

STAFF SENATE MEETING MINUTES

October 9, 2018

10:00 A.M.

Lois Grier Conference Room

Approved

Present: Greg Allen, Kent Atkins, Rodney Boyter, Tracy Clifton, ~~Debbie Dill~~, Michael Ficklin, Torry Fuller, Karen Hammond, Sydney Crawford Hoyle, Anissa Lawrence, ~~Jeannie McCallum~~, DeCole Robertson, Kimberly Shannon, Eddie Shaw, Traci Talley, and Susan Wood.

I. Call to Order – Michael Ficklin, Staff Senate Chair

The meeting was called to order at 10:01am.

II. Roll Call

III. Approval of Minutes- A motion was made and seconded to approve the September 4 meeting minutes as written. The motion was approved.

IV. Chair Report- Update on meeting with Crystal Rookard (see Attachment I)
Michael Ficklin did not meet with President Cosentino or Adam Taylor this month, but did submit an update on his meeting with Ms. Rookard.

V. Committee Reports – Presentation options of committee reports was discussed. A motion was made and seconded that reports were to be emailed 24 hours prior to the meeting for review by Senate members. The motion was approved.

A. Professional Development- Eddie Shaw shared some of the information that was discussed at their meeting:

- a. Training via ITS (Karen Minter)- ITS has a campus- wide license for Hoonuit, which offers tutorial videos in a very wide variety of titles including desktop applications (Office, Photoshop, etc.) as well as a multitude of other areas such as writing skills and time management. Also available are “guided training paths” within Hoonuit that can be deployed through Blackboard or through the Hoonuit website and award participants a certificate of completion.
- b. ITS also offers instructor-led training sessions. More success has been seen in terms of attendance with more focused task or departmental training than general training. ITS is happy to work with departments on specific needs, but the training would focus on the tools in a particular program rather than functionality within an office.
- c. Campus-Wide Customer Training- This is needed.
- d. New Hire Training- intensive and job-specific

e. Professional Development- help employee to become a better employee

B. Employee Appreciation and Recognition- Karen Hammond presented the top 3 areas of concern from the Campus Climate Survey. They were: money, recognition, and appreciation. She discussed ideas for spotlighting a specific department on campus and ways to bring attention and show appreciation to each department. She also discussed recognizing Employee of the Month winners at the Staff Excellence breakfast and possibly adding them to the candidates for Employee of the Year.

C. Elections and Bylaws- Tracy Clifton presented the items discussed by the committee. These included: timeline for elections, reviewing suggestions from last year, and considering how to handle vacant Senate seat when Sidney Hoyle leaves her current position.

VI. Old Business

- A. Follow-up on previous online comments- Nothing new. Ideally, a name is needed with online comments to allow for response and follow-up questions.
- B. Communications ideas gathered from staff- Newsletters are preferred.
- C. Fall Staff Assembly- Will be held on November 13, 2018 at 10am in Sproles.

VII. New Business

A. Online comments-

- a. Is there intermediate and advanced access courses offered to staff? Additional information is required to answer this question.
- b. Does Lander offer housing deals to employees? Michael Ficklin will send this request to Human Resources for review.

B. Website Changes- The Staff Senate minutes and bylaws are difficult to find. Communications committee will follow up with Dawn Lewis to address this issue.

C. United Way email- Human Resources has requested that Staff Senate take over distribution of the United Way email as a responsibility of the Communications Committee. Does Faculty Senate do this? Does this request go against the campus-wide fundraising effort rule? This will require a vote.

VIII. Next meeting – Tuesday, November 6, 2018 at 10am in the Lois Grier Room

Adjournment: The meeting was adjourned at 11:53 am.

Respectfully submitted, Kim Shannon

Lander University Staff Senate

Chair Report

October 09, 2018

Lois Grier

10:00am

I did not formally meet with the President's office since our last meeting because there were no pressing matters to discuss. However, I did have a discussion with General Counsel Crystal Rookard concerning some of the questions that have been asked about HR. I asked Ms. Rookard about the hiring process and she stated that there has been a restructuring of HR and that they will be reviewing the hiring process as well as other HR directives. We discussed merit based raises and she informed me that she will present them and they will be considered. As you know, this has already been done in several areas. She informed me that a pay plan will be explored. Pay plans are based on availability of funds. The current pay plan (or pay procedure) explains the types of pay increases that are available.

For example:

She also informed me that there is a state regulation that allows for pay increases with Additional Skills or Knowledge Increase.

State Regulation 19-705.04 Section C.2

Additional Skills or Knowledge Increase - An in-band increase may be granted when an employee gains additional skills or knowledge directly related to the job. An employee's salary may be increased by up to 15% for the acquisition of additional skills or knowledge, provided such increase does not place the employee's salary above the maximum of the pay band. For an increase of more than 15%, the agency must submit written justification to DSHR for approval.

Please note the immediate supervisor would need to approve and put the request in writing to their VP and obtain their approval.

The VP would check their budget or request funding from finance to make sure funds are available.

Ms. Rookard also indicated that HR is very open to discussion and available if anyone has questions about anything HR related. She wants there to be a welcoming and trusting relationship between HR and all employees.

Notes of interest from the Board of Trustees meeting:

University is looking in to updating the signage around campus.

The university is looking to increase enrollment by offering more Online and Graduate programs. In my opinion this is a positive move because it taps a market that we are not currently taking full advantage of and has the potential to increase revenues for the university.