

Draft

Support Staff Council Minutes
Thursday October 9, 2008

MEMBERS PRESENT: Anita Adams, Jennifer Brewer, Kelly Hall, Nancy Hauger, John Keegan, Ellen Knoblett, Leslie Krockenberger, David Lofton, Tracy McDaniel, James McKittrick, Gary Neese, Theresa Ortega, Margaret Pearman, Roxanne Torrence, Wilma Turetzky, Patsy Weltich, Debbie Woolard

ABSENT EXCUSED: Diana Kemp, Tom Everett

ABSENT UNEXCUSED: Karen Harris, Lauraly Dubois, Edy Fitch,

EX-OFFICIO: Wil Downs

GUESTS: Dr. Connie McLaren

Meeting called to order at 11:10 am.

United Way Campaign

McLaren-United Way Campaign, the group is working really well. They are really trying to use the slogan of the campaign to get the word out to the Wabash Valley to let them know that the campus is really untied. McLaren would like help trying to get the word out to the campus. She is looking for any type of suggestions to help with the campaign. On average 91% of the money raised goes to the agencies. The agencies are in 5 different counties. There is an application process for an agency to get money from United Way. They are looking for people to serve on the funding panel, to help decide who receives the money. Any questions can be referred to McLaren.

APPROVAL OF MINUTES:

The September 11, 2008 minutes were approved with changes.

TREASURER'S REPORT:

The September 11, 2008 treasurer's report was approved with changes.

EXECUTIVE COMMITTEE REPORT:

NCA Self Study Survey- Torrence has sent this out to everyone and asking that Council complete the survey. She would also like us to encourage our districts.

President's Council-consists of a large number of people from around campus. A leadership development program is being created for faculty and staff. The President hopes this will better the possibilities for advancement for those already on campus. Co-curricular transcripts-the President wants one transcript for students. The President hopes that this will allow the campus community to see how to retain more students. Once a month, the President will be randomly picking staff, EAP, and faculty to have breakfast with him. Students will also be asked to have lunch with him. Torrence encourages us to go if we get invited. The lunch and breakfast dates started this week.

Winter Recess-Torrence sent out an email stating that Jan.2 will be included in Winter Recess. The Board of Trustees approved the additional day at their last meeting.

December and January Council Meetings: January- we will need to find a place to meet that month. Wilma will see if we can use the Library 028. December meeting- the Executive Committee thought we would meet and have refreshments and a white elephant gift exchange. Everyone was in agreement about doing the party and white elephant gift for the December meeting.

Our bi-monthly meeting with President Bradley is coming up next week. If any Council member has anything they would like the Executive Committee to take, forward that to Torrence no later than 9am on Monday the 13th.

President's Installation- November 13th at 2:00 pm. The event will be held at the Hulman Center. It is usually called the Presidents Inauguration, but since he has already been a President they are calling it an installation.

By-Law Committee-has met and we would like some input from the council. The current by-laws states we need 16 people to approve a voted item for it to pass. Do we want 16 approvals or 2/3's approval? The council stated we just want 2/3's approval. Downs suggested that the by-law committee send something out about what we need their exact input about.

HUMAN RESOURCE REPORT – Wil Downs

Mercer Project - There is several things going on with the project. Currently we are asking Mercer to look at the benchmark information and use that as a guide to help us with a new pay structure. By pay structure what I am referring to is new pay ranges to reflect where we want to be in the market place. At the same time we are going to see where the benchmark positions would fall in those ranges and then look at methodology to use to slot other non-benchmark positions. Mercer is also using the PIQs as a reference point to for developing job descriptions. They have completed several hundred of those and were asked to provide specifically job descriptions in the area of athletics as well as others which are under the auspices of NCAA regulations. Specific language related to NCAA compliance is being placed in those by HR so that they will be available for the NCAA visit this next week. Mercer will be meeting with the President and Cabinet and the Advisory Team on Oct. 28.

Performance Reviews -We are still making progress towards the performance reviews taking place this spring. We have an agreement with People Admin to use their software in order to do the reviews electronically. Once we have an outline of standards and format I would like to run it by the Support Staff Council in some way.

Non-Smoking task force - A global recently went out asking for input from those interested in the implementation of the smoke free campus. Smoke free mean different things to different universities. When we researched this topic we found that some universities declared to be smoke free and had the same arrangement we currently have. The task force is carefully considering its options and is also considering the possibility of designated smoking area that would not be in traffic ways or too much in the public eye but give an area where individuals could go rather than the public sidewalks. We are also looking into smoking cessation programs which could be offered to those interested.

Health Insurance Review - A subcommittee has been charged to look at some of the issued and give a report back to the committee to approve and forward to Diann McKee and then the President.

Wellness Screenings - Spectrum will be doing screenings later this month and I encourage all of you who have not participated to set up and appointment through benefits at 4151 by Oct. 10th. We are still looking to have a Wellness Coordinator on campus by no later than January by maybe as soon as November. This person would also be an asset for the smoking cessation programs.

COMMITTEE REPORTS:

Election Committee: Karen Harris, Chair

Torrence stated that the committee is working on getting someone for district 3. We now have any opening in district 7.

Employee Relations: Kelly Hall, Chair

They met and put together candy bags. They are going to give those out with a survey that they are going to do. They last batch of invitations went out yesterday.

Public Relations: Jennifer Brewer, Chair

November is a quiet month for the PR committee. In December, we have the Cookies and Punch and we will also have a party for campus, Cookies with Santa. After December we don't have anything until February.

Scholarship Committee: Toni Bolinger, Chair

\$1592.60 was raised from the Soup -n- Sandwich sale. Thank you's were sent out to the people that helped. A global will be sent out to the campus for their support. A bake sale will be November 20th.

Met with Financial Aid to take a look at financial worksheets to the FAFSA form and then meet with financial aid again.

SEBC: Wilma Turetzky, Chair
Committee hasn't met since the last meeting.

DISCUSSION:

Closed session

Next meeting on November 13, 2008 in HMSU 321.

Meeting adjourned at 12:40 pm.