Tuesday, March 15, 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, Tammy Stover, Kyle VanPool, Heather Lesch, Lisa Smith, Christine Beardslee, Kim Wilkerson, and Joyce Loos. Also in attendance were Randyn Miller, Lai Ara Reagans, and Shannon Knowles.

**Human Resources Report**

**Executive Committee Reports**

Melissa (Chairperson’s report):

- There was discussion on the minutes from the March council meeting which at the time of the meeting had not been approved by the council. The discussion included what should be in the minutes and how detailed the minutes should be.

Autumn (Vice chairperson’s report): none

Micheal (Secretary’s report): At the time of the meeting the minutes from the March meeting were not approved.

Kim (Treasurer’s report): see handout

**Standing Committee Reports**

Budget (Kim Wilkerson): none
Elections (Autumn Gentry):
- There are nine voting and two alternate positions up for nominations.
- We received 8 total nominations. Several people nominated declined.
- There was discussion on how difficult it is for CTS Staff Council to find representatives to serve. Professional Staff Council does not have this problem. Many CTS staff state that they cannot get away from the office. There was discussion on how we need to address this issue and some possible ways to make CTS Staff Council more visible.
- Three nominations were provided at the meeting and Autumn will contact those individual to see if they are willing to serve.
- Voting for the Council positions will be via portal next week.
- New members will attend the May council meeting.
- CTS Staff Council Committee representatives will be elected at the May meeting.

Public Relations (Lisa Smith):
- All new employee gifts have been delivered.

Staff Development (Heather Lesch & Micheal King):
- Continue to work on Staff Day.
- Lunch will be served this year. This will allow all staff to have the opportunity to at least attend during their lunch hour.
- Invitations should be going out next week. All those who register prior to the event will receive a gift.

Compensation and Benefits (Kyle Vanpool & Lisa Smith):
- The following recommendations were made to Budget Review:
  - Designating Verified Sick Leave Days for Care of Family Member: Benefit-eligible employees accrue eight (8) days annually of unverified sick leave. Verified sick leave is used by an employee for medical condition that requires a doctor’s visit. This proposal would allow for 12 days of accrued verified sick leave for care of a family member with verification and written request on a leave form.
  - Unverified Sick Leave Accrual for New Employees: Currently newly hired employees receive up to 12 verified sick leave days with a reduced unverified sick leave accrual rate of four days annually for the first three years of employment. This proposal would allow new employees to accrue at the 8 days
full rate of unverified sick leave for the first three years. This proposal will also bring anyone in their first three years of employment up to this same accrual rate.

- Paid Parental Leave: This would allow employees to have additional paid leave time available to bond with a child and recommends that employees be able to use up to two (2) weeks of paid parental leave.

- MOS Certification Pay: This would change the current salary variance available to CTS staff for CAP and CAP-OM certification to MOS certification. Individuals who are currently CAP and CAP-OM certified would be allowed to keep the salary variance for those certifications.

- Paid Time Off Accrual for 10 Years of Service: Currently employees receive four weeks of PTO at fifteen (15) years of service. This would lower that accrual mark to ten (10) years of service.

University Committee Reports

-AQIP (Floyd Lockhart): none

-Athletics Committee (Sherri Jenkins): Sherri Jenkins was appointed to this committee. They have met twice this semester and have discussed the report of the Review in Academic Integrity in Athletics Subcommittee. They have also received reports from the Interim Athletic Director and updates on spring sports. The Walk for Women was held April 16.

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

  - The following recommendations were made to Budget Review:
    - Designating Verified Sick Leave Days for Care of Family Member: Benefit-eligible employees accrue eight (8) days annually of unverified sick leave. Verified sick leave is used by an employee for medical condition that requires a doctor’s visit. This proposal would allow for 12 days of accrued verified sick leave for care of a family member with verification and written request on a leave form.
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    - Paid Parental Leave: This would allow for employees to have additional paid leave time available to bond with a child and
recommends that employees be able to use up to two weeks of paid parental leave.

- MOS Certification Pay: This would change the current salary variance available to CTS staff for CAP and CAP-OM certification to MOS certification. Individuals who are currently CAP and CAP-OM certified would be allowed to keep the salary variance for those certifications.

- Paid Time Off Accrual for 10 Years of Service: Currently employees receive four weeks of PTO at fifteen (15) years of service. This would lower that accrual mark to ten (10) years

-Budget Review (Melissa Harper & Autumn Gentry):

Budget Review Committee Meeting Notes from April 7, 2016 Meeting

- Update on Legislative process related to Higher Education Appropriations

  - Senate Appropriations Committee completed its work on the open budget items in HB 3. Here is a quick run-down of their decisions and what will go to the House/Senate Conference Committee:
    - Senate recommended 6% appropriations increase from performance funding in line with the governor’s recommendations. So in conference the differences between the House and Senate will be 2% increase into a surplus fund (House) and a 6% increase (Senate)
    - Senate also added $150,000 for the CBHE review of the higher education system, missions, etc.
    - Senate added $750,000 for the 8-member commission that would be set up through Senator Schaefler’s SCR 66 to complete a “thorough review” of the UM system.
    - Senate restored the $1 million that was cut from UM-Columbia on the House floor.
    - Senate restored $6.6 million out of the $7.6 million that was cut from the UM system office in the House. This will be in conference between a cut of $1 million and $7.6 million.

  - The House/Senate Conference Committee has been meeting and had hoped to have the revised budget back through both the House and Senate to present to the Governor on April 22

- Tuition Rates

  - Discussed both undergraduate and graduate tuition rates

  - There was a consensus to raise undergraduate tuition by $1.75 for resident and $3.00 for non-resident and graduate tuition by $2.00 for resident and $3.50 for non-resident.

- Faculty Part Time/Overload Request
There was a handout on the Part Time/Overload Breakdown and handouts with comparisons to other institutions.

-Equity & Inclusion (vacant): The new committee is being formed. The name of the new committee is University Equity and Inclusion Committee. There will be one CTS representative that will serve a two year term. A call for nominations will be sent out soon.

-Funding for Results (Heather Lesch): none

-Information Technology (vacant): names were submitted on April 12.

-LGBT Initiatives (Kyle Vanpool):
  - Several individuals from the Resource Center went to a Creating Change Conference in Chicago.
  - There has been discussion on general neutral restrooms. Perhaps converting family restrooms into general neutral restrooms. There was also discussion of adding changing tables in the men’s restrooms.
  - There was discussion about sexual health options and education, arts shows/film festivals, and the Speaker’s Series.

-Staff Recognition Committee (Meredith Coffman): none

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

**Unfinished Business:**

**New Business:**
- Elections – see election section above

- Dr. Vargas – 360 Evaluation with Dr. Votruba
  - 6 members from CTS staff and 6 members from professional staff met with Dr. Votruba.
  - The Board of Regents had committed to this review before a new president was hired.

- Inauguration
• Inauguration of Dr. Vargas is May 5 from 2-5 at the Show Me Center. Staff is encouraged to attend.

- New Staff Orientation
  • Joyce Loos and Christie Beardslee volunteered to take care of the CTS Staff Council table at the April New Staff Orientation.