Southeast Missouri State University

CTS Staff Council
(Clerical-Technical-Service)
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Minutes of Wednesday, December 17, 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, Leann Stinson, Lisa Smith, Jaime Mayfield, Mary Christy, Melissa Harper, Todd Brucker, Wanda Lang, 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 mentioned the first of the year benefit surveys will be going out soon.
- W-2s will be out mid-January. W-2s will be available to employees online sooner than receiving them in the mail.
- A new Human Resources Technician has been hired.
- The Payroll Technician position has closed and the committee will begin reviewing resumes to fill that position.
- The Title IX Coordinator position search will close on Friday, Dec. 19 and the committee will review resumes.
- The anti-harassment training is looking to be an online training beginning next Fall, for existing employees. New employees will still have a face-to-face training and then online refresher training. There will be a Title IX training as well.

Minutes from previous meeting approved by email and posted to website

Executive Committee Reports
Melissa (Chairperson’s report):

- First Step Schedule – Katie Foshee – January
  - Parents and students will be kept separate most of the day. The students will have break-out sessions that coincide with their interests. Parents will all stay together in the same sessions.
  - Advising – discussion, questions, connections with faculty advisors, training through CSTL. Advisors will pre-enroll students in 2-3 base courses to help ease the enrollment process during the First Step time. These courses may be adjusted if need be depending on the remaining courses scheduled.
• Collaborative Advising
  o Six groups – First Step advising, training, priorities, soft skills taught, evaluate career linkages, evaluation
  o There will be a new automated, online survey after the advising appointment to evaluate the process. This survey will identify the advisor, describe the ease of scheduling appointment, enrollment in classes, knowledge of degree works, updating transcripts, receipt of PIN at end of session, etc.

• Board Meeting 12/18 and 12/19
  o Beginning approximately May 1, 2015, if approved, there will be a fee for using credit/debit cards for payment on accounts. The fee is 2.5% with a maximum of $50. The person using the credit/debit card will be notified at the time of the payment of such fee.
  o Business Policies – wording will be changed in the policies relating to Title IX and Non-discrimination, Affirmative Action/Equal Employment Opportunity, and Anti-Harassment policies.
  o Ologie – will be holding a presentation on Strategy and Creative Development, at the Brown Bag Meeting on Friday, December 19, at 11:30am in Crisp Hall, Room 125.
  o Facilities – Meeting will be held regarding Space Utilization for Kent Library, International House, Pacific Hall, Grauel Building, etc.
  o Peaceful protests – group met with Student Government and Members of the Executive Staff on Dec. 8, 2014. The group stated they would be peaceful, maintain open discussion, not take away from studies, etc. Leann Stinson stated that students cannot protest inside buildings of a public institution.
  o Marketing and DPS – developing an interactive campus map
  o Dr. Kevin Dickson will now be over the Honors Program.

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

**Standing Committee Reports**

**Budget (Todd Brucker):** see attachment

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

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

**Staff Development (Christine Beardslee):**
- Staff Day—Committee, Dates, Location, Food, Entertainment
  According to by-laws, the CTS Council needs to appoint a council member as chairperson for the committee. Melissa will talk to Christine Beardslee before the next meeting regarding this issue.

**Compensation and Benefits (Rhonda Boone and Chris Callow):** none
University Committee Reports
-AQIP (Theresa Messmer): none

-Athletics Committee (Leann Stinson): Committee meeting discussed missed classes for the athletes and is reviewing the policy. Southeast Missouri State University’s policy is more strict than the OVC’s.

-Bookstore Advisory (Heath Hase): none

-Equity Issues (Christine Beardslee): none

-Facilities Master Plan Committee (Marti Suedmeyer): none

-Funding for Results (Fran Scholl): Fran’s last day will be Dec. 23. Names were sent to Dr. Eddleman Nov. 26 but no decision has been made as of today (Dec. 17); hoping for a decision by Dec. 23.

-Information Technology (Leann Stinson): Committee met Nov. 21—handling FY 2015 requests. Need more bandwidth.

-LGBT Initiatives (Andrea Burns): none

-Native American Culture (Mary Christy): none

-Staff Recognition Committee (Meredith Coffman): Announcements for the Staff Recognition winners was held on Nov. 26, at the Thanksgiving Holiday Luncheon. The committee will not meet again for a while.

-Training Advisory Council (TBD): none

-Traffic Appeals Committee (Alicia King, Susan Welker): per Susan Welker, there are a lot of tickets being issued!

Unfinished Business
- Presidential Search & Screening Advisory Committee—Melissa Harper
  --Requesting nominations, deadline by end of year—Parker Executive Search
  --Conference call held on Dec. 4—Candidate materials for 10. There has been interest by 20-30 individuals stating they will submit materials by deadline (12/31).
  --Next meeting is Jan. 8—Receive all candidate materials.
  --January 22—Parker Executive Search will be on campus to determine who will receive interviews.
- Benefits—Share/Pool Sick Leave
  o Professional Staff Council will support as long as this benefit is opt in only (voluntary)
  o Jim Cook and Alissa Vandeven—adding to questionnaire being sent to benchmark companies in Benefits Survey
New Business.

- Professional Staff Council
  - PTO Buckets
    Meeting today, Dec. 17—Alissa Vandeven discussed tracking personal PTO vs. energy conservation PTO—looking at ways to assist employees with tracking via portal
    --Agreed shouldn’t be separate because of possibility of administration could more easily take away energy conservation if separate (administration has not discussed doing so).
  - Draft proposal—Christy Mershon to present to Human Resources
    --Microsoft Office Suite training/testing similar to CAP-OM
    --May be more beneficial to staff, IAAP cornered market, difficult for recertification, etc.
  - Martin Luther King, Jr. Dinner—January 21, 2015
    --Does CTS want to purchase a table? The money is budgeted for a Silver Sponsor. Need 8 members to fill a table. Todd Brucker will send an email to the CTS constituents to see if there is any interest.

- Grievances
  - Lisa Smith—Discussed an instance where a grievance could have been issued. Talked about the procedure of grievances. Melissa will look into how to get the information out to the staff via web links or other methods.

Unit Reports & Announcements

- Meredith Coffman—Closed director search. Will be interviewing soon.
- Lisa Smith mentioned that she had to stop people from calling for an IT person to pick up equipment. All pick-ups are to go through Facilities Management. Must have Change in Accountability Form completed.
- Archie Sprengel has announced his retirement effective June 1, 2015. When Archie accepted the Assistant VP position, he never filled his former Director position. It has been vacant the whole time that he has served as Assistant Vice President. Both jobs are expected to be filled due to his retirement. At about the same time, Nancy Hess will be retiring.
- Kyle VanPool—Instructor position open in Fashion Merchandising.
- Susan Welker—Kent Library was open until 3:00am during finals week (Sun-Wed).
- Wanda Lang—Back to work!

Being no further business, the meeting was adjourned. The next regularly scheduled CTS Staff Council Meeting will be January 21, at 3:00 pm at the Johnson Faculty Center.