

Staff Council Minutes

October 6, 1999

A reception thanking the outgoing members for their service and welcoming the newly elected members of the Staff Council was held at the Memorial Union at 3 p.m. on October 6, 1999.

The 1999 election results follow:

- Admin. B represented by Rich Robbins,
- Admin. D represented by Sheri Perry with Susan Zuber-Chall as alternate,
- Admin. F represented by Bob Stoller with Mitch Higgs as alternate,
- Hourly B represented by Sue Peek with Sally Dyke as alternate,
- Hourly D represented by Jane Stewart with Mary Brake as alternate,
- Hourly F by Gayla Sarkesain,
- Hourly H by Janet Lassiter with John Haverty as alternate,
- Hourly J represented by Connie DiPasquale.

Dr. Farley welcomed everyone and stated how important the Staff Council is to the campus. The main purpose of the Staff Council is to serve as a communication vehicle. He is willing to meet with us at anytime to discuss any issue.

After the reception Bob Stoller officially called the meeting to order at 3:50 p.m. and welcomed all members as well as Lou Olsen from Personnel. Members present were: Sheri Perry, Marj Murray, Susan Zuber-Chall, Mitch Higgs, Sue Peek, Sally Dyke, Janet Lassiter, Gayla Sarkesain, Carla Rasch, Jane Stewart, Connie DiPasquale, LaJean Rinker, Betty Fischer, Dorothy Hedman, Carla Whiteside, Mary Beth Bero, and Bob Stoller.

The first order of business was the election of 1999/2000 Officers. LaJean Rinker nominated Bob Stoller for Chairperson, Betty Fischer seconded the motion and by vote it passed. Marj Murray nominated Betty Fischer as Vice-Chairperson, seconded by Dorothy Hedman, nominations ceased and by vote it passed. Sue Peek nominated Mary Beth Bero as Secretary, seconded by Janet Lassiter, nominations ceased and by vote it passed.

Bob Stoller asked for approval or corrections to the September 1, 1999 minutes. Minutes were approved as written and will be posted on the web.

It was decided that the first Wednesday of each month at 3 p.m. was still a convenient time for Staff Council to meet.

Bob met with President Farley about the President's Advisory Committee on Employee Benefits. This Committee will be formed soon with Associate Dean Allen Easley appointed as Chair by President Farley. Staff Council will appoint 4 members and the Personnel Committee of the University Council will appoint 4 members, for a total of 9 serving on this Committee. Bob Stoller passed around a draft of what the Benefits Committee would do. The purpose of the

Committee is to advise the President on benefits available to all employees. It will evaluate, review and propose benefits. The Committee will request through the President, the assistance of any University office to accomplish its tasks. The goals are to provide advice to the President about new or existing benefits for faculty, classified staff, and administrative staff. This has been pursued by Staff Council for some length of time and 4 members had been picked to serve on it in 1998. Two of the members terms expired so it was decided to let Bob Stoller select the new members for the President's Advisory Committee on Employee Benefits in the next week.

Staff Development is important to Dr. Farley and he has provided a \$20,000 startup fund for this project which will be administered by Personnel. Dr. Farley believes Staff Orientation should be a part of the Staff Development Program.

Dr. Farley was very interested in the Safety Committee and thought everyone should work in a safe work environment. He took down the information about the problem at Petro, will review it, and give Bob some feedback. Sue Van Sickle is working on putting a list of the different committees on the web. That way we will know who to contact if we have any problems

Communication is in need of improvement. Staff Council felt it should have been notified of the rate increase in our health insurance before the notices went out. Since communication is a major goal of this committee we would hope to be notified beforehand on important issues so that we can inform everyone.

It has been suggested that sick/personal leave be put on the paystubs. Payroll is under Personnel, which now is Human Resources, and is looking into software but money is needed for this. A policy is being developed that may change the way part-time workers earn leave, so Human Resources is wanting to resolve that issue before developing a new method for reporting leave totals to employees.

Part-time employees will start earning leave for hours worked similar to the state system. The proposal needs to go to the Vice President and then taken to the Board. Human Resources is printing every wage and hour record now but everyone should keep track of their own time. Lou Olsen passed out sample time sheets. The greenbar will still go to the Supervisors.

Sue Peek suggested that if we are supposed to keep our own time then we need to be provided new sheets. New sheets will go out with the new system when the policy is changed by the Board of Regents. Betty Fischer asked if Deborah Birney or Wanda Hill couldn't put out some kind of communication to keep the campus informed.

Staff Council needs to know when new employees are hired. Lou said once a month as new employees are hired a form will be provided to Bob Stoller and Lou gave him a sample of the form to review. She provided him with a master list of wage and hour employees and will have a list of administrative staff shortly and that will be provided to Bob. Bob Stoller thanked Lou Olsen for all her work.

The subject of mail delivery on campus was brought up. Dorothy Hedman reported that Wanda Hill is checking into this.

LaJean Rinker reported on the Election Subcommittee. She said things went smoothly and thanked Sue for her help with the ballots. She saw no need for a change in the process in the future.

Informational Items

Marj Murray informed us Wanda Dole is the new Director at Mabee as of October 11.

Betty is working on the recycling matter. She informed us there was an article about recycling in the student newspaper.

Members reported complaints about the large amount of copies sent to each person on campus after the same information was sent out on e-mail. It was suggested that only one copy be sent to Deans and Chairs of Departments and then post it on the bulletin board. Lou Olsen informed us 75 copies are needed to go to every department. Bob will ask Heidi Crosland to make a report at the next meeting about a mailing distribution list.

Sheri Perry asked why Henderson Parking Lot was open to students after 4 p.m. instead of 6 p.m. Parking Lot K is also the same. Adjuncts have complained about having a hard time finding a parking place. Bob will look into this.

The meeting was adjourned at 4:47 p.m.

Respectfully submitted,
Mary Beth Bero
Secretary