Minutes of Wednesday, April 15, 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, Kim Wilkerson, Leann Stinson, Melissa Harper, Todd Brucker, April Sansagraw, Autumn Gentry, Meredith Coffman, Lisa Smith, Tammy Stover, Heather Lesch, Janice Bittle, Michael King, Kyle VanPool, Christine Beardslee, and Stephanie Conley.

Call meeting to order

Minutes from previous meeting approved by email and posted to website

Human Resources Report
-no report from Jim Cook

Executive Committee Reports
Melissa (Chairperson’s report):
- Dr. Vargas’ Transition Team—Melissa is the contact person from CTS on this transition team. She will assist in introductions. He wants to be very hands-on and will be touring campus to try to meet everyone. Dr. Vargas will be in Cape Girardeau 4/18-4/21. He will attend the Southeast at Busch stadium baseball game and then will attend the Higher Learning Commission (HLC) in Chicago.
- Administrative Council meeting
  --College of Education is implementing MOCA testing starting in the fall semester. Students will have to pass the MOCA test before being placed in block 4 student teaching.
  --Over the past several months, an advising survey has been done anonymously as the students were asked to rate their advising experience. A new organization chart regarding the reorganization of Academic Advising was passed around.
  --Greek Housing—Greystone building was torn down to make room for new buildings. The university will lease housing to fraternities/sororities—each student will pay rent and a deposit since the housing is still university property. The housing will be open to Sophomores or higher. Four fraternities are ready to commit. The May Board meeting will review a plan for up to 7 housing units, lease with option of renewal.
This housing could bring new Greek groups to campus and will create openings in group housing for smaller fraternities/sororities.
• Branding—Brand Ambassador training was held the first week of April, 2015. April 20th is the official roll-out date of the new logo.
-Melissa passed around the booklet that was discussed at the trainings.
-Melissa will send out an email with the correct signature block template to use on emails using outlook and the web interface (exchange.semo.edu).
-Old banners are being replaced with new ones.
-There will be a new PSA converted to 30 and 15 second commercials. The university is also considering new license plates. The new brand guide should be online with University Communications and Marketing

• Facilities Management—sewer pipes will be replaced in the summer. There are a few buildings where the bathrooms will be closed. A schedule will be available closer to time.

• Performance Appraisals are due April 24th.

• QM (Quality Matters) review going on this summer for Wintersession classes.

• Catapult—Creative Lab, incubator lab—612 Broadway, Cape Girardeau. This project is 99.9% complete. The creative lab is open for students in several departments, including but not limited to, art, fashion merchandising, hospitality management, and interior design. There will be retail space where students may sell their creations. The soft opening for Catapult will be May 1st, in conjunction with First Friday, at 5pm.

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

**Standing Committee Reports**

**Budget (Todd Brucker):** see attached

**Elections (Leann Stinson and Joyce Loos):**
- Elections committee announced the nine newly voted Council members:
  - Meredith Coffman
  - Melissa Harper
  - Heather Lesch
  - Michael King
  - Joyce Loos
  - Jaime Mayfield
  - Tammy Stover
  - Kyle VanPool
  - Kim Wilkerson
- Alternates: Janice Bittle and Christine Beardslee

Next year the committee will look to an online voting system like Professional Staff Council utilizes.

**Public Relations (Jaime Mayfield):** none

**Staff Development (Leann Stinson):** The Staff Day committee is working on getting donations. They will start purchasing items soon.
Compensation and Benefits (Rhonda Boone and Chris Callow):
--Subcommittee proposed Monday, April 13, a proposal to uncap sick leave at 1,040 hours. Removing this will have a zero cost to the university. This will benefit the employee at retirement.
--Dental insurance coverage and costs—3 year waiting period for orthodontics, dental surgery, etc. 100% employee paid, no cost to the university: must stay on this plan for the full 3 years; not able to keep switching plans.
--Upon review of the benchmark, employee costs for family medical coverage are $116 higher on average. The university may subsidize this by $50 which would result in a $92,000 cost to the university.
--Employee Assistance Program (EAP) Benefit—Added 6 counseling services to include lifestyle management, legal consultation, financial consultation, retirement planning, weight and nutrition consultation, and child care consultation. The cost of $1.76 per employee is university paid. The total additional cost is $3,285.
--Further analysis will be conducted on Unverified sick leave and paid time off accrual rates.

University Committee Reports
-AQIP (Theresa Messmer): none
-Athletics Committee (Leann Stinson): Committee will meet April 23rd. The basketball program announced the two new head coaches.
-Bookstore Advisory (Heath Hase): none
-Budget Review (Leann Stinson and Melissa Harper): Compensation Proposal: CTS proposed 2% base salary increase, or 1.5% if not feasible. Professional Staff Council proposed the same increases, as did Faculty Senate.
-Equity Issues (Christine Beardslee): none
-Facilities Master Plan (Marti Suedmeyer): none
-Funding for Results (Heather Lesch): none
-Information Technology (Leann Stinson): Processed funding requests received from last Friday.
-LGBT Initiatives (Andrea Burns): none
-Native American Culture (Linda Underdown): none
-Staff Recognition (Meredith Coffman): none
-Training Advisory Council (TBD): none
-Traffic Appeals (Alicia King, Susan Welker):
**Unfinished Business**

none

**New Business:**

Election Results: already stated under Standing Committee Reports--Elections

**Unit Reports & Announcements**

- Janice Bittle (Dance & Theater): hosting Taste of Cape again this year. Tickets are on sale for $10. Ticket allows for 10 restaurant tastings on Tuesday, April 24, from 5-8pm.
- Heather Lesch (Art): consultant for accreditation was on campus last week, and looking to hold the official Accreditation visit in Spring 2017.
- Christine Beardslee (Health, Human Perf., & Rec): Introducing two new majors this fall, dealing with Pre-OT and Pre-PT. Students will receive a Bachelors in Health Sciences.
- April Sansagraw (Facilities Mgmt): Getting projects ready for summer, including painting and the UC parking lot.
- Autumn Gentry (Facilities Mgmt): stairs to be completed soon.
- Meredith Coffman (Autism Center): Gearing up for Summer Camps. There will be six weeks of camps. The new director will begin in August.
- Lisa Smith (IT): She can’t take any e-waste. All items must be on a Change of Accountability form, even if the item doesn’t have an inventory tag. Everyone should be about finished with the fixed asset reports.
- Tammy Stover (Elem. Ed and Spec. Ed): They are revising their curriculum to fit the new MOCA testing starting this fall.
- Micheal King (Extended and Continuing Ed): Horizons summer programs starting June and July. Information may be found on the website, and brochures will be sent out in schools. Administrative Professionals Day is next Wednesday, April 22—Free lunch! The event will include a scavenger hunt, vendors, and a speaker.
- Susan Welker (Kent Library): The second part-time person has been hired for the evening and weekend position. The regular employees are back on their regular shifts! Kurt Trendle is the new hire.
- Kyle VanPool (Human Environmental Studies): The department has hired a new instructor for Fashion Merchandising.
- Dietetics has a new instructor.

They are turning a classroom into a larger office.

- Kim Wilkerson (Recreation Services): Soccer fields need turf; hired two GAs; Redhawks kids camp will be eight sessions, starting in the summer; June 8th begins the pool renovations. The all-inclusive memberships will be modified to not include the aquatic center; interviewing for a marketing and social media person.
- Leann Stinson (Human Resources): May 1st is the employee recognition program at River Campus, 3-5 pm. This program recognizes employees who have made it to the 10, 15, 20, 25, 30, + years and retirees. A reception will follow.
- Melissa Harper (Student Financial Services): Starting the summer financial aid process. Fall and Spring awards are being handed out for incoming Freshman.

**Future Agenda Items:**

Election of Executive Committee and Standing Committees will be held at the next CTS Staff Council meeting held May 20th.
Being no further business, the meeting was adjourned. The next scheduled CTS Staff Council Meeting will be May 20, 2015 at 2:00 pm in the Johnson Faculty Center.