

Staff Council Meeting – December 2, 2008

Attending: Joan Taylor, Millie Brence-Austin, Lee Dougherty, Diane Cobbett, Shaleen Prehm, Matt Reuer, Terri Akse, David Ziemba, and Chad Schonewill

Thank you's

- Terri and David have been doing great on posting and updating the Staff Council website
- Diane for event organization
- Shaleen for taking care of and distributing anonymous feedback
- To the entire council for their attendance at staff voices
- Millie for meeting minutes

Ad-Hoc Budget group

- Hot topic and great interest to campus
- Staff Council needs to look at the pool of volunteers and recruit more interest from campus
- So far, 21 interested parties with a good mix of exempt and non-exempt
- Originally nominations were closing Friday, however the first meeting is Friday
- A flash message will be sent to campus to move the deadline up to Noon Thursday in order to have representation in this meeting
- Staff Council voted with a majority consensus to move our selection date up
- Joan asked for it to be noted that she objects to this vote to further reduce the time-frame since the council has only been given four working days to collect nominations. Once nominations are in it takes time to get the nominee's consent and time for the President's approval. By limiting the voting to 2 1/2 days we necessarily exclude anyone who is on vacation, out for any other reason, or cannot be contacted during this period.
- Terri will contact candidates to see if they are interested before the votes are cast
- Staff Council will meet Thursday at 3:00 to discuss
- Friday morning we will vote to send those elected to the meeting

Staff Voices

- Came in under budget as well as a 50 percent discount on refreshments
- Attendance was decent
- In the future it would be beneficial to have at least 1 VP or senior staff member available for any questions that we are unable to be answer (it was noted that both Mike Edmonds and one other Senior Staff member were in attendance)
- Beth Brooks did a great job answering questions that came up
- For future meetings it is important to have a better planned agenda

Anonymous Feedback

- Reviewed anonymous feedback
- Cost containment suggestions will be forwarded to the working group
- There was \$1000 a day savings with the heat turned down during the thanksgiving break
- Staff Council commits to responding to each item in a timely fashion , by winter break
- Perhaps we could use the President's open hours for contact with staff – take questions to him from staff and then generate back to the staff council website
- Important to solicit questions prior to the next staff voices
- Send out digest to let the community know the feedback has been responded to

Progress report to date on minutes, etc.

- Dave Reed will continue work on bylaws
- Stephanie will help with minutes for last year
- Need a volunteer to do annual report for last year – McKinley and Shaleen
- Terri will send out meeting requests for the remainder of the year for staff council meetings

Work on Staff Values survey

Staff values survey – Matt, Joan, Lee, Thos (TBD)

- Identify things staff value the most for the survey – would like it drafted before winter break
- Launch it in January have it ready by winter break
- It was suggested that we might look at other universities that have staff councils and model after their materials and not reinvent the wheel, look at Quaker models

Commentary: Negative comments on discussing values at this time from faculty – feel a values or bylaws or bureaucracy is not an issue at this time.

- We need to figure out how we can maintain the greater numbers of staff and not lose our jobs
- We should discuss what the key priorities are now not the values
- Put a strong effort into the Ad Hoc committee

Response: We have been asked by Staff to focus on minutes, bylaws and other communication venues. It has been generally agreed in council that this is necessary. When conflicting agendas are placed in front of us we need a set of values we can guide on to help us prioritize. It was concluded that nothing suffers by doing this exercise. We can do all the above without jeopardizing any one thing.

Scheduling the first "Hot Issues".

Terri, Matt, Diane (Nancy, Penny, McKinley - TBD)

- First meeting – conduct a survey to get what the hot issues are first and then plan the meeting. Would like to shoot for a December meeting.
- Announcements, lining up guests.
- Arrange for location and getting campus participation, brown bag lunch.
- Suggestions; Hosting 12 meetings a year no other staff voices meeting necessary for this year, or perhaps just once per year model or combine staff voices and welcome party into one.

Committee reports

- Campus committees should be giving Staff Council updates on their committee work and those could be posted to the Staff Council website.
- Terri and Joan will initially work with the committees to get those reports.
- A centralized area would be helpful for everyone to access or a link to those minutes.
- PROWL might be a good place to post minutes from all committees.

Comp committee update – Chad Schonewill

- Comp committee draft memo review.
- Staff committee members were responsible for the “staff” portion of the memo, separate from the faculty.
- Staff members made a different recommendation from Faculty. They created a list a priorities
 - 1 Whatever money available should be fairly distributed between faculty and staff – excluding progression through the ranks.
 - 2 Adjust the non-exempt brackets by 1.9% at the bottom of the scale total cost \$5K
 - 3 13 employees that fall below the El Paso county self sufficiency wage of \$11.69 (2 adults, 2 children) examine putting something in place to help the people that need it the most (there are variables that need to be researched) this could be such as providing lower cost health care costs for this small set of employees. This would be a one-time fix given the economy.
 - 4 Market gap adjustments – approx 11 staff positions on campus needing market gap adjustment. There was no dollar figure appended to this.
 - 5 Some form of across the board increase based on CPI.
 - 6 Merit.

Other items

- Parental leave policy should be looked at by Staff Council as this is an issue that is being worked on
- Handbook updates for both staff and faculty
- This particular staff comp report should be sent out to the campus for review and feedback once the report becomes public
- Staff Council needs to review the Staff Compensation report and send comments and vote for support by Friday and then Comp Committee will send it out next week for the entire campus to review