Quorum and Call to Order

Vice Chairperson Autumn Gentry called the CTS Staff Council Meeting to order at 3:00 p.m. in Dempster 102. CTS representatives in attendance were Susan Welker, Meredith Coffman, Tammy Stover, Kyle VanPool, Heather Lesch, Lisa Smith, Jamie Mayfield, Christine Beardslee, Kim Wilkerson, Micheal King, Autumn Gentry, and Janice Bittle. Also in attendance was Randyn Miller.

Human Resources Report

Executive Committee Reports
Melissa (Chairperson’s report): Given by Autumn Gentry

Administrative Council, February 23

- Spring Semester Staff Gathering – Welcome Dr. Kunkel and his wife, Sarah – 3/23 4-6pm
- 5 year calendar is updated – Fall Break – Thanksgiving week
- Room & Board Rates are up 2.3%
  o School year 2015-2016 - $25 night for students to stay over breaks (Christmas, Fall, Spring)
  o 16-17 – NO Additional Fee for staying over break, they must notify their Hall Director for staffing purposes
- Towers Cafeteria – Reno over summer, will still have Subway and UC
- June 2nd is the Professional Staff Council Breakfast
- Power down on campus 3/25 – Good Friday – test emergency generators
- Diversity Task Force – Sonia Rucker – RFP Bids for Climate Assessment about diversity
  o Employee Resource Groups are being formed based on Task Force recommendations to aid in recruitment and retention
- Young Professionals 35 year and younger, Black Faculty & Staff
  - Dr. Votruba – former president of N. KY University – hired to work with Board of Regents to help with evaluation of Dr. Vargas
    - 360 evaluation April 18-19
    - Letter will be sent to campus for feedback

Autumn (Vice chairperson’s report):

University Event Dates:
- President Vargas Inauguration, Thursday, May 5, 2pm, Show Me Center – there should be an electronic invitation to all staff with a RSVP
- Board of Regents Meeting, May 6
- Commencement, May 14

2017
- Family Weekend is September 30th
- Homecoming is October 14th

2018
- Family Weekend is September 8th
- Homecoming is October 13th

Micheal (Secretary’s report): Minutes were approved via email.

Kim (Treasurer’s report): none

**Standing Committee Reports**

Budget (Kim Wilkerson): none

Elections (Autumn Gentry): none

Public Relations (Jaime Mayfield & Lisa Smith):
- Jamie has accepted a position outside the University and this will be her last Council Meeting.
- Lisa to take the welcome gift supplies and take over the listserve correspondence and website maintenance.

Staff Development (Heather Lesch & Micheal King):
- Working on Staff Day which will be May the 25th.
Compensation and Benefits (Kyle Vanpool & Lisa Smith): MOS Proposal is in additional documents.

**University Committee Reports**

-AQIP (Floyd Lockhart): none

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

-Benefits Review Subcommittee (Lisa Smith & Kyle Vanpool):

- MOS Certification Request Update
  - These are changes that occurred as part of the Benefits Review Subcommittee process
    - CAP/CAP-OM would be grandfathered in but no new certificates would count for the stipend after December 31, 2016
    - For the training/testing to be paid for by the departments, it must be taken through Training and Development
    - This policy does not take the place of any job requirements. Supervisors can require a position to have a MOS Certification
    - There currently is only enough money set aside for approximately 30% of CTS staff employees, the proposal request enough money for 50% of CTS staff

- CTS Survey on Benefits – the results of the study
  1. Salary Increase
  2. PTO Accrual
  3. Salary Benchmark Review
  4. Extra Merit Increase Procedures
  5. Sick Leave Accrual
  6. Prescription Drug Copays
  7. Job Description Re-evaluations Procedures
  8. Dental Insurance
  9. Training
  10. Vacation Buyback
  11. Rec Center Membership
  12. Paid Maternity/Paternity Leave

-Budget Review (Melissa Harper & Autumn Gentry):
Budget Review Committee Meeting Notes from March 3, 2016
Meeting

- Update on Legislative process related to Higher Education Appropriations
  - Senate is on Spring Break this week. They should start working on the budget next week.

- Review Revenue Expectations
  - Governor projection in revenue is 4.1%
  - House projection in revenue is 3.1%
  - Consultant projection is that we will reach the 4.1% but not until June 2017
  - Some discussion of going with the 4.1% but having a 2% reserve
  - Medicare/Medicaid must be funded first

- Division requests for enhancements – these were sent to the Council for review prior to the meeting.
  - Enrollment Management & Student Success
    - Academic Support Centers
      - Retention Coordinator - $55,000
      - Assistant Director of Academic Support Centers for Outreach - $55,000
    - Office of Admissions
      - Admission Counselor I - $47,150
      - Operations for Northern Illinois purchased names and travel - $40,000
    - Counseling & Disability Services – Disability Services Specialist Position - $48,000
    - University Communications and Marketing
      - Advertising/Media Budget Supporting Institutional Branding and New Student Recruitment
        - Base Marketing Budget - $175,000
        - Academic Pillar Marketing - $60,000
      - Southeast Online Marketing
        - Admission Counselor I - $44,200
        - University Communications and Marketing - $120,000
        - St. Louis Outreach Office, Operating Expenses - $15,000
    - International Education & Services – Study Abroad Coordinator $55,000
  - Academic Affairs Division
    - Unmanned Aircraft Systems (tenure-track faculty) - $94,000
- Online Business/MBA and BSBA (tenure-track faculty) - $143,000
- Computer Science (tenure-track faculty) - $100,000
- Dance (tenure-track faculty) - $72,000
- Associate Provost - $130,000
- Academic Software - $125,000
- Quality Matters - $75,000
- OVC and Cultural Arts Production
  - OVC Production and Streaming - $26,000
  - Cultural Arts - $11,000

  o Athletics
    - Director of Women’s Basketball Operations - $43,643
    - Assistant Athletic Trainer - $21,071

  o Finance and Administration
    - Human Resources – Staff Training & Organizational Management Staffing and Operations
      - Training and Organizational Management Coordinator - $66,000
      - Operations - $20,000
    - Institutional Equity and Diversity/Title IX Coordinator – Title IX/Civil Rights Investigator Professional Staff Member - $66,000

  - Financial Aid
    - Coordinator of Financial Literacy & Outreach - $68,500
    - Coordinator-Financial Aid Compliance and Regulatory Oversight - $68,500

  - Public Safety – Repair and replacement of existing campus security equipment - $51,500

  o University Advancement
    - Local Market Specialist for the River Campus - $48,100
    - Software for Annual Giving Program and Telefund Call Center - $25,000
    - Funding for Associate Director of Alumni Relations for Communications & diversity Engagement - $48,100

-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

**New Business:**
- Compensation Request
  - **Salary Increase Based on State Appropriations**

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<tr>
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