

## Staff Council Minutes

October 8, 2013

Attendees: Andrew Watson, Stormy Burns, Lori Peck, Nancy Fox, Denise Sheridan, Kathy Gonzalez, Cindy Endicott, Arielle Mari, Diane Westerfield, Bethany Grubbs, Aimee Stephenson, Joseph Sharman, Susan Brickell, Brenda Soto

### Ongoing Business

1. Approve last meeting's minutes

Cindy to come up with proposal of budget for next meeting.

Motion made by Brenda to approve the minutes from the Sept. 10 meeting. Second by Bethany. No opposition.

2. Discuss new shirt style, Stormy, 5 minutes

\$150 allocated in budget - will need to shuffle funds.

Arielle made motion to approve money for the new shirts, seconded, and approved. Stormy asked that everyone send her their shirt size.

3. Staff Amenities Brochure/Website (Cindy, Nancy, Andrew)

Discussion as to whether or not we should make this a standing subcommittee. The Athletic Office's use of sponsors is as an advertising mechanism for these companies, not really a direct benefit relationship with CC employees. Bethany mentioned that sponsors should still be mentioned in the brochure, Rudy's mentioned as an example. Scott Owens thanked Bethany for including sponsors.

a. Should this be a standing subcommittee?

Decision made to keep this as a standing committee.

4. Strategic Planning and Staff Council involvement

a. Over 100 people are participating in 11 teams

Bethany and Nancy are both serving. Will share lists with everyone once teams are set up.

b. Staff Council can help with communication, keep representative areas up to date

Encouraged all of us to use our global address groups to communicate with our representative area.

5. Staff Council communication and feedback (anonymous submission form, Staff Council email, emails to distribution groups, messages to the Staff group, attendance at division meetings, etc.) Nothing to discuss

6. Follow-up on Co-Chair meetings with HR and the President

a. Compensation Committee recommendations for next year's salary pool and evaluations

1. In their first draft, the staff on the Comp Committee prioritize their

recommendations for next year's salary pool. Their top priority is paying a flat dollar CoGBS to all staff. Second is increasing CC's retirement contribution from 9.3% to 9.5% (as part of a multi-year effort to raise that to 10%). Third is merit pay. They note that, as 2014-15 is the third year of the staff salary process, they understand that extra adjustments for market and compression will be funded outside the allocated salary pool, and so they don't include those in their priorities. We are most likely to get 'merit'. Merit goes into pay, not just bonus. Retirement contributions should be third. Focus more on the immediate benefit.

2. They continue to recommend tiers (Staff Assistant 1, 2, and 3, etc.) be part of the compensation system, as they have for many years now. They also note that they "understand and agree with finishing the compression and market adjustments first" while implementing tiers "next."

OK with waiting until next year, needs to be a top priority next year.

3. They are thinking of recommending four categories on staff evaluations: Exceptional (15%), Very Strong (25%), Strong (55%), and Needs Improvement (5%). Last year, those categories included Exceptional (20%), Strong (70%), Needs Improvement (9%), and Unacceptable (1%). The annual raise for those four new categories might be 4.5% for Exceptional, 3.25% for Very Strong, 2% for Strong, and CoBGS only for Needs Improvement.

Staff Council likes the four new categories

7. Report on Staff Council lunches, decide who hosts the next

Went well, didn't have boxes.

Next lunch: Nancy, Cindy, Arielle, Aimee

8. Subcommittees (those without new reports are listed here)

a. Listserv for Liberal Arts Staff Councils (Joseph, Nancy) No report

## Special Reports

1. President's report, Jill Tiefenthaler

- Internal communications position - re-organized Communications to fit this. Just posted. Goal to improve communication on campus. Re-think the Digest, that doesn't mean eliminating it. This position will take on a project management role – but in terms of communication.
- Family weekend - less of a party vibe, more of reconnection for families. Had over 400 families, totaling over 1000 people.
  - Improvements/suggestions - more opportunities to attend a class.
  - By all accounts a big success. Best crowd for exhibition hockey game.
- Homecoming - encourage people to attend those events, 50-year induction, convocation, etc.
- Not public knowledge yet - largest Mellon grant - \$800,000 for the new Center
- Solar Array project - on hold - continuing to negotiate with CS Utilities

- Fundraising - completing Walton Challenge for this year. Third year. Two years remaining. Cash is up for first quarter, alumni participation up 50%.
- Climate survey - divisional presentations taking place. Results broken out by division. Goal - identify three - 5 areas to work on to improve climate. Jill to send out report this week.
  - Lisa - follow up on climate survey - strategies for going forward.
- Strategic planning - 10 action teams up and running. Jill to send out link this week - to CC community.
  - Workshop for Innovation Institute Workshop. Full day on Saturday Oct. 19.
  - 15 new half-block classes - co-curricular. Majority will be free. Financial aid available.
  - 2-3 new summer programs
  - Committees that have physical impact - library, master plan, communications,
- Feedback for splitting Parents Weekend and Homecoming. Parents have high expectations for engagement. Positive feedback about the change in the tone of the weekend. Student survey to go out. Only negative was from alumni parents - had to choose between the two weekends. Logistics of holding these events back to back - hard on A.V., Facilities, and Bon Appetit. Jill will follow up with those departments for feedback.
- Welcome for Brian - new IT VP

## 2. Human Resources report, Lisa Brommer

- Knee deep in staff evaluation process. Good feedback. Adjustments of ratings, small tweaks. Greater understanding of form. Nov. - developed numerous sessions for supervisors.
- Professional development - putting together schedule for supervisors - to better prepare for supervisory roles.
- Staff Handbook – educational sessions scheduled for staff to attend. Getting online with Weston's help.
- Barbara's meeting with Staff Council re: compensation. Will be setting up additional sessions for rest of staff. Use Staff Council to help promote those opportunities.
- Staff Recognition - Many things are 'pilots'. Service awards at fall conference. More timely recognition - quarterly - see how it goes. Will tie into meet and greet. First one will be Dec. 13. Still will show the larger group at Fall Conference.
  - Suggestion to tie it into Birthday Bash instead of at the Meet and Greet.
  - Years of Service is posted on the Staff Council website.

## 3. Campus Committee reports (Budget Committee)

- 5 of 11 members are new.
- Main focus - tuition, funding strategic plan, student fees, sustainability improvements, investment in IT, debt service for bond issues, increasing size of student body, NSO and childcare.
- Student mix, financial aid - Mark Hatch presentation given to BOT this summer. How we match up with peer institutions; International students; full pay vs. scholarship students.

## Subcommittee Reports, including action items to address

1. Assistance Fund/Vacation Sharing – Lori Peck  
Nothing to report
2. Events Planning Committee – Kathy
  - Kathy, Kelly and Jodi met - Nov. 22 is the date of the Fall Festival (in CAC)
  - Halloween party for staff in Bemis Lounge
    - Need help with Halloween party - decorating, etc.
3. Staff Appeal Process (Brenda, Joseph, Nancy, Stormy; also Lisa Brommer)
  - Not proceeding with this process. Process for appeal in instances of dismissal or disciplinary action. Not really necessary for those very few people who are affected.
  - Possibly cancel this subcommittee as the President decided against the idea
4. Staff Recognition  
Nothing to report
5. Staff Training/Professional Development  
Nothing to report

## New Business

1. Fall Festival/Welcome Back Event, 5 minutes
  - Keep \$3,500 budget. Last year the cost of the event was \$3,200. Cindy to work the numbers, will work on this via email. Faculty should be included, make sure they know they are included.
2. Feedback regarding “In the Loop,” suggestions for the next meeting
  - Which department should we feature?
    - The Library has volunteered, and we already suggested Arts & Crafts and Central Services.
      - Hold off on library
      - Aimee to ask International programs
      - Will discuss via email
3. Staff salary process
  - We are now in year three; the following is Staff Council’s understanding of the process:
    - 2011-2012: Develop new compensation structure and bring all staff at least to minimum in their bands;
    - 2012-2013: Develop a performance-based pay system, evaluate and correct compression at the lower end of the bands, and make market adjustments;
    - 2013-2014: Continue market adjustments to bring employees into the range of pay they could make elsewhere based on experience and skills, possibly adjust the

band structure, possibly develop a progression system so staff can advance within positions by increasing their skill sets;

- 2014-2015: [?];
- 2015-2016: [?].

- The President said she is waiting on the Compensation Committee to provide focus for this coming year
- Priorities will likely be on moving the bands/structure and a second round of market adjustments, rather than a staff progression system; the President wants to set up a progression system after salaries have reached market
  - Still want to keep this on the table. Jill - But important to get people to market salary. Lisa - still able to move within the band

#### 4. Policy and compliance efforts

- Staff Council can help with getting the word out, informing our constituent areas (we should know the policies that govern our division)
  - Additional thing Staff Council can do with our email lists.

#### 5. Future agenda items

Nothing right now

#### 6. Other business?

Nothing

#### 7. Action Points - Bethany

- Get receipts to Cindy
- Budget draft
- Send shirt sizes to Stormy
- Email to division – strategic plan and policy website
- Nancy to advertise staff lunch - buy 10 boxes.
- Bethany- Set up staff develop meeting
- Aimee – Check with International Programs. Decide by end of block
- 4:00 p.m. - Welcome to Brian Young, new VP for IT
- Oct. 31, Halloween party, Nov. 22 In the Loop and Fall Festival, Dec 13 Meet and Greet

Meeting Adjourned – 1:05p.m.