Minutes of Tuesday, August 18, 2015

Quorum and Call to Order

Vice Chairperson Autumn Gentry called the CTS Staff Council Meeting to order at 3:00 p.m. in Dempster 240. CTS representatives in attendance were Lisa Smith, Micheal King, Autumn Gentry, Heather Lesch, Susan Welker, Jaime Mayfield, Janice Bittle, and Kyle VanPool. Also in attendance were Alicia King, Frances Wissmiller, and Carol Kitchen.

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): Given by Autumn Gentry

• I am sorry I am unable to be at the meeting today. I am attending the Administrative Council Retreat and presenting our Unofficial Goals for the year (which will be discussed later in the meeting).

• I will get a list of new hires from HR by the end of the week and get our spreadsheet started on the sharedrive for gifts and 30 – 60 day follow-ups

• I met with Dr. Vargas on Friday, August 7, 2015, on behalf of CTS, to welcome him to the university and give him one of our welcome tumblers and a Southeast coaster….what I planned to be a 5-10 minute welcome conversation turned into 45 minutes of him asking questions and genuinely caring about the university and CTS. He thought the tumbler was a great idea and he loved his new coaster. Dr. Vargas made it clear that he wants everyone to know how important their individual role is at Southeast and wants to find a way to show genuine appreciation (not monetary, but a way to recognize when someone is doing a good job, not just annually). We discussed university communication, keeping students first, concerns of CTS, university morale, onboarding (the idea from our last meeting of...
bringing back recent retirees), training, etc… I will elaborate on all of these discussions at our September meeting. 

- He also followed up with me the very same evening regarding our discussion on university communication. I believe he will listen to our ideas and concerns and put definite thought into what we bring forward to improve the university as a whole.

- Dr. Vargas plans on attending our October meeting.

Autumn (Vice chairperson’s report): none

Micheal (Secretary’s report): none

Kim (Treasurer’s report): none

**Standing Committee Reports**

**Budget (Kim Wilkerson):** none

**Elections (Autumn Gentry):**
- Alternate positions have been filled with only two nominations Alicia King and Frances Wissmiller.

**Public Relations (Jaime Mayfield & Lisa Smith):** none

**Staff Development (Heather Lesch & Micheal King):**
- We will be hosting another blood drive in November.

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

**University Committee Reports**
- AQIP (Vacant): none

- Athletics Committee (Leann Stinson): none

- Benefits Review Subcommittee (Rhonda Boone & Chris Callow):
  - Has not had a meeting yet.

- Bookstore Advisory (Heath Hase): none


- 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): Should be having a meeting soon.

-Native American Culture (Linda Underdown): none

-Staff Recognition Committee (Meredith Coffman):
  • Will meet in the Fall.

-Training Advisory Council (TBD): none

-Traffic Appeals Committee (Alicia King & Susan Welker):
  • Information expected next meeting.

-Wellness Advisory (TBD): none

**Unfinished Business:**

- FY16 Goals – ideas brought forward so far...
  - Updating Bylaws
  - Updating Marketing – brochures, signage, tri-fold for orientation, etc...
  - Budget Allocation – more charitable (MLK Dinner, Power of Women, etc...)
  - CTS Staff involvement
  - Benefits review – increase in PTO to match other universities that were used in the benchmark study
  - Informational messages once a month (from different members each month) – ex: importance of participating in CTS community and the impact it makes
  - Staff Training - seek suggestions from members

Melissa received feedback from approximately half of the Council

- She thinks we should add this to our September meeting for an official vote.
- For presenting to Admin. Council –
  o Benefits review is definitely something we should focus on and try to improve/enhance each year, if possible. I definitely think we need to focus on this in the early spring, prior to the benefits and budget review process beginning. This will allow us to gather sufficient information. I hesitate to “officially” list this as a main goal because of it being part of the normal review each year, but I do believe we should put extra effort (more than in the past) into being informed before the process is underway.
  o Melissa took the feedback into consideration in deciding what to present to administrative council today. I will let them know that we
will be voting in September on more specific details but currently we have identified goals of:

- CTS Staff Involvement
- Updating our Bylaws
- Updating Marketing and strategies
- Budget Allocation – charitable
- Staff Training – Onboarding with HR and Training and Development ideas

- Council T-shirts
  - Melissa spoke with Sue Wilde, budget Director
  - We cannot purchase shirts for council members, or have another department sponsor one person, the council, or all of CTS. She suggested using a Foundation Acct because they are more flexible, but ours is actually more strict and would not work either.
  - The only way we can order shirts is for personal purchase. If we choose to do this we need to do a little more research to determine who we would have to order through. She wasn't certain if it would have to go through Follet or not.
  - Micheal will have shirt pricing for the next meeting.

- CTS Banner
  - We narrowed down the design to two banners, Micheal will make final mock-ups and will present at the next meeting for final discussion.

**New Business:**

- Campus Video
  - Melissa was asked to represent CTS in a video for Dr. Vargas’ State of the University Address. She asked the council what they thought of some “Will to do” sayings.
  - After long deliberation the council decided on the following-
    * I have the will to develop the role of CTS staff to ensure student success at Southeast Missouri State University.
    * I have the will to build a strong sense of campus community at Southeast Missouri State University.

Being no further business, the meeting was adjourned. The next regularly scheduled CTS Staff Council Meeting will be September 15, 2015 at 3:00 pm in Dempster 108.