Staff Council Minutes

Date and Location: September 22, 2011, Library, Multipurpose Room 10:00 am - 11:00 am


Substitutes: Pam Carpenter for Sabrina Baker

Members Absent: Tonya Dobson, Rose Sullivan, and Stephen Wilson

Visitors Present: Sharon Alexander, Tauna Bertsch, Caleb Chapman, Darla Doty, Mary Etzel, Jeanette Lingle, Marilyn Meador, Sara Simpson, Rob Nimmo, Dennis Jones and Caris Thetford.

Staff Council President Alana Hefner called the meeting to order. The roll call was taken.

TREASURER’S REPORT: Kay Wiley reported the following balances as of 8/31/2011:

Operating Expense Account 213500 balance: $ 75.18.
General Fund Account 233500 balance: $ 1,978.93.
Scholarship Fund Account 24190 balance: $13,900.00. Balance as of 8/31/11

a motion to approve Treasurer Report from August was made by Kenneth Groene and seconded by Nikki Jackson.

COMMITTEE REPORTS:

1. Employee Appreciation (Susan Gordon, Richard Dorman, Cory Shaw) - No report.

2. Public Relations (Kari Lewis, Daphne Hunt, Nikki Jackson) – Staff council website is updated with survey results, comings and goings, and information on the holiday showcase. The template for staff council meeting reminders has been updated to state “All Tarleton Staff are Invited to Attend Staff Council Meetings” at the very top of the email. It will also show the agenda directly on the email instead of an attachment in an attempt to catch the eyes of a few more people before hitting the delete button. Kari is working to develop a newsletter template, and we hope to have a draft newsletter in the next few weeks. Legal Counsel was one comment on the survey that staff members would be interested in having access to through the University. Research has been done and there are services available to all Tarleton faculty, staff and students. The public relations committee is working with the President to determine the best communication strategies to disseminate this information.
Hospitality and Fundraising-(Tracey Holtman, Kay Wiley) - We are currently working on the small booklet for new Staff Council members. The display signs for the current representatives are available; please pick one up at the meeting on Thursday. The Holiday Showcase is moving ahead nicely, 62 Invitations were mailed out 09/15/11. Daphne was asked to put invitation and registration form on SC website (haven’t looked to see if it is done) and sent a request to Media Relations.

3. Healthy Campus- (Angela Ballard)- No Report

4. Staff Affairs- (Alana Hefner) – A memorandum requesting birthday time off was created by staff council and submitted to Dr. Dottavio. Staff Council advocated that employee parking citations received in the month of September be reviewed, and The Council recommended that the permit payment plan be re-implemented.

5. Scholarships- (Steven Bowman, Carol Murphy) – Committee met August 17th, discussed new guidelines (now posted on Staff Council Website) and how to rank applicants using flow charts for ranking calculations. Had 10 applicants which committee ranked according to flow charts. Discussion that we need to wait before actually awarding the scholarships until money has been transferred into scholarship account. We were to contact Kay Wiley about this. August 26th Shawndi Wilson informed the applicants that scholarships were being worked on as transfer had still not been made at that time. Jerry Graham finally approved the transfer on August 29th. Carol Murphy emailed award letters for Chandra Andrews, Sabrina Baker, Nelly DiCiccio, Cheri Evans, Brenda Faulkner, Sheila Hawkins, Pamela Hecox, Jeanene Milanak, Dana Power and Stanley Swam to Staff Council email on August 30th where Alana Hefner forwarded them to the recipients.

6. Staff Development- (Stanley Swam, Richard Dorman) – Did not receive update from committee

UNFINISHED BUSINESS:

♦ None

NEW BUSINESS:

Dr. Dottavio spoke on three points:

1. Reorganization:
   a. Align Instructional Capacity
      i. How many students are needed?
      ii. How many instructors are needed?
   b. Dennis Jones:
      i. Advisory Council dealing with a more streamlined communication between advising and academic affairs.
   c. Coordinate responses with Board of Regents, SACS, and state regulatory agencies. Being able to get all the reporting done efficiently.
d. Keeping it Real:
   i. Providing instructional opportunities for students.

2. What is Tarleton going to be?
   a. Vision/Strategic Planning
      i. Created in 2007
      ii. Everyone was involved
      iii. The 4 E’s were created (out of the condensed 15)
         1. Excel in Scholarship, Teaching, and Learning
         2. Expand Our Horizons
         3. Encourage Leadership, Service and Student Success
         4. Extend our Reach
   iv. Dr. Dottavio wants broad conversations about the new goals for Tarleton in the future.
      1. What to do when?
   v. Trying to shape the student body with “Keeping It Real” and the 4 E’s together. Engage students in the learning experience.
      1. How large should we get? 15,000 possible
      2. How are we going to engage these students?
      3. How important is the research component?
   vi. The budget reductions are the new base from the state. We will not be going back to past contributions from the state.

3. Assisting Staff with tuition
   a. The salary increase took precedence this year over assisting with tuition.
   b. Reviewing the scholarship programs this year for next year and try to increase the amount of scholarships for staff. (February 15 is deadline to know for next fiscal year.)

The Birthday Time Off was approved at the last cabinet meeting. Hopefully, we will be starting this benefit January 1, 2012!

Jerry Graham with Budget/Survey Questions

1. $11.5 million cut from state biennium contribution
   a. Priorities
      i. Protect employees
      ii. Provide best salary increase with funds we currently had
      iii. Ability to have limited merit raises so that everyone got an increase.
      iv. Ability to recruit employees
      v. Ability to compete with other Universities
      vi. Maintain current services
b. Each division had to balance their budgets
   i. Funding source changes were their biggest way to adjust for shortfall.
   ii. $1.4 million (per year) is the cost to Tarleton, for the salary increase.
      1. $75 for every employee was given, which is $900 per year. (this is a market adjustment)
      2. Minimum salaries were increased
         a. 6.8% for classified jobs
         b. 3.4% non-classified
         c. Faculty minimum salaries were increased by $8,000 or $9,000
         d. In addition, 1% merit raises were also given based upon performance evaluation. (1.5% was the actual cost)
   iii. $7.2 million (per year) was the remaining budget shortfall that the divisions had to figure out.

Questions from Staff

How did you get the minimum amounts?

- Human Resources complete the compensation reviews to come up with the minimums. (Jerry Graham deferred to Angie Brown to answer this question)
  - Tarleton has over 400 job titles
    - Over ½ of these has only 1 employee
  - HR uses a National Database
    - Current minimums
    - Employee salaries
    - Market value
    - There are premium and lag categories—Tarleton tends to use the lagging market values
  - Example:

<table>
<thead>
<tr>
<th>Minimum</th>
<th>Actual</th>
<th>Market</th>
</tr>
</thead>
<tbody>
<tr>
<td>--</td>
<td>Average</td>
<td>High</td>
</tr>
<tr>
<td></td>
<td>Avg might be above or below</td>
<td>Low</td>
</tr>
</tbody>
</table>

- Tarleton was able to raise the minimum’s up because there was a large gap between the minimum and average salaries.
- Non-classified job positions did not have a job grade and now do.
Tarleton also looks at the local market values.
Tarleton looks at total compensation, as well.

- The next biennium should be just as tough (according to what we are hearing from Texas A & M, and Austin).
- Tarleton is hoping to not having new reductions
- The hiring freeze has been lifted with the hopefulness that this situation will not change