Minutes of Tuesday, July 21, 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, Melissa Harper, Micheal King, April Sansagraw, Autumn Gentry, Heather Lesch, Susan Welker, Tammy Stover, Christine Beardslee, Jamie Mayfield, Janice Bittle, Kim Wilkerson and Kyle VanPool. Also in attendance were Alicia King, Andrea Burns, Vicki Howell 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):
- Admin Council- met with Dr. Vargas
  - 17 people were in attendance
  - Increase CTS Council involvement and sharing proposals with people in area to represent body.
  - There are 185 CTS members on campus.
  - Goals or challenges- University Standing Committees and potential weather committee.
  - Succession planning needed for CTS committees & for the university in general.

Autumn (Vice chairperson’s report): none

Micheal (Secretary’s report): none

Kim (Treasurer’s report):
- 2016 FY numbers not available yet
• Everything from CTS Day 2015 has posted.

**Standing Committee Reports**

**Budget (Kim Wilkerson):** We need to form a budget committee. This should be able to be established once we receive the budget for the current FY. (in the next month or so)

**Elections (Autumn Gentry):**
• Wanda Lang retired, her voting position has been filled by Janice Bittle. Two alternate positions needed. It is being looked into for a portal vote, so the voting will be anonymous.

**Public Relations (Jaime Mayfield & Lisa Smith):**
• Everyone has received their gifts.
• Seven admin. jobs are up.
• The gifts for new employees have been a success.
• Follow-up calls will be made after 30 days, letting employees know they have someone to contact if needed. It was suggested that there be a 60 follow up as well and that a spreadsheet be started on the H drive to track new employee contact and follow up. Other than a CTS representative a name and number should be given as someone who can be contacted as a mentor around the area the person will be working in.
• New Employee tour should be adjusted to be job-specific.

**Staff Development (Heather Lesch & Micheal King):**
• What information is HR giving new employees? Is there a list of experts? Heather suggested getting names from Accounts Payable and Purchasing, (as well as similar areas) of who might be a good resource to give as a name to help with specific tasks.
• Blood Drive was a success with 15 donations. This amount of donations exceeds past goals, but this year the Red Cross set a goal of 21 for us and it was not met. The council felt that was ambitious this time of year.

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

**University Committee Reports**

-AQIP (Vacant): none

-Athletics Committee (Leann Stinson):
• Brady Barke will be filling in for Mark Alnut, as he is leaving the university.
-Benefits Review Subcommittee (Rhonda Boone & Chris Callow): Only meets in the spring before Budget Review Committee.

-Bookstore Advisory (Heath Hase): Has not met since February.


-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): Have not met since early spring, but should meet in the fall.

-LGBT Initiatives (Andrea Burns): none

-Native American Culture (Linda Underdown): Has not met since Linda was appointed to the committee.

-Staff Recognition Committee (Meredith Coffman): none

-Training Advisory Council (TBD): none

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

-Wellness Advisory (TBD): none

**Unfinished Business:**

- ShareDrive – Lisa Smith
  - Lisa will send out an email to all council members with instructions for the shared drive.
  - Presentation on re-establishing vacation buy back – Vicki Howell

(Continued)
  - 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 ask for an increase in vacation accrual rates (that affects everyone) or vacation buy-back (that affects a small sum of CTS)?
  - The council checked with Vicki to ensure her issue was not one where her supervisor was not allowing her to take vacation. She
stated that it was her choice, she didn’t feel the need to take one since she had nowhere to go. While many members empathized with Vicki it was reiterated that vacation is a time to relax and get away from your job which is a much needed stress release for employees.

• FY16 Goals
  - Continue to come up with Goals to discuss in the next meeting. (This was expressed as a priority issue.)

**New Business:**
• Council T-shirts
• Passing with a majority vote we will do something for the Homecoming parade.
  CTS Banner – it was discussed to dedicate money to buy two CTS Council Banners that could be used for the Homecoming Parade, Staff Day, and New Employee Orientation. Michael King will work on the design. Cost was determined at the meeting to be $7.00 per square foot.

Being no further business, the meeting was adjourned. The next regularly scheduled CTS Staff Council Meeting will be August 18, 2015 at 3:00 pm in Dempster 240.