

Staff Congress Regular Meeting Minutes

May 8, 2014

Members present: Peg Adams; Sarah Aikman; David Bauer; Kerri Beach; Chris Bowling; Maribeth Carskadon; Jeff Chesnut; Peggy DeJaco; Cheryl Edelen; Whitney Kessinger; Connie Kiskaden; Kate Lovold; Amanda Meeker; Erin Mulligan; Rebekah Richardson; Ron Schulz; Mary Ann Trumble; Jenny Wagner; Chris Witt; Doug Wells; Robert Yelton; Carole Ziegler

Members absent: Cindy Ash; Tina Altenhofen; Tiffany Freytag; Jane Goode; LuAnn Grimm; William Moulton; Sue Murphy; Glenn Scott; Tracey Stokes; Pam Wagar; Kristine West

Guests: Ken Ramey; Lori Southwood; Steve Meier; Grace Hiles

Call to Order: The meeting was called to order at 1:04PM by President, Rebekah Richardson.

Minutes: There were no corrections to the previous minutes. Motion to approve by Sara, seconded by Peggy, motion carried.

Staff Regent's Report: Steve Meier presented a slide show from the presentation to the BOR.

Budget items address:

Tuition – increase of 4.75% in 2014-15

2014-15 reduction of 2.25M

Current budget make up is comprised of:

22% State

65% tuition

7% Arbitrary

6% other

Need to increase: Retention, Graduation Rates and Enrollment.

Steve also addressed the Rec. Fields are currently rented the 1st and 2nd Sunday to outside users. They will be working with Student government to expand hours.

This year's commencement schedule and stated that Dr. T. Pease Lyons and Dr. Lyon booth would be honored at Commencement.

Vice President for Administration & Finance: Ken Ramey – update, not much construction new for this month from next month.

1. Rec Center will be ramping up.
2. Plaza is nearing completion – check it out. Some concrete must be replaced but is looking good.
3. Will be touring Northern Terrace this afternoon.

Steve does such a great job of filling everyone in, it makes it easier on Ken and leaves little left for updates.

Cheryl asked if there would be a celebration/dedication of the plaza. Ken replied there have been no discussions for dedication.

Staff Congress Regular Meeting Minutes

May 8, 2014

Human Resource Liaison: Lori Southwood – no earth shattering announcement or updates. Lori would like to use this time to address budget / position cuts.

Overview: Process was that each department was asked to go through and cut off 5% of their budget, then this was rolled up to VP level and adjustments were reviewed and approved. VP offices looked at vacancies first to see if we could adjust there. If we were unable to, they had to look to other positions that might be filled. At that point HR will work through the procedures on how to determine who is let go, to make sure departments are following procedures. Once it goes through the department it then goes back to VP's.

Typically the procedure was to give 30 day notice; however, the President approved a 60 day notice. Employee may or may not work the entire time. They recommend flexibility to interview, etc. So, it could be less than 60 days, still encouraging flexibility during that time. They will be paid 60 days and severance 1 week for each year worked with a minimum of 4 weeks and maximum of 12 weeks. That means employees will receive pay between 3 – 5 months. After 3 months their terminal vacation will be cashed out following process for each one, but may be different for different individuals. Paying attention to milestones (retirement, years of service, etc.) may be some different nuance's or circumstances.

Employees will receive support for job search, creation of resume, etc. They will be considered as internal staff when applying for position for the next year.

Employee primary focus should be, understanding and supportive, it is tough on those that must notify employees, and also, survivors who are still here and must say good bye. We are all going to experience it. SC with our connections will experience on another level, so, be responsive and understanding to all. For comments, complaints, etc., contact Lori or chain of command.

Jenny asked as to the timeline on this?

Lori's reply – everyone will be notified by June 15th. There may be some situations that will in tale looking at the budget, or seeing if there are other things that can be done: reorganization may be part of the process. All may be notified and may be notified and may be able to access severance.

Jeff asked is there any incentives to encourage employees eligible to elect early retirement?

Lori's reply – Always evaluating for consideration but in this situation was left to department and divisions to determine. May or may not save a position. Ken added we are not permitted to purchase time for employee's time for retirement. Lori also added that if an employee submits a request to purchase and chooses to purchase time toward retirement, the backlog is 6 to 12 months, so that would not get us there in this situation.

Dave asked, is there the possibility for someone to volunteers for the termination and severance?

Lori's response – depends, if they leave will we have to replace them?

Staff Congress Regular Meeting Minutes

May 8, 2014

Erin asked, based on the presentation to the BOR, aren't we going to be in the same situation next year?

Ken responded – dependent on enrollment and retention. We don't anticipate additional cuts, we should have flat budget 2015-16 because state budget is 2 years. KERS is supposed to stabilize where employee pays in 5-6% and University contributes 26% and next year will contribute 38%. After next fiscal year KERS should stabilize. Enrollment and Retention must stabilize. Lori also responded – The President talked about new funding model. They should start working on that soon too. Ken added there are no easy answer and no way to anticipate every scenario.

Question that came through Grace and presented by SC President, for those people who are let go, if they are currently enrolled in classes will there be any consideration on what we might do?

Lori's answer – current practice, if enrolled, you can complete that semester, drafted for academic year, issues to be addressed, we are looking at what we can do for 14-15 year.

Carol Ziegler – on a different topic, this year Academic Affairs leadership team looked at review of Faculty Awards to get better participation. Wondering if there will be a review of Regents Service Award?

Lori responded – it is on the radar and also wondering what we can do as well. Ken added, what kind of changes would we recommend? Peggy added that it was not advertised much at all this year. Sara added maybe we need to combine or consider something like that. Keri chimed in that last spring it was more publicized because of changes. Lori specified that more time is needed, resources, to accomplish. Sara stated that the Scholarship Committee and Regents Committee will get together to discuss and provide suggestions/recommendations at a later meeting.

Amanda brought up that employee appreciation is not as prominent as faculty functions. We constantly are hearing faculty this and faculty that. Carole brought up that faculty awards, faculty final Friday, each semester are broadcast to appear as more important. How about a celebration or Thank You that appears as important for staff?

Lori responded that when we went to the week-long staff appreciation the core was service awards and regents distinguished service. The name was changed to Employee Appreciation.

There was some discussion that it should be changed back to Staff.

There was also some discussion about Graduation, Are we going to include everyone? Faculty are encouraged to walk at graduation while staff are asked to work graduation but not participate.

President's Report: We are encountering some tough times. I just ask staff as a whole to be supportive of each other. If you have questions please bring them forward.

Staff Congress Regular Meeting Minutes

May 8, 2014

Standing Committee Reports:

- 1. Benefits:** Discussion centered around a textbook library and options if we can work with UCAP, or if that is not approved. Additionally sources for books would include donations – even books that are not being used on campus could be sold to book buyers for funds. We can adapt UCAP's lending policy to staff. If we sponsor fundraisers, we will need to establish policies and procedures for those, including the possibility of an account of cost center to house the funds.
- 2. Constitution & By Laws:** No Report
- 3. Credentials and Elections:** The results of the election are in and all notification letters have been sent out via email. The committee wants to congratulate and thank everyone for their service to SC.

There were a total of 22 vacancies that needed to be filled:

We had 35 staff members nominate themselves

We had 17 staff members who nominated themselves for the first time.

Record number of staff who voted:

2014 = 388

2013 = 325

2012 = 235

Of the 22 vacancies that were filled, 9 are first time SC members. There are 6 very hard working members who will not be returning, but who we are very grateful for their service.

The committee wants to congratulate and thank everyone for their service to SC. We look forward to an exciting 2014-2015 term. Thank you so much for your help.

- 4. Outreach:** No Report
- 5. Policies:** The Policies Committee met on 5/2/14. Peggy DeJaco, Ron Schulz, Whitney Kessinger and Carole Ziegler were in attendance. Lori Southwood, Senior Director of HR joined the committee meeting. With the information received at the President's Budget presentation, the Policies Committee and Lori discussed the reduction of force policy. HR is in process of reviewing and editing/fleshing out this policy. The Policies Committee looks forward to working with HR to provide feedback on this important task.
- 6. Scholarship:** the winners for the returning student and incoming freshman scholarships and book awards have been picked. We are waiting on the names of the winners from Grace and will inform recipients and congress as soon as we have them. We received two applications for the incoming freshmen scholarship although they have accepted another scholarship, they were both metro rate so they are still able to accept ours. We received 7 applications for the returning student scholarship and because there were only 2 of the incoming freshman we were able to award both book awards to returning

Staff Congress Regular Meeting Minutes

May 8, 2014

students as well.

7. **Technology:** Edtech institute will be held on May 13 – 15th.

University Committee Reports:

- A. **Transportation Advisory:** No Report
- B. **Food Service Advisory:** No Report
- C. **Regent's Distinguished Service Award:** No Report
- D. **President Climate Commitment:** No Report
- E. **Wellness:** We were impressed by the quality of the Wellness@Work applications this year. Wellness may be changing the application process in an effort to encourage wider participation.

Wellness wants to highlight the Employee Assistance Program (EAP) in future offerings, and would appreciate the opportunity to address Staff congress about the program and what it can do for all employees.

Wellness is working on a posting for the Director of the Wellness Department. We hope that it will be done soon.

Kim Baker received the Health Assessment Aggregate Data, but has not had an opportunity to review it in detail. However, we can report that 422 out of 1,796 eligible employees participated. We will provide more details at a later date.

If you know of any food-challenged students, applications for the, 2014-2015 academic year, Healthy Food Delivery Support Service are now being taken. The eligibility requirement and an online application are on the Wellness website under Student Wellness Services.

- F. **Benevolent:** No Report

Ad-Hoc Committee

- A. **Roundtable/Panel of Discussion** – No Report

Old Business: None

New Business: None

Announcement: This will be Sara Mann's last meeting. SC expressed their appreciation for her service. Additionally Chris and Whitney will be in the graduating class of 2014 on May 10. Congratulations were expressed to both Chris and Whitney.

Staff Congress Regular Meeting Minutes

May 8, 2014

Adjournment: Motion to adjourn the meeting was made by Jenny, seconded by Sara. Motion carried. The meeting was adjourned at 2:14 p.m.

Respectfully submitted by:

Connie Kiskaden,
Staff Congress Secretary