

## STAFF SENATE MEETING MINUTES

August 7, 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, Traei Talley~~, and Susan Wood. Angie Allen attended as Human Resources representative.

### I. Pre-official meeting with Adam Taylor

- A. Adam Taylor introduced Boyd Yarbrough, new Vice President of Student Affairs.
- B. Cabinet Position Search Updates:
  - i. **Search Procedure** – The same procedure is followed for all cabinet level positions. Resumes are reviewed by a committee. Top candidates (normally 3) are invited to Lander for an interview. The interviews are normally 2 days, one to visit with the campus community and a second day to visit Greenwood. The campus community visit includes a faculty/staff session for the candidate to make a presentation and to answer questions, as well as a meeting with direct reports to that position. The search committee and President’s cabinet meet and to discuss the candidates which include feedback from the faculty/staff and direct report meetings.
  - ii. **Status of Searches** –
    - i. VP of Student Affairs complete (Boyd Yarbrough)
    - ii. VP of Academic Affairs – after review of applications received, the search committee recommended the search be turned over to Myers McRae, and executive search company in order to expand the search for qualified candidates. The goal is to review applications in October with a preferred start date of January 2019.
    - iii. VP of University Advancement – the search committee has reviewed resumes received by Myers McRae and narrowed down the field to 5 candidates. Plans are to bring these candidates to campus this month with a preferred start date of September 15 or October 1, 2018. Adam Taylor pointed out this search is extremely difficult as all fundraising entities are looking at the same pool of qualified candidates.
- C. Compensation – The goal is to have a compensation plan for faculty and staff this academic year. Unexpected money issues to date have been dealt without resorting to layoffs or furloughs. Items that have to be addressed when developing a compensation plan include the following:
  - i. University debt of \$3.5 million/year until the year 2030.

- ii. SACSCOC Accreditation Audit Findings – In order to keep operating, hiring priorities had to be shifted to address audit findings. These included faculty and administrative positions.
  - iii. Enrollment – Tuition generated is a key factor in being able to fund a compensation package. Since President Cosentino’s arrival, enrollment has been increasing. In the five year priors to his arrival, enrollment had been declining each year. Projections indicate the 2900+ student goal will be met this fall. With current facilities, the estimated maximum enrollment is 3100 students. Efforts to expand beyond this number include the online initiative, graduate programs, and alternative learning.
  - iv. Housing – President’s Cabinet has requested Enrollment Management fill the housing facilities with an ultimate goal of having a waiting list for on-campus housing. Students in on-campus housing pay for their rooms and have a meal plan which brings additional revenue to Lander.
  - v. Dorm Grants – The dorm grant program is restricted to a limited number of the rooms in Brookside. These grants pay a portion of the student’s housing, the remaining portion covers maintenance and utilities. Because Brookside is paid for, Lander generates revenue through tuition and meal plan.
- D. Outdoor Tennis Courts – M. Ficklin brought the concern discussed in the July staff senate meeting to A. Taylor in their last meeting. The suggestion had already been made to convert the set of 3 courts for other uses. Current status of the project is that estimates are being solicited for repair, resurfacing, and upgrade to fencing.
- E. Waiver of Student Fees for Staff Members – This item is on the August 14 cabinet agenda for discussion.
- F. Funding from Columbia – A. Taylor reports that Lander received funding for the following special projects from the State Legislature. The projects include:
- i. \$1,587,848 million for classroom and laboratory renovations. This project has started in Learning Center classrooms, PEES, and Laura Lander.
  - ii. \$400,000 to purchase equipment for Science, Nursing, and PEES.
  - iii. \$224,000 in Lottery technology funds.
  - iv. \$413,393 in recurring funds. This is a 5.25% increase over what was received last year and will help offset state mandated increases in employer contributions effective July 1<sup>st</sup>, 2018.

NOTE: Items 1-3 are awarded for specific projects, cannot be used for any purpose other than stated, and require a follow-up report detailing how funds were used.

- G. Career Progression – Crystal Rookard and Adam Taylor have discussed Career Progression at Lander. Crystal Rookard is working on a plan.

**II. Call to Order – Michael Ficklin, Staff Senate Chair**

The meeting was called to order at 10:13am.

**III. Roll Call**

**IV. Approval of Minutes**

A motion was made and seconded to approve the June 12 and July 10 meeting minutes as written. The motion was approved.

**V. Chair Report**

A. Review of discussion with Adam Taylor (see Attachment I)

Senate members state the following are the three major issues staff members have communicated to them: Lack of appreciation for staff contributions, transparency (lack of communication), and compensation.

B. Chair Goals – Initial

M. Ficklin announced his top priority will be setting up viable communication channels. Channels between Staff Senate and the President’s Office as well as University staff and Staff Senate. He believes a good start has been made by allowing him to attend cabinet meetings when necessary and Adam Taylor’s making himself available to Staff Senate to address specific issues.

**VI. Committee Reports – No committee reports, new committee assignments will be announced at the next meeting.**

**VII. Old Business**

A. Follow up on previous online comments

Information on comments received last month regarding the outdoor tennis courts, staff compensation status, and executive search status were presented by Adam Taylor to Senate and are detailed in section I of this report.

B. Survey results

All agreed there is a lot of information contained in the report. The survey results will be forwarded to the Professional Development Committee to help direct that committee’s efforts this year.

**VIII. New Business**

A. Committees –

M. Ficklin will present committee assignments at the September meeting.

B. Election of Officers

Ballots were prepared that included the names of senate members that had been nominated and agreed to serve as officers. Members present elected the following senators to serve during the upcoming year:

Chair Elect – Tracy Clifton

Secretary – Kim Shannon

Treasurer – Anissa Lawrence

C. Communications suggestions

M. Ficklin asked senators to reach out to staff members and ask *What is the best way for you to receive information from Staff Senate?* He would like to discuss options at the September meeting.

D. Online comments

i. Removal of Disc Golf. The person submitting the comment reported some holes have been removed, some are in disrepair and that the game is not being used. Members that have offices near “holes” commented that they are used. Decision made to forward the comment to Matthew Gilstrap regarding usage and if upgrades are needed.

ii. Fees assessed to Staff members taking classes at Lander. Adam Taylor reports that this item is on next week’s cabinet agenda for discussion.

E. Employee of the Month – 7 nominations were received. Senate members voted by secret ballot and Brandon Felder was chosen as the staff employee of the month.

F. Sidney Crawford Hoyle announced that she will not be able to serve after December, she and her husband will be moving out of state. The Elections Committee will work on replacing Sidney when she leaves.

**IX. Next meeting – September 4, 2018 at 10am in the Lois Grier Room**

**Adjournment: The meeting was adjourned at 11:26 am.**

Respectfully submitted, Karen Hammond

**Lander University Staff Senate**

**Chair Report**

August 07, 2018

Lois Grier

10:00am

I met with Adam Taylor and we discussed issues brought to the Staff Senate. The main topics discussed were Communication, Compensation, Career Progression, and VP/Admin searches.

The communication issues were well received and, as a start, Mr. Taylor suggested that the Staff Senate Chair present pressing issues at Cabinet meetings when needed and that he would make himself available to the Staff Senate when needed. In addition, Mr. Taylor and the Staff Senate Chair will have follow-up dialogue to discuss the progression and/or resolution of issues brought to the administration from the Staff Senate as well as any questions, concerns, or information that needs to be discussed from the administration to the Staff Senate. I feel that this is a great starting point for opening the communication lines from the staff to the administration.

Compensation was also discussed. I want to reiterate that the administration is aware of compensation concerns from staff as well as faculty. The perception has been that the concerns were only for the faculty; however, in the board meetings, President Cosentino has addressed compensation concerns equally for staff and faculty even though only the faculty concerns were stated in the Index Journal. In addition, there is not a plan in place for faculty raises while ignoring staff raises. There is a concept being discussed for faculty compensation; however, it has not progressed to the point of there actually being a plan in place. I have also been informed that the staff will be receiving information on compensation at some point during the upcoming academic year.

Another big concern from staff has been career progression and merit based raises. The discussion was based mostly on staff having a clear path to career advancement and having evaluations that were tied to compensation, merit based compensation. Mr. Taylor said he is going to take the concerns to the Cabinet.

Mr. Taylor discussed the agenda for each VP search and stated they are all standard and the same. He is going to go over this agenda with the Staff Senate on August 07, 2018.