

MINUTES OF CSU STAFF COUNCIL MEETING
Thursday, January 13, 2011

I. ATTENDANCE

Members Present: Patti Brooks, Christopher Bryant, Kat Cannella, Nicole de Vries, Laurie Jones, Jay Knape, Nicole Lee, Bernard McCrary, Christine Murphey, Mack Ragan, Patsy Redmond, Liza Smith, Rita Snell, Bethany Yandell

Excused Absences: Crystal Jones, Debby Mayo, Dana McGlon, Marlena Mobley, Libby Smith

II. CALL TO ORDER

Kat Cannella called the meeting to order at 10:04 AM.

III. APPROVAL OF MINUTES FROM PREVIOUS MEETING

Patti Brooks needs to be listed as excused in the previous minutes, as she e-mailed that she could not attend. Minutes were approved as amended.

III. FINANCIAL REPORT

Book Scholarship - \$930.93

Foundation - \$400.32

IV. COMMITTEE REPORTS

A. WELCOME COMMITTEE

Laurie reported that the New Employee Welcome Tour will be scheduled for mid-February. The committee should meet in the next one to two weeks in preparation for this.

B. STAFF DEVELOPMENT AND SCHOLARSHIP COMMITTEE

Chris stated that the committee is to meet tomorrow, 14 January regarding book scholarship applications. These will then be awarded next week. Staff development opportunities will also be discussed at the next meeting.

C. ELECTIONS COMMITTEE

No report.

D. STAFF APPRECIATION COMMITTEE

No report.

E. FUNDRAISING COMMITTEE

Liza reported that she placed an ad in the Residence Life newsletter for sale of the staff council t-shirts at \$12 each. She asked for any fundraising ideas for this year.

F. STAFF SERVICE AWARD COMMITTEE

Laurie reported that this committee is to meet immediately after this meeting. She stated that more committee members are needed to review the nominations and asked for volunteers to contact her.

G. ENVIRONMENTAL COMMITTEE

No report.

V. OLD BUSINESS

A. CSU CONFLICT RESOLUTION POLICY

Kat stated that staff council reviewed this policy upon the request of Interim Provost Tom Hackett. Laurie stated that the co-liaisons mentioned in the policy will consist of individuals already working on conflict resolution. She asked for nominations for advisory/steering committee members who can then later step into liaison roles as needed and inform the CSU community about the conflict resolution policy. Laurie also indicated that the committee will need help promoting the concept of conflict resolution, as well as education about the policy and marketing of the policy. She also indicated that classes will be available to train co-liaison and advisory/steering committee members. This new policy would be used to address all types of issues, as opposed to only extreme forms of conflict and will provide tools to deal with day to day issues. Current co-liaisons are Laurie Jones, Todd Myrick and Tim Howard. If an issue arises where a neutral party is requested, Darryl Holloman will set that up. Notes taken during sessions are kept until the issue is resolved and are then destroyed. Mediations are not admissible in court and the parties sign an agreement to that effect. It is felt that this helps to bring the parties to the table in order to resolve the issue.

B. SALARY STUDIES COMMITTEE UPDATE

Kat reported that this committee decided that a third party provider will be used to handle this study as there are companies available that are already familiar with this issue and that have already done the research. Other USG institutions already use outside vendors for this. A bid will be sent out to obtain a contract from a third party provider.

C. CSU SMOKING POLICY & COMMUNICATION TO THE CSU SMOKING COMMUNITY

Kat referenced the new CSU Smoking Policy that was recently e-mailed to everyone. The policy sets forth the reason for the instatement, assigns designated smoking areas, and outlines compliance and enforcement. Christine asked when signs would be posted on buildings and around campus as very few are currently visible. It was reported that approximately 30-40 signs have been posted around campus so far and more will continue to be posted. Questions regarding signage should be directed to Steve Morse. It was asked how enforcement would occur on the public sidewalks and streets at the Riverpark campus. Also, it seems that students are smoking directly outside of their rooms in on-campus housing, rather than going to the designated smoking gazebo. The students need to be told that they are required to smoke in the designated areas only. It was noted that the Maryland Circle Apartments are not included and that there is no designated smoking area for those apartments. The question of whether or not satellite campuses are included in this policy was raised as well. All CSU faculty, staff and students are to monitor and enforce the new policy by consistently and politely bringing any infraction of this policy to the attention of the person(s) observed violating the policy. Rita asked why CSU did not offer smoking cessation programs to employees before the policy took place. Laurie indicated that the policy is a work in progress and cessation is currently being offered. Any questions, comments or suggestions can be submitted directly to Courtney Thomas, Counseling Center, and Dana Larkin, Student Affairs. She suggested that Courtney Thomas be invited to speak at the next staff council meeting to address any concerns, suggestions, etc.

VI. NEW BUSINESS

Jay asked how the \$35 monthly fee for use of the recreation center for staff was determined. Laurie stated that the concept was to have faculty and staff pay slightly more than students, who pay \$31. The convenience of the recreation center for faculty and staff was also a factor. Clarification was requested on whether or not TAP students need to pay the monthly \$35 fee even though their rec center fee is waived. Laurie stated that they do have access to the facilities without the additional \$35 fee.

VII. ANNOUNCEMENTS

Jay Knape asked that staff continue to let UITS know if they do not receive e-mails that their colleagues receive regarding announcements, updates, etc. If you find out that you have not received an e-mail that a co-worker has received, please submit an eQuest indicating this in order that UITS can check your status in the system to ensure that everyone receives all necessary e-mails and announcements.

Nicole de Vries reported that she has been working with the Faculty Senate on electronic versus paper class evaluations. Faculty Senate initially accepted using electronic evaluations but they are now suggesting a return to paper evaluations because they feel they are getting a lower response rate electronically. Nicole stated that this is actually the case, however, the responses are of a better quality. Nicole did give students more online options for completing the evaluations including placing them on the survey channel, which made them easier to access and which increased the responses. Nicole suggested using a "rewards" system for students who completed the evaluations, such as allowing them to obtain their grade immediately instead of waiting for 2 more weeks until they are posted. It was felt that it would not be beneficial to administrative staff who process the paper evaluations to return to that process, as it takes a good amount of time. The cost of paper also needs to be considered, as well as the cost of the vendor, which has already been paid for. Also, the paper evaluations cannot be used for statistical purposes as they are just scanned documents, whereas the electronic evaluations can provide statistical data. Kat suggested that Nicole prepare and submit a proposal to the Faculty Senate, including a statement that Staff Council would like to give input on this issue before a decision is made to change the process, as it affects staff.

Liza Smith announced that Bernard McCrary has been selected for an honors scholarship through Phi Kappa Phi.

Bernard McCrary announced that the Martin Luther King, Jr. Observance Day Celebration is today at 12:30 pm in the Davidson Center Auditorium.

The new Student Recreation Center Opening/Welcome Ceremony is scheduled for 18 January at 12:30pm. Faculty and staff can use the center at a rate of \$35 per month. The application form can be downloaded from the HR website, or obtained from the office of Rick Cravens, Director, Campus Recreation.

Christine Murphey announced that events in connection with the International Learning Community have been scheduled for this semester and include international films as well as lectures by visiting professors. She handed out a schedule of events.

Patti Brooks asked how to remove a posting from the CSU classifieds webpage after an item has been sold. Jay Knape indicated that, since this is message board software, it won't allow for deletion of a posting, but the initial posting can be amended to include a note that the item has been sold.

Nicole Lee reported that she has been working on the statewide staff council website and that it will go live on 31 January.

Kat announced that next month's meeting will be held at the Coca-Cola Space Science Center.

Amanda Adams needs to be confirmed as being on the staff council e-mail listing since she does not seem to be getting the e-mails.

VII. ADJOURNMENT

Meeting adjourned at 11:10am

Respectfully submitted by
Christine Murphey