

\*\*\*Please copy and Distribute to ALL Staff Personnel

Staff Council Minutes  
January 30, 2008  
Room J-381

Present: Chris Corriere, Bennie Sue Houck, Ann Lay, Sarah Milton, Kenneth Shelton, Jill Forrest, Marlon Jones, Pierrette Maillet

Absent: John Bauer, Marilyn Shortridge

Advisors: Steve Hamrick, Mary Phillips

Guest: Alberta Cook

**Welcome:**

Meeting was called to order by Ann Lay, Chair and she welcomed Marlon Jones representing IPED group VIII with his acceptance to join Staff Council.

**Budget**

Pierrette reported \$910.42 in the Foundation Budget. Alberta requested \$15.00 be transferred from Staff Council to Continuing Education to pay for the remaining two schools who were late in registering for the State Staff Council Conference in October. No discussion. Ann Lay, Chair asked for motion. Motion was made and Kenneth seconded the motion. Once the transfer is complete, Alberta will email Ann the grand total made from hosting the State Staff Council.

**OLD BUSINESS**

**Updated Shared Sick Leave**

The Staff Shared Sick Leave DRAFT Policy form has been submitted to HR. An additional follow-up meeting has not been scheduled to go over the guidelines. Ann, Kenneth, and Steve will meet with Quint, Charles and Mary Ellen in the near future to discuss the policy and its implementation for our staff.

**Revision of Christmas Holiday (Winter Break)**

There has been a change in the Winter Break 2008 holiday schedule, as we will be giving up one day in order to observe Memorial Day, therefore we will only have 5 (five) remaining days to be used for the Winter Break. As it stands now, we will have the full week of December 22- 25 for our Winter Break. We will return to work on December 29<sup>th</sup>, working until the 31<sup>st</sup>. We will then be off on January 1<sup>st</sup> (Thursday) for New Years and return to work on January 2<sup>nd</sup> (Friday). Staff Council members were asked before the meeting to poll their constituents as to whether they preferred this schedule the President proposed or would prefer a different schedule. The suggested schedule from some staff

members would be to work through Thursday, December 24<sup>th</sup> and return to campus January 2, 2009.

Some members of Staff Council are concerned this will create a problem with offices being covered for the entire day if Dr. Rossbacher allowed personnel to leave early. If the campus is closed for the entire week before Christmas, some students receive holiday packages up to the day before Christmas from friends and family and the post office would be closed with the current schedule. Of course, there is the option to take vacation days during December 29 – 31, 2008. If the campus is open, then some facilities employees need to be on campus, the President's office and school departments and administration offices would need to be open as well. We must realize that December 24<sup>th</sup> is considered a "work day" but it can be an early dismissal if the President chooses to do so. Ann Lay, Staff Council Chair, with the assistance from Steve Hamrick, Advisor, will submit a letter suggesting a different schedule for Dr. Rossbacher's consideration concerning the change in days off for the Winter Break in 2008. Motion was made by Jill and Sarah, and the motion was carried. Since not all constituents responded to the original email from their Staff Council representatives, Ann asked each member to contact them one more time for their comments either *pro* or *con*. This time the constituents would respond directly to Ann.

### **Raises, Job Promotions**

Chris has searched guidelines from the BOR and SPSU's P&P to attain information on the guidelines for promotions and raises within their department for our staff. If title changes occur, these should be in accordance with the employee's evaluation. Chris and Steve will prepare a draft to send to President Rossbacher with concerns regarding the procedures presently in place that might need to be reviewed. Chris would like to submit a letter to the President concerning this matter with the approval first from Staff Council. The draft will be ready for discussion at the February 27<sup>th</sup> Staff Council meeting.

Marlon asked the question "who on campus could a staff member talk with if concerned about their pay raise or job title?" Marlon was given the President's office as a contact where he could receive this information.

### **Wellness Program**

The Wellness Program trial period will soon be over and the Staff Council agreed to have Ann as Staff Council Chair will write a letter to the President asking that the program continue. Many staff are really reaped the benefits of the program.

### **New Business**

#### **Outstanding Staff Award Guidelines**

Chris Corriere, Marilyn Shortridge, Kenneth Shelton and Ann Lay will share their revised guidelines of OSA at the next meeting scheduled for February 27<sup>th</sup>.

**Revision of Election Procedures**

Bennie Houck, Ann Lay, and Pierrette Maillet have made revisions to our Election Procedures. The draft will be discussed at our next meeting with member input before finalized.

**Meeting was adjourned at 11:30 a.m.**

**Next Meeting**

Wednesday February 27<sup>th</sup>

9:30 a.m. Room J-381