Minutes of Tuesday, June 16, 2015

Quorum and Call to Order

Chairperson Melissa Harper called the CTS Staff Council Meeting to order at 2:00 p.m. in Dempster 102. CTS representatives in attendance were Lisa Smith, Wanda Lang, Melissa Harper, Micheal King, April Sansagraw, Autumn Gentry, Heather Lesch, Susan Welker, and Kyle VanPool. Also in attendance were Alicia King and Nikki Simon.

Human Resources Report

Jim Cook was unable to attend.

Minutes from previous meeting approved by email and posted to website

Executive Committee Reports
Melissa (Chairperson's report):
• Dr. Dobbins will be retiring soon. Dr. Vargas will be here the first week of July.

Autumn (Vice chairperson’s report): none

Micheal (Secretary’s report): none

Kim (Treasurer’s report): (Information given by Melissa)
• Should you have any outstanding invoices please send them to Kim at MS7100.
• We came in under budget for Staff Day this year.
• Please also see attached budget information.

Standing Committee Reports
Budget (Kim Wilkerson): see attachment

Elections (Autumn Gentry):
• Vacant voting member opening filled by Christine Beardslee.
• Wanda Lang will be retiring in two weeks, her voting position will be filled by Janice Bittle.

Public Relations (Jaime Mayfield & Lisa Smith):
• CTS brochure has been updated with new university logo.
Staff Development (Heather Lesch & Micheal King):
• CTS will be hosting a Red Cross Blood drive in Dempster 116 on July 7, 10 a.m.-2 p.m.

Compensation and Benefits (Kyle Vanpool & Lisa Smith):
• None

University Committee Reports
-AQIP (Theresa Messmer): none

-Athletics Committee (Leann Stinson): none

-Benefits Review Subcommittee (Rhonda Boone & Chris Callow): none

-Bookstore Advisory (Heath Hase): none

-Budget Review (Leann Stinson & Melissa Harper): see above

-Equity Issues (Christine Beardslee): none

-Facilities Master Plan Committee (Marti Suedmeyer):
• The Committee has not met yet.
• AdHoc committee has not met in several years.

-Funding for Results (Heather Lesch): none

-Information Technology (Leann Stinson): none

-LGBT Initiatives (Andrea Burns): none

-Native American Culture (Linda Underdown): none

-Staff Recognition Committee (Meredith Coffman): none

-Training Advisory Council (TBD): none

-Traffic Appeals Committee (Alicia King & Susan Welker): Alicia presented the ticketing numbers for 14-15 compared to 13-14.

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<tr>
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<td>330</td>
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<tr>
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<td><strong>Total</strong></td>
<td><strong>2544</strong></td>
<td><strong>2059</strong></td>
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-Wellness Advisory (TBD): none
Unfinished Business:
• Staff Day Report – Leann Stinson – Given by Melissa Harper
  - The committee elected not to send out a survey this year, so we do not have formal feedback
  - Received lapel pins from Dr. Dobbins for those that came late
  - Staff Day Budget attached
  - Kim has 10 gift bags that can be used for New Employee Welcome Gifts
  - Questions were asked about moving Staff Day to other locations on campus.
  - Questions asked if we could use someone other than Chartwells; we found out that if we use SMC we can use their list of approved vendors.
• ShareDrive – Lisa Smith
  - The drive should be accessible to council members, but not all CTS on campus.
  - ShareDrive access is //aca/sharedata$
  - If you are having problems with the H drive or cannot get connected please contact Lisa Smith at 7321.
• Presentation on re-establishing vacation buy back – Vicki Howell – Given by Melissa Harper
  - It was discussed that this will only affect a small sum of CTS.
  - It was also discussed that our vacation accrual rates are lower than other universities, this brought up the question “Should we shoot for an increase in vacation accrual rates (that affects everyone) or vacation buy-back (that affects a small sum of CTS)?
  - This subject was tabled for continued discussion for a later date.
• Pres FY16 Goals
  - By-laws: How should voting member alternates be selected if a position is vacant?
  - Budget: Should we be more charitable? (MLK, Power of Women, Etc.)

New Business: No new business at this time.

Future Agenda Items
• Expansion of Fy16 Goals.
• Continuing discussion on Vacation buy-back.

Being no further business, the meeting was adjourned. The next regularly scheduled CTS Staff Council Meeting will be July 21, 2015 at 2:00 pm in Dempster 102.