Minutes of Wednesday, November 19, 2014

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, Penny Rees, Leann Stinson, Lisa Smith, April Sansagradow, Jaime Mayfield, Mary Christy, Melissa Harper, Meredith Coffman, and Stephanie Conley.

Guests: Kyle VanPool

Professional Staff Guests: Jim Cook, Director of Human Resources

Call meeting to order

Human Resources Report – Jim Cook

- Jim Cook discussed that the minimum wage will increase from $7.50/hr to $7.65/hr. beginning January 1, 2015. This will benefit the student workers on campus.
- Mr. Cook discussed how the policy has redefined “spouse.” New hires will need to show proof of marriage when applying for benefits. With the newly redefined spouse policy, employees wishing to add a spouse to their insurance can add their spouse for the remainder of 2014 and/or add them to their plan for 2015. Since open enrollment for 2015 has closed they will need to contact Human Resources to see if they can still make changes.
- Patty Eck’s retirement reception will be held on December 12, from 2:00 to 4:00 pm at the Johnson Faculty Center.
- There will be a Board of Regents meeting January 18 and 19, 2015, to include reviewing the Title IX policies and procedures on harassment, and revising the non-discrimination policy regarding sexual orientation.

Minutes from previous meeting approved by email and posted to website

Executive Committee Reports

Melissa (Chairperson’s report):

- Ologie—From the Brown Bag meeting held in November, the following points were made regarding the marketing of the university: Ologie wants to ensure key messages about Southeast as a whole are clear, consistent, and compelling; Institution personality—set the tone how we communicate, what we want others to think and feel about brand; Concept Statements—tell story, capture spirit, demonstrate personality—presented 2 different ideas—get feedback and rework;
Logo Exploration—no decisions have been made on a new logo, just ideas on different sizes, domes, details, wording, font, etc. were explored. Dr. Gathman will head a small committee to determine the online programs on campus and where they are going. Online programs are a large part of campus courses.

• Administrative Council meeting set for Dec. 4—meeting will discuss advising.

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

**Standing Committee Reports**

**Budget** (Todd Brucker): none

**Elections** (Leann Stinson and Joyce Loos):
- Will meet in the spring.

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

**Staff Development** (Christine Beardslee):
- The blood drive was successful with 20 units of blood donated.

**Compensation and Benefits** (Rhonda Boone and Chris Callow): none

**University Committee Reports**

- AQIP (Theresa Messmer): At the last meeting held Nov. 11, Dave Starrett shared data related to the Systems Appraisal Feedback Report provided from AQIP. The report was overall better than 2010 and a new portfolio format included a section on evidentiary statements and meeting the criteria for accreditation. We scored perfectly in this section, and this is what any recommendations on reaccreditation would be based on. The committee will be reviewing in detail the report and will convene in December to discuss future strategies.

- Athletics Committee (Leann Stinson): Committee meeting will be Nov. 20. Discuss the self-reported violations of the women’s basketball team and the coach’s suspension of two games.

- Bookstore Advisory (Heath Hase): none

- Equity Issues (Christine Beardslee): The committee has not met.

- Facilities Master Plan Committee (Marti Suedmeyer): none

- Funding for Results (Fran Scholl): Fran Scholl will be resigning from the University Dec. 23. A new committee member will need to be appointed.

- Information Technology (Leann Stinson): The committee has not met.

- LGBT Initiatives (Andrea Burns): no report
- Native American Culture (Mary Christy): The committee has not met.

- Staff Recognition Committee (Meredith Coffman): Announcements for the Staff Recognition winners will be held on Nov. 26, at the Thanksgiving Holiday Luncheon.

- Training Advisory Council (TBD): The committee has not met.

- Traffic Appeals Committee (Alicia King, Susan Welker): per email from Alicia King:
  - Since appeals are reviewed and adjudicated online, students have a quicker resolution to their appeals.
  - Since the group need not meet together at a specific time, it is more convenient for the committee member to serve.
  - Since appeals are assigned to each member, everybody hears the same number of appeals (in the past, some members “flew” through appeals where others took their time.)

  - FY Results:
    31,817 tickets issued
    2,547 tickets appealed
    655 appeals approved, or decisions were found in the appellant’s favor
    447 were adjusted to a lower fine
    1,445 were denied; decisions were found against the appellant.

Unfinished Business

- Parking—Autumn Gentry (not in attendance) Follow-up to parking at Crisp Hall: the mulch area behind Crisp Hall has now been painted with “No Parking”
- Presidential Search & Screening Advisory Committee—Melissa Harper
  -- Job description is posted
  -- Requesting nominations, deadline by end of year
  -- Update Nov. 20—search update—Candidate Status Log posted to secure site
  -- Conference call will be held on Dec. 4

New Business

- With Fran Scholl resigning, the Funding For Results committee will need a new representative.
- Staff Day—need to have a CTS Council member on the committee. Looking at possible dates in 2015.
- The idea was brought up to review HR policies to include sharing sick leave hours. There is no policy in place at this point. Need to bring this idea to the Benefits Review committee when comparisons with peer institutions are obtained.

Unit Reports & Announcements

- Meredith Coffman—Closed director search. Hoping for a new hire soon!
- April Sansagraw—Show Me Center going through preliminary discussions on work to be done; Creative labs, Brandt, maintenance on buildings.
- Lisa Smith—Student worker positions filled.
- Kyle VanPool—Instructor position open in Fashion Merchandising. Dec. 2 Fashion Merchandising event to be held in the evening.
• Susan Welker/Mary Christy—Kent Library 75th Anniversary event went well with 92 people attending! The Art Resource position at River Campus has been filled.
• Melissa Harper—name change to Tuition and General fees. There was confusion with outside parties needing to know what exactly incidental fees were and needing to know what tuition fees would be.
• Tom Bradley—DPS announced retirement of Associate Director Carson Kelly as of 11/30/14.

Being no further business, the meeting was adjourned. The next regularly scheduled CTS Staff Council Meeting will be December 17, at 3:00 pm at the Johnson Faculty Center.
Addendum

Funding For Results Report

Vice-Provost McAllister conducted a meeting of the committee last week, to discuss the proposals received, and the procedures we will use this year.

The committee members will meet next week (Tuesday, Nov 25), to decide on funding of demonstration grant proposals; we have approximately $61,000 in funds available. Faculty members have submitted thirteen proposals in total (11 Demonstration Grants, 1 Implementation grant, and 1 Core Continuing proposal), requesting $236,110.

On another note, I have resigned from the university effective December 23, so CTS will need to appoint another member to serve on the FFR committee. I can provide a little bit of history/insight, if an announcement about the selection is prior to my final day. I want to thank the CTS council for allowing me to serve in this capacity. (Fran Scholl)