Minutes of Thursday, February 18, 2016

Quorum and Call to Order

Chairperson Melissa Harper called the CTS Staff Council Meeting to order at 3:00 p.m. in Dempster 102. CTS representatives in attendance were Autumn Gentry, Susan Welker, Meredith Coffman, Lisa Smith, Kyle VanPool, Joyce Loos, Heather Lesch, Kim Wilkerson, Melissa Harper, April Sansagraw, Tammy Stover, Micheal King, Frances Wissmiller and Christine Beardslee. Also in attendance were Natalie Taylor, Jessica Wooldridge, Carol Kitchen and Shannon Knowles.

Human Resources Report

N/A

Executive Committee Reports
Melissa (Chairperson’s report): none

Autumn (Vice chairperson’s report): none

Micheal (Secretary’s report): Minutes for the last meeting were approved via email.

Kim (Treasurer’s report): see handout

Standing Committee Reports
Budget (Kim Wilkerson): none

Elections (Autumn Gentry):
- Alicia King has resigned as alternate. Since voting of new representatives is held in April we will not fill this position at this time.

Public Relations (Jaime Mayfield & Lisa Smith):
- New Hire list has not been updated.
• Autumn Gentry completed some of the calls checking in on new employees.

Staff Development (Heather Lesch & Micheal King):
• Staff Day will be May 25 from 12:00 – 4:00 at the River Campus Atrium. Lunch will be served.

Compensation and Benefits (Kyle Vanpool & Lisa Smith):
• The follow up from the CTS Staff survey was shared and is attached in the handouts.

University Committee Reports
-AQIP (Floyd Lockhart): none

-Athletics Committee (Vacant): Has not met this semester.

-Benefits Review Subcommittee (Lisa Smith & Kyle Vanpool):
  • Met 02/18/2016. Will have 3 to 4 more meetings.
  • The Compensation and Benefits report is due to Budget Review 03/22/2016.
  • Some of the items discussed were:
    o Vacation buyback – bargaining unit employees still have this benefit, propose a 20 hour per year buyback
    o Insurance premium increase – budget already covers the increase
    o Still discussing the option of self-insuring – this could put the University back with Anthem
    o MOS Certification – why would we pay for certifications that are already part of the employees job duties
    o Require MOS Certification for hiring instead of the pre-hire test

-Budget Review (Melissa Harper & Autumn Gentry):

Budget Review Committee Meeting Notes from February 5, 2016 Meeting

Overview of definitions – see handouts

Estimated FY17 State Appropriations – see handouts
• Governor proposed a 6% increase for Higher Education with the stipulation that fees not be raised.
• University would get 90% of the increase minus a 3% withholding. The other 10% would go into the equity pool. Based on the 6% proposed increase, the
University would receive a 5.51% increase which would mean an increase in appropriations by $2,606,653.

- The University met all five performance funding targets. So based on enrollment and the 6% increase that would increase state appropriations by $412,196.
- Therefore based on the 6% proposed increase, anticipated equity adjustment and the 3% withholding the FY17 state appropriations increase would be $2,928,283.

**Summary of Proposed Tuition and General Fees – see handouts**

- The amount a university can raise fees is based on the university’s base tuition, the average tuition of all university’s and the change to the consumer price index for the previous year.
- Southeast’s base tuition is $6,871.80. The ‘average tuition’ is $6,791.22. The change in the CPI is 0.7%.
- Because Southeast’s tuition and fees are above the average, its statutory maximum increase for the 2016-2017 academic year is Southeast’s tuition ($6,871.80) times the change in the consumer price index (0.007), which equals $48.10.
- Based on this the allowable tuition increases for Undergraduate Resident would be $1.60 and for Undergraduate Non-Resident $2.96.

**Cost of Salary Increases**

- For a 1% salary increase the increased cost to the University would be $689,928.
- The Governor recommended a 2% increase for state employees in his budget.

**Cost of Continuing – see handouts**

- Based on known increased costs for benefits, faculty promotion pool, property rent and utilities, the cost to continue for FY17 is $372,013.
- The increase in benefits is due to the Affordable Care Act and the change to University policy that part-time employees with 0.75 FTE and above will receive the base medical at no cost to the employee and part-time employees with 0.74 and below receive the base medial at 30% of the cost.

**E-Mail update 2-11-2016**

The House Higher Education Appropriations Committee met on February 10th to vote on amendments to the higher education budget bill, HB 2003. They voted to decrease the performance increase for universities to a 2% increase and no increase for Mizzou, removing $40 million from the governor’s recommendations. They also added in $4.5 million in the budget for community college equity.

**February 16, 2016 Meeting**

**Update**

House Higher Education mark-up
• 2% increase for Higher Education with equity would be $956,000

Increase in Tuition
• $1.00 increase in tuition would equal $194,350

Enrollment
• We plan based on the enrollment we currently have not what projected enrollment is
• From 2011 to 2013, Southeast was the 3rd fastest growing university in Missouri. In 2014, Southeast underperformed (1.5%) when compared to the public four-year sector (2.6%), but did grow at a time when overall enrollment in the state declined (-1.1%). In 2015, Southeast underperformed (-2.1%) in the public, four-year sector (0.8%) and mirrored the level of decline in the statewide enrollment (-2.1%).
• The fall 2016 enrollment outlook is optimistic as beginning freshmen enrollment is projected to increase by 100 or more and total headcount is projected to once again exceed 12,000 students.
• The decline in fall 2015 headcount is attributed primarily to fewer beginning freshmen enrolling in 2013 and 2015.
• 2012 Western Interstate Commission of Higher Education Study
  o The number of MO high school graduates fell each year from 2009 to 2014 and will stabilize at an annual rate that is 7% lower than 2009
  o MO graduation rate is project to increase slightly beginning in 2023
  o IL high school graduation rate began to fall in 2012 and is expected to decline continuously through 2020. In fall 2015, 1202 students (10% of headcount) enrolled at Southeast were from IL.
• 2013 decline in beginning freshmen, coupled with future high school population projections prompted the University to consider and implement a variety of new student recruitment and marketing strategies over a two-year period
  o An external review of University Communications and Marketing was held in 2013. This review led to a reorganization of the department, initiation of a branding study and a commitment to establish an annual marketing budget for the University.
  o The University worked with Ologie to develop a new brand and identity for the University.
  o The University purchased Ellucian Recruiter, new customer relations management software. The software has been implemented and has enhanced communication with the fall 2016 recruiting class.
  o The University’s FY16 budget included a significant commitment to marketing the university. A comprehensive marketing strategy was implemented including print, digital, billboards, radio and television.
Advertising was concentrated in St. Louis and Southeast Missouri, and Metro and Southern Illinois.

- A full-time admission counselor was hired to represent the University in Northern Illinois (Chicago Region).

- These significant investments, coupled with the efforts of faculty and staff working with prospective students, have led to increases in fall 2016 applications (782/72%), admits (466/15%), orientation reservations (192/24%), and housing deposits (132/225).

**Online Learning**

- Face-to-face market is saturated.
- Currently 75% of online courses are taken by face-to-face students. Only 25% are web-only students.
- Spring 2016 enrollment first day was 1167 online-only students.
- There is room for growth in many of the online areas but it will require additional faculty.
- It is expected that the new fee structure will increase out-of-state and employer reimbursed student numbers.
- If another 200 students are added we will need another advisor. Currently advisors have 200-250 advisees.
- We are continuing contracts with business.
  - Signed a contract with Mercy Hospitals were we are part of their approved online educated providers. Mercy employees receive a 5% discount.
  - With our new fee structure we are one of the cheapest.
  - Currently working on negotiations with Barnes and Citi Bank

-Equity & Inclusion (Christine Beardslee): none

-Funding for Results (Heather Lesch): none

-Information Technology (Leann Stinson): none

-LGBT Initiatives (Kyle Vanpool): none

-Staff Recognition Committee (Meredith Coffman): none

-Traffic Appeals Committee (Alicia King & Susan Welker): none

**Unfinished Business:**

- MOS Certification Proposal – See Benefits Review Subcommittee Section
• Professional Staff Council voted unanimously in support of the proposal.

New Business:
• Benefits Review Subcommittee Survey – See Benefits Review Subcommittee Section

Unit Reports:
• Financial Aid – there are some changes to the FASFA. This year (2016-2017) your 2015 taxes should be used to fill out the form. Starting in 2017-2018 you will out the form based on two years prior tax information. So for 2017-2018 you will use the 2015 tax information. For 2018-2019 you will use the 2016 tax information.
• FM – Greek Village construction continues. Two houses will be done this summer (Sig Nu and Sig Ep houses).
• Continuing Education – working on Horizons. Please let them know if you have any suggestions or would like to teach a course. Also offering MOS Certification in Excel and possible Outlook this semester.

Being no further business, the meeting was adjourned. The next regularly scheduled CTS Staff Council Meeting will be March 15, 2016 at 3:00 pm in Dempster 102.