Minutes of Wednesday, January 21, 2015

Quorum and Call to Order

Chairperson Melissa Harper called the CTS Staff Council Meeting to order at 3:00 p.m. in the Johnson Faculty Center. CTS representatives in attendance were Susan Welker, Lisa Smith, Mary Christy, Melissa Harper, Todd Brucker, Wanda Lang, Meredith Coffman, Penny Rees, and Stephanie Conley.

Guests: Christine Beardslee

Call meeting to order

Human Resources Report

- W-2 forms are now available to view and print online through the Banner Employee Self Service Portal. Employees are required to provide consent in order to view or print any W-2 form online. If you have already given consent in a previous year, you do not need to give consent again.
- To give consent, the form is found under the Employee SS tab, Select Tax Forms, Select Electronic W-2 Consent tab, check the Consent to Receive W-2 Electronically box, Submit.
- To print your W-2 form, under Employee SS tab, Select Tax forms, Select W-2 Wage and Tax Statement, Select the appropriate year (2014), click on the Display button, then print
- If you have consented to receive your W-2 electronically, you will not receive a paper copy in the mail.
- If you opt to not receive your W-2 electronically, paper copies will be mailed to the employee address on file no later than Jan. 31, 2015.
- HR Staffing changes: Daphine Buerck, formerly the Payroll Technician, has accepted the HR Specialist position; Jackee Collins is the new Payroll Technician, starting Jan. 20; Christy Schulz is the new HR Technician, starting Jan. 5.

Minutes from previous meeting approved by email and posted to website

Executive Committee Reports

Melissa (Chairperson’s report): MLK Jr. Dinner—the CTS council/constituents did not garner enough interest to purchase a table this year. We had budgeted money for a Silver Sponsorship. Melissa will check on getting a table earlier in the year to raise awareness for the CTS council and constituents to participate. Other options will be discussed at a later meeting.

Leann (Vice chairperson’s report): none
Stephanie (Secretary’s report): none
Todd (Treasurer’s report): see attachment

**Standing Committee Reports**
Budget (Todd Brucker): see attachment

Elections (Leann Stinson and Joyce Loos):
- Will meet in the spring.

Public Relations (Jaime Mayfield): Lisa Smith has delivered a Welcome Tumbler to one of the new employees.

Staff Development (Leann Stinson): Special Election to be held Jan. 21, 2015.

Compensation and Benefits (Rhonda Boone and Chris Callow): none

**University Committee Reports**
-AQIP (Theresa Messmer): none

-Athletics Committee (Leann Stinson): none

-Bookstore Advisory (Heath Hase): none

-Equity Issues (Christine Beardslee): none

-Facilities Master Plan Committee (Marti Suedmeyer): none

-Funding for Results (Fran Scholl): Melissa contacted Dr. Eddleman’s office to find out about replacement but as of Jan. 21, there is no announcement.

-Information Technology (Leann Stinson): none

-LGBT Initiatives (Andrea Burns): none

-Native American Culture (Mary Christy): none

-Staff Recognition Committee (Meredith Coffman): none

-Training Advisory Council (TBD): none

-Traffic Appeals Committee (Alicia King, Susan Welker): per Susan Welker, she has reviewed appeal once since winter break.

**Unfinished Business**
- Presidential Search & Screening Advisory Committee—Melissa Harper
  --The committee has reviewed 46 candidate materials
  --January 22—Parker Executive Search will be on campus to determine who will receive interviews.
  --Interviews will be conducted at Lambert Field airport in St. Louis on Feb. 2-3.
CTS Council members shared some very good questions with Melissa that they would like to be asked in the interviews. Melissa will pass them on to the committee.

- **Staff Development Committee**—A Special Election was held in order to vote in a CTS Council member to head this committee. Leann Stinson was the only nomination. Meredith Coffman motioned to elect Leann Stinson as the Chair of the Staff Development Committee. Lisa Smith seconded the motion. All members present voted yes. Leann Stinson is the elected Chair for the Staff Development Committee. Leann is seeking volunteers to join her and Christine Beardslee on the committee.

- **Website**—Melissa is looking into adding quick links to the CTS website for employees to gain information regarding employment questions, grievance policy, insurance, Title IX. Melissa will get more information by the next CTS Council meeting.

**New Business**: no new business this month

**Unit Reports & Announcements**

- Meredith Coffman—Director search continues; interviews were conducted and the search committee met with their recommendations.
- Lisa Smith mentioned Archie Sprengel has announced his retirement effective June 1, 2015. When Archie accepted the Assistant VP position, he never filled his former Director position. It has been vacant the whole time that he has served as Assistant Vice President. Both jobs are expected to be filled due to his retirement. Nancy Hess will be retiring effective March 1. Her job is currently posted on the board.
- Susan Welker—Brittany Colbert has accepted the positon of Library Technical Assistant I. Kent Library is now looking for a new evening/weekend person.
- Wanda Lang—announced that enrollment numbers are lower at this point, but there are a lot of pending applications.
- Christine Beardslee—mentioned how overrun she is with the new semester!
- Melissa Harper—busy in Financial Aid department

Being no further business, the meeting was adjourned. The next regularly scheduled CTS Staff Council Meeting will be February 18, at 3:00 pm at the Johnson Faculty Center.