

Minutes Staff Council Meeting 7-26-2006

Present: Courtney Arnstein, Cathe Bailie, Cindy Christensen, Lee Doughty, Karl Greis, Nancy Heinecke, Nancy Luther, Matt Reuer, Kristi Salkil, Daryll Stevens, Lori Ann Summers, Joan Taylor

Absent: Chad Schonewill, Sarah Withee, Rita Zook

I. Minutes

The duty of taking minutes will be shared by everyone on Staff Council and the rotation will be in alphabetical order. If you are unable to take minutes at your designated meeting, you will be in charge of finding a replacement to take minutes. *Cathe Bailie will take the minutes at the next meeting.*

II. Joyce Eastburg Farewell Party

There will be a farewell party for Joyce Eastburg on Monday, July 31 in Gaylord Hall.

III. Budget

Discussion of last year's budget and how to allocate funds for the 2006-2007 fiscal year was followed by a motion and amendment to the motion to use funds in the following manner:

- \$3,000 for the Meet the Staff Council Party
- \$1,500 for printing and copying
- \$1,000 for the committee luncheon

These budget items were approved.

IV. Minority Concerns Committee

Two visitors from the Minority Concerns Committee attended the meeting, Rochelle Mason and Alberto Hernandez-Lemus. They inquired about how to add Dave Dymek, who as served as a volunteer for the committee for several years, as an official member of the Minority Concerns Committee. They would also like to make students official members of the committee. Staff Council recommendations to Minority Concerns Committee:

- If staff are interested in serving on a committee in an official capacity, they need to nominate themselves in the spring when Staff Council puts forth a call for committee nominations. Staff Council will take into consideration any recommendations that Rochelle or Alberto may have in nominating staff to the Minority Concerns Committee. Staff Council then submits these nominations to President Celeste who will appoint members to the committee.
- Because the Minority Concerns Committee assists in more than 60 job searches annually, Staff Council recommends that the committee go through the FEC to change the structure of the committee to include more

members. Staff Council does not have the governance to change committee structures, so the committee will need to go through the FEC.

III. Issues for upcoming year

- Performance evaluations - Follow-up with HR is needed on this issue
- Vacation and sick leave for Part time and nine-month employees - Staff Council's support of HR's recommendation to provide vacation and sick leave to part-time and nine-month employees was not approved. This is an important issue that Staff Council will continue to address in the coming year.
- Staff Council would like to have greater involvement and communication with campus committees, which may include asking for reports from each committee and asking committees representatives to attend Staff Council meetings.
- We would like to clarify the college's policy on serving on committees because some employees have been told they can only serve on a committee on their own time.
 - Is it treated like community service?
 - Is it at the supervisor's discretion?
- Change the Faculty Handbook – Currently all committees are under faculty purview. Staff Council believes that some committees would be more appropriately reclassified as “all campus committees” that do not fall exclusively under faculty purview, since the issues these committees address are “all campus” issues.
- HR has asked the council to conduct a climate survey this year
- Employee recognition program is in the Staff Council Handbook but we have not addressed it
- Staff Council award at commencement
- Old business from previous Staff Council

IV. Mentoring Liaison Election

Lee Doughty was nominated for the position. The nomination was seconded and approved.

V. Committee Liaisons Election

Due to our desire to have increased involvement and communications with campus committees, it was decided at the last meeting to elect two people to serve instead of one. Cindy Christensen and Joan Taylor were nominated. Both nominations were seconded and approved.

VI. Children's Center Committee

We have received two nominations for one vacancy on the Children's Committee. Kristi Salkil will conduct the voting via email.

VII. Meet the Staff Council Party

Proposed dates are September 18, 19 or 20 from 4-6 p.m. Courtney will confirm date/time via email.

Courtney, Nancy L, Nancy H, Kristi and Daryll can help with planning.

I. Reviewed Robert's Rules of Order for all new members

II. Election of Co-Chairs

It was a unanimous vote to keep Chad and Kristi at the helm as Co-Chairs of Staff Council. While we are not necessarily setting a new precedent, below lists some of the reasons it was decided to keep them on board.

- Staff Council fairly new
- Great past representation
- Existing issues on the table
- Both are comfortable in the role, compliment each other and have done an outstanding job

III. Election of Officers

Discussion and voting ensued and the positions emerged as follows:

- Secretary/Treasurer (Joan Taylor): Minutes responsibility will be shared by all. Cindy taking today's notes. Moving forward, Joan will prepare a rotating schedule and advise each individual prior to the meeting that they are the note taker.
- Elections Officer (Cathe Bailie)
- Committee Liaison - TBD
 - ✓ Improve communication across campus
 - ✓ Suggestion made for 2 members to hold this position
 - ✓ Question presented about ranking of importance of committees
 - ✓ Tabled issue for future meeting with more discussion about duties and 2 members
- Mentoring Liaison – TBD
 - ✓ HR initiated program – mentoring of new employees with volunteer staff
 - ✓ Start date? 2006 implementation
 - ✓ SC to follow up on HR's progress
 - ✓ Tabled issue for future meeting to discuss HR liaison and duties

IV. Meeting Schedule

Discussion ensued on having SC meetings on Thursdays from 1:30-3:30, 2nd week of the block. Meeting invites will show agenda. Reject if can't be there. No response necessary if you accept the meeting unless you have an agenda item or comments that you wish to send back.

Next meeting will be a catered lunch on July 27th from noon – 2pm.
Subsequent meeting dates: 9/14, 10/12, 11/9, 12/7

V. Budget & How to Spend

SC's budget is \$7,000 – HR/General & Administrative

Expenditures before year end:

- Hello/Goodbye Party – done
- Binders, dividers & portfolios for new members
- Reprinting of posters & brochures
- Gifts for parking committee/ \$25 dining cards – Kristi will send list of names to Chad and he'll purchase cards

Possible expenditures for left over funds:

- Cathe Bailie will consult HR about suggestions for scholarships or funds that SC might be able to contribute remaining budget money (if any)
- May possibly set precedent for coming years

VI. Annual Report

A draft of Annual Report will be in Public Folders. Will be completed and presented to Senior Staff by July 15th. Cathe Bailie and Daryll Stevens will proof read

Suggestions:

- ✓ Paragraph of Executive Summary
- ✓ Outcome at end of each paragraph

VII. Web-Time Entry

This new electronic entry of time is for all non-exempt staff and complies with FLSA (Fair Labor Standard Act) requirements.

- Chad and Cathe volunteered to be part of the web-time entry implementation team and will meet once per week on this important team
- For every 5 ½ hrs of continuous work – ½ break is required
- Will help create consistency among departments; flexibilities need to be defined
- For those who already do time sheets, web-time entry becomes effective in August.
- Others begin in September to allow for more training time

Suggestions:

- ✓ Open forums
- ✓ Counseling sessions on budgeting money
- ✓ Have direct deposit forms/information available
- ✓ SC spend available monies on outside financial planner and work in conjunction with the payroll office
- ✓ Possibly have TIAA-CREF and/or HR representative help out

VIII. Children's Center

The Children's Center Committee has 2 vacancies.

Motion and a unanimous vote was made to open up to campus nominations

Chad & Kristi will handle – more communication to follow