

MINUTES OF CSU STAFF COUNCIL MEETING
Thursday, January 12, 2012

ATTENDANCE

Members Present: Amanda Adams, Jennifer Alberti, Amy Babcock, Kat Cannella, Amber Dees, Nicole de Vries, Annette Evans, Laurie Jones, Karen Kinard, Jay Knape, Dana McGlon, Christine Murphey, Mack Ragan, Mark Ridley, Rita Snell, Eric Van Bibber, Mark West, Bethany Yandell

Guest: Phil Blount, Blount & Assoc.

I. CALL TO ORDER

Jay Knape presided over the meeting and called the meeting to order at 10:00 AM.

II. APPROVAL OF MINUTES FROM PREVIOUS MEETING

Minutes of previous meeting were approved as earlier submitted.

III. FINANCIAL REPORT

Book Scholarship - \$538.25

Foundation - \$550.85

IV. COMMITTEE REPORTS

A. WELCOME COMMITTEE (Laurie)

No report.

B. STAFF DEVELOPMENT AND SCHOLARSHIP COMMITTEE (Christopher)

No report.

C. ELECTIONS COMMITTEE

No report.

D. STAFF APPRECIATION COMMITTEE (TBA)

Jay Knape stated that a chair will be elected by the next meeting so that an event can be planned for this semester.

E. FUNDRAISING COMMITTEE (Bethany)

Bethany Yandell stated that no fundraisers are yet confirmed for this semester. She is considering a Boston Butt sale. She also asked for confirmation on how much funding is needed for any additional book scholarships or other expenditures, to determine what amount of funding needs to be raised. It was stated that the bill for advertising the Fall Bazaar in the Ledger-Enquirer had not yet been received and one book scholarship will still be awarded.

F. STAFF SERVICE AWARD COMMITTEE (Laurie)

No report.

V. PRESIDENT'S COUNCIL REPORT

Jay Knape reported that he is on the Provost search committee and that he attended the presentation by the first candidate for Provost who was recently on campus. The other candidates will be on campus on various dates through the beginning of February. After the on-campus presentations the search committee will give their recommendation to Dr. Mescon. A decision should then be made by the end of February with a start date for the new Provost of 1 July.

VI. OLD BUSINESS

A. REVIEW OF ACCOUNTS AND PURPOSES – UPDATE

Amanda Adams reported that the funds in the state account are to be used for the book scholarship, fundraising expenses and petty cash reimbursements. Funds in the foundation account can be used for all other expenditures.

B. SALARY STUDY PRESENTATION – PHIL BLOUNT, BLOUNT & ASSOC.

Laurie Jones introduced Phil Blount by stating that his firm is working with HR and CSU on a salary study. Laurie stated that this firm is very experienced and well-respected in the field and has a record of working with other universities. Mr. Blount has met with the Faculty Senate and the Salary Study Committee thus far.

Mr. Blount indicated that the questionnaires and job descriptions that were sent to all faculty and staff are very important to the results. He asked staff to ensure that information submitted is accurate, as all responses are reviewed in detail. The focus will be on job content more than the actual job title. Results will be compared to the marketplace including the local market, other universities and nationwide markets. Blount & Associates will then work with the Salary Study Committee and CSU to come to a result. Project completion will be in March or April.

Laurie indicated that the salary questionnaires were first sent to faculty, as those positions are easier to evaluate due to their nature. However, faculty and staff positions will be evaluated at the same time. Mack Ragan asked if past experience and education will be considered when evaluating the salary of each position. Mr. Blount indicated that they would be. He also stated that staff can still complete the survey and those submissions will be considered, even though the deadline for submission has passed. The final report will provide information not only on job level and pay range, but also on each individual. A baseline will be established indicating where CSU needs to be with its salaries and the goal is to then bring individuals up to that level. Nicole de Vries asked whether or not the study will be looking at each department and its number of employees. Mr. Blount indicated that this is not a staffing study, but suggested that there can be a second phase where this could also be reviewed. It was asked what good the salary study is, if the recommendations for increased salaries cannot be met. Mr. Blount responded that the study will show where salaries are lacking and can be used for future planning. Kat Cannella asked whether or not the salary range of a position can be upgraded if someone has extra credentials that would take them above the current salary range. Mr. Blount indicated that the salary range could be adjusted.

Laurie Jones indicated that the fact that this survey is being undertaken demonstrates that CSU wants to do all it can to support faculty and staff. It was reiterated that the survey will ensure appropriate pay and fair market wage at a level comparable to the general economy. Jay Knape asked how the information from the completed survey will be presented to campus – in presentations and announcements or in an update to the Strategic Plan. Laurie indicated that this will be discussed at the next Salary Study Committee meeting.

C. LINEN CHARGES GUIDELINES

Jay Knape reported that he recently spoke with Steve Morse, Director, Logistical Services, regarding linen charges for on-campus events. He handed out current guidelines for linen use which stated that all CSU events taking place in a common area are required to have linen on all tables. Also, linen charges will be applied for all events, with the exception of official meetings and ceremonies or inductions. Refer to the handout for more details. Christine Murphey indicated that CSU table covers are approved by Logistical Services can be used in place of the linens provided by Logistical Services.

D. TAP AND FEES

Jay Knape reported that he followed up on an earlier agenda item regarding the charge for use of the Student Recreation Center fees and how they relate to TAP. The issue was that, as a CSU staff person taking courses, employees would be required to pay the recreation fee at the faculty/staff rate, even if they are taking a class which requires them to pay the athletic fee. Staff Council drafted and sent a letter to HR asking for clarification on this issue, but no response was received. Jay found a policy on the USG website indicating that “TAP attendees, whose student health fee, student activity fee, and athletic fee are waived, **are ineligible for the services sponsored by these fees unless the fees are paid separately.**” All agreed that more clarification is needed on this issue. Laurie Jones indicated that the policy may need to be updated. The subcommittee of which Laurie is a part has already discussed updating and placing the policy in the HR handbook. She also suggests checking with Rick Cravens on having a more flexible payment plan at a flat rate for all faculty and staff. Also to be addressed is whether or not staff who are paying the athletic fee for taking a course would also need to pay a membership fee to use the Student Recreation Center for the same period. Nicole de Vries suggested including a wellness benefit for faculty and staff who use the Student Recreation Center where there would be no charge.

VII. NEW BUSINESS

A. RIVERPARK PLANT OPERATIONS – ON-CALL PAY DEFINITIONS

Mark West stated that on-call pay definitions for Riverpark Plant Operations staff need to be clarified as employee paychecks are being affected. He indicated that the BOR policy is not being followed. The on-call window of time is also not clear. The policies are not clear, so it is difficult to comply. Jay Knape indicated that he would look into this matter and report back at the next meeting.

B. ARAMARK – COST AND USE REQUIREMENTS

Karen Kinard stated that the cost of using Aramark for lunches or events is too high. If it is required that Aramark be used for on-campus catering, they need to offer less expensive food and drinks. (She stated that she was recently charged \$15.95 for a gallon of iced tea.) Jay Knape suggested that the new Director of Dining Services, Leslie Evers, attend the next meeting to discuss this further. He will contact her.

VIII. ANNOUNCEMENTS

Jay Knape announced that the Staff Strategic Planning Process Survey responses are due by Fri., 13 January.

Jay also announced that there will be a Breakfast with the President on 18 January at 8:15 am in the Conference Room of the Student Recreation Center. The President will present on the BOR meeting.

IX. ADJOURNMENT

Meeting adjourned at 11:15 a.m.

Respectfully submitted by Christine Murphey