

Staff Council Minutes  
August 27, 2008  
9:30 am  
Student Center 213

Present: John Bauer, Chris Corriere, Steve Hogan, Pierrette Maillet, Sarah Milton, Crystal McClure, Kathy Roddy, Kenneth Shelton, Marilyn Shortridge, Tara Williams

Absent: Steve Hamrick, Bennie Houck, Mary Phillips, Sofia Vargas

Guest: Cinthia Barnett, Kasey Helton

1. All members and guests introduced themselves. Pierrette Maillet welcomed guest speaker Kasey Helton and guest staff member Cinthia Barnett. Pierrette shared a thank you card from Ann Lay with the Council.
2. Kathy Roddy gave the budget update. Foundation account has a balance of . Agency account has a balance of . Kathy confirmed that the State Staff Council dues of \$25 has been paid for the year.

#### Old Business

- a. IPED groups were reviewed and clarification was made on each member's constituents. Council agreed that employees who do not regularly receive email will be sent paper copies of information to be shared.
- b. After a brief discussion, the Council agreed that IPED Group 1 should be asked if they would like to have a representative on the Council. Pierrette agreed to draft an email to poll the group on their interest in being represented on the Council.

Advisors have not been reappointed to the Council for the 08-09 year. Pierrette confirmed that there are no rules in the by-laws that govern this process. She will contact the President to ask that she reappoint Steve Hamrick as an advisor and Mary Phillips as the President's Office liaison.

- c. Pierrette opened the floor for feedback regarding the Donated Leave Program, copies of which had been emailed to Staff Council members prior to the meeting. She pointed out that only a couple of very small changes were made, mostly on the forms to request leave and donate leave. There is now an area on both of those forms for HR to inform the staff member that their leave donation or request was approved. Also, an appeal can be made for any denial to the appeal committee.

Kenneth Shelton made a motion that the Donated Leave Program be approved as presented and sent to the President for final approval. Chris Corriere seconded the motion. The motion passed unanimously.

d. The Office of Human Resources will be conducting a campus-wide survey for faculty and staff regarding the Wellness Program, so that the feedback can be given to the President. A draft of the survey has been completed and the survey will be distributed soon.

#### New Business

f. Kasey Helton spoke about the changes in parking lots on campus and the change in the administrative structure of the Parking Department. Parking is now part of Auxiliary Services and no longer a part of the University Police department. The new parking office is located in the Student Center. New faculty and staff decals will be available starting on September 3. Please note that all parking lots are now assigned to a specific group, with no shared lots or segmenting of lots for different groups.

Kasey indicated that the recent budget cuts may cause a parking fee to be implemented for faculty and staff, and that staff members should attend tomorrow's Open Forum on August 28 to obtain more information about the issue.

If faculty and staff wish to park in the new student parking deck, the fee per semester will be \$75. Parking will continue to be free for faculty and staff in other campus lots until further notice.

Temporary passes are available for visitors from the parking office.

Faculty and staff are required to pay parking tickets. Fines may be deducted from paychecks if not paid by the end of the semester. If a staff member feels that s/he has been given a parking ticket in error, there is an appeal process.

Steve Hogan confirmed that campus maps are almost finished and will be distributed as soon as all approvals have been made.

Kasey reminded staff that meal tickets can be purchased at the SPSU dining hall for \$25 for five meals.

g. Staff Council discussed feedback from their constituents regarding the 4-day and 4 ½-day work week in summer. Some of the issues that were discussed include:

\*Division of Information Technology had some unique perspectives about the 4-day week, since campus computer functions still needed to be supported on Fridays for classes. With closures of some buildings and air conditioning off (most significantly, in the H-Building itself), some DoIT support infrastructure needed to be set up in remote locations. In addition to the impact of working in makeshift arrangements for the summer, this caused the division to experience a great deal of stress at the beginning of the semester. Temporary labs had to be transitioned back to their usual configuration at the same time as the division was experiencing the usual high volume and stress of the start of the semester.

### Recurring Themes:

- Many staff members realized a savings in gas expenditures with the 4-day schedule.
- 30 minutes is too short for lunch in a ten-hour day. Many expressed that they would prefer to give up their two 15-minute breaks in order to have a one-hour lunch. This feedback came from more than one IPED group.
- 10-hour days curtailed regular evening activities, such as exercise, family time, chores, and errands.
- Fridays off resulted in more voicemails and emails to respond to on Mondays.
- Commuting was less of a hardship on 10-hour days because the hours did not match the typical 9-5.
- Daycare hours were harder to meet for some, easier for others—pretty equal distribution on this topic.
- Would be helpful if the cafeteria were open for a quick lunch during the summer.
- In some cases, it was difficult to serve students with Friday closures—orientation and registrar's office experienced some issues with coverage. Needed to staff offices anyway, even though the University was technically closed.

Overall, the staff feedback about the 4-day work week is positive, with few staff members not in favor of the schedule.

A summary of the feedback and actual comments will be shared with the President for her consideration.

h. The State Staff Conference will take place at KSU on October 9 and 10, 2008. Deadline for early registration price of \$65 is on Friday, September 5. After that date, the registration will cost \$75 per person.

It was acknowledged that the Staff Council recommends that interested staff members should seek funding from their department first. After a short discussion, the Staff Council agreed to fund 3 Staff Council members whose departments cannot pay the registration fee, and 6 non-Staff Council members whose departments cannot pay.

It was agreed that in order to make decisions about whom to fund (in the event that the Council receives several requests for funding), those asking for funding should submit a short statement about why they would like to attend. A small subcommittee of the

Council will then review the requests and make funding decisions. Steve, Sarah Milton, Kenneth, Chris, and Pierrette agreed to serve on the subcommittee.

Pierrette will publicize the State Staff Conference in the next issue of the Hornet's Nest, along with information about how to apply for funding.

i. A discussion about the Staff Council's involvement in campus sustainability initiatives was tabled until next meeting, due to the lack of time.

j. Lee Denim Day will take place this year on October 3. Pierrette asked if any member of Staff Council would like to volunteer to coordinate SPSU's participation in this year's event. Marilyn Shortridge suggested that Bennie Houck might be interested in coordinating the effort. Pierrette will ask Bennie if she's interested.

k. After a short discussion, it was agreed that Staff Council meetings would be scheduled regularly on the second Wednesday of the month. The next meeting is scheduled for September 10, 2008 at 9:30 am. Location to be announced.

Meeting was adjourned at 11:42 am.

Minutes submitted by Crystal McClure.

## **2008-2009 Staff Council Members**

<b>Name</b>	<b>Category Represented</b>	<b>Email</b>	<b>Extension</b>	<b>Office</b>
Pierrette Maillet ( <b>Chair</b> )	IV	<a href="mailto:pmaillet">pmaillet</a>	7702	B021
Kathy Roddy ( <b>Vice Chair</b> )	IV	<a href="mailto:kroddy">kroddy</a>	3713	J330
Bennie Sue Houck ( <b>Secretary</b> )	VI	<a href="mailto:bhouck">bhouch</a>	7264	B148
John Bauer	IV	<a href="mailto:jbauer">jbauer</a>	7334	V023
Chris Corriere	V	<a href="mailto:ccorrier">ccorrier</a>	4547	H243
Steve Hogan	IV	<a href="mailto:shogan">shogan</a>	3292	EX
Crystal McClure	VI	<a href="mailto:cmcclure">cmcclure</a>	7331	V002
Sarah Milton	VIII	<a href="mailto:smilton">smilton</a>	7353	A
Kenneth Shelton	VII	<a href="mailto:kshelto2">kshelto2</a>	7301	EV108
Marilyn Shortridge	VI	<a href="mailto:marilyn">marilyn</a>	7298	B137
Sofia Vargas	VIII	<a href="mailto:svargas">svargas</a>	7256	EP
Tara Williams	VIII	<a href="mailto:tjohns22">tjohns22</a>	7256	EP
Stephen Hamrick ( <b>Advisor</b> )		<a href="mailto:shamrick">shamrick</a>	7239	B130
Mary Phillips ( <b>Advisor</b> )		<a href="mailto:mphillip">mphillip</a>	3516	B110

