another room, etc. Will do research and let everyone know at retreat.

Torrence passed out a list of [\*\*COMMITTEE ASSIGNMENTS\*\*](#) to all members. K. Hall will be contacting everyone to set up meetings before July. At those meetings, the committee will choose a chairperson, and also a secretary so minutes can be kept and turned in. Letters to supervisors will go out in campus mail next week.

Torrence is working on annual report to give to Board of Trustees, and asks that everyone forward information to her about any awards (including degrees received in past year) for purposes of the report.

**UNIVERSITY COMMITTEES:** since Ortega will be on Exec Council, and her supervisor has asked her to remove herself from all committees due to opening of new Rec Center, she is unable to serve on all the committees. We will need people to take spots on Athletic Committee and NCA committee.

**RETREAT:** Thurs., July 9 at Sycamore Lounge, from 8:30 a.m. – 4:30 p.m. V. P. McKee is scheduled to be there to discuss combined EAP/SSC committee. Fitch asked if committee had been formed. Torrence stated that it is being formed and will meet in a couple of weeks. Fitch also asked if SSC would be asked their opinion, or if this would just happen? K. Hall asked V. P. McKee if this was something that would be discussed, and she said yes. The President wants this to happen.

To serve on this new group that will look into the possibility of a combined EAP/SSC representation: Mark Shaffer, Rex Kendall, Louise Jackson, Janice Halpern, plus SSC Exec Committee.

Turetzky asked if it would be proper to address inequities between EAP and SSC. Yes, that's one of the main things brought up. We want feedback and we want people to discuss it. V. P. McKee will be at retreat to answer any questions. Torrence asked the group to please send questions/concerns to her so they can be brought up). The President may even mention it when he does his bi-weekly cyberwire.

N. Hall asked when reps will be getting their list of constituents. Torrence indicated it hasn't worked in some districts, so the database may not be split up by rep. May just give each rep the full list and if the constituents receive 3 notices, then so be it. Torrence asked everyone to cc the other 2 reps in your district, or even confer w/the other 2 reps before sending something out.

K. Hall mentioned they've thought about inviting the new EAP reps to our retreat, so our reps can get to know them and they can see what types of things we do at our retreat.

July 30 - Service Awards in afternoon. Medallion Awards will be given then as well.

### **HUMAN RESOURCE REPORT-Asst. VP Downs**

**Mercer Project** - still in the process of slotting positions. Hope to be done by end of month. Once they see how positions are aligning, they will take info to Board of Trustees. It is a very time-consuming process.

**Performance Reviews** – some still out, and need to get thru process.

**Smoking Policy** – in effect July 1. Has anyone seen the shelters they have up? Bolton commented that the one by Facilities has the door facing into the open door that would go south. Everett stated that some people have said to him that if the campus is to be truly smoke-free, there should be no shelters on campus!

**Service Awards** –President Bradley has decided to approach Medallion Awards differently this year. Nominations were made, went to the Cabinet, and then

the President chose the recipients. This year, President Bradley asked that representation be there from all areas of campus. EAP and SSC groups were designated as assisting in making recommendations, and then would go to him for review to continue the process. (Some people who received awards in the past weren't even ISU employees).

Weltich asked about salary. Asst. V. P. Downs can only say that until we know what kind of budget we'll have, we have no idea about any salary increases. McKittrick asked about computer labs being closed in COB, which students seem to use a lot. McKittrick doesn't see it as a smart move. Torrence stated that COE is moving this summer, so they're closing the labs on the 3<sup>rd</sup> floor rather than the one on the 1<sup>st</sup> floor. They're trying to get classrooms out of labs, with the laptop initiative, and consolidate labs with COE moving out.

Adams asked if there will be a new lab in the new COE. Torrence thinks so.

Fitch asked about combining sick and vacation time - - why is this going around? Downs remarked that the concept of PTO *IS* being discussed.

Kelley asked about issues regarding absenteeism - Downs stated he is working on a campus-wide policy, which is what is not in place right now.

PTO incorporates sick time and vacation time into one account that employees can draw from. How something like that is structured is in discussion.

Pearman remarked that the issue had been dead - - Turetzky recalled the same thing, that it was a "dead" issue, that we had been told by a previous person that it was a dead issue. A former liaison (who had worked at IU) had seen it in practice, and Downs said he's had experience with it as well. Pearman stated that the vibes were that people weren't in favor of it. Downs said that the issue is still being investigated.

Harris asked about leaving the university - when you leave, you currently get some of your time back for sick time. How would that work when it's combined? Downs said that none of those things have been decided, and that there are numerous ways to structure a PTO system.

Downs remarked that you need to take into account all of the factors before you can even put a program like this in place. Harris remarked that we were promised a Thursday payday, and that it was snatched right out from under us. She asked why. Downs says that if you look at the policy book, ISU was actually in violation of the policy, as payday *IS* Friday.

K. Hall thinks the main issue is that employees were not notified that they were switching back to a Friday payday, when they were used to getting it deposited on Thursday.

McDaniel remarked that some people got an email about the change when some deposits were late due to holidays, etc. Just an email to let us know would have been nice to get, she commented.

Downs says he always assumes it is there when it shows up in his account, and that we should all approach it in that fashion.

## **SCHOLARSHIP COMMITTEE**

Bolinger stated that the Scholarship Committee has a meeting scheduled next Thursday at 10:30 a.m. in EH 514, to begin looking at scholarship disbursement. They have 12 applicants.

*Lauraly Dubois* – is working in Res Life beginning July 1, 2009. It is an EAP position, and we are very happy for her!! We thanked her for all of the help given to the SSC during her tenure, and she assured us that she will always be available to assist us, even if she is EAP now.

**CLOSED SESSION began**

**Meeting dismissed at 12:32 p.m.**