



GENERAL BODY STAFF COUNCIL MEETING

NOVEMBER 20, 2008

UC, RANGOS 3

Officers: Jennifer Cox, Chair; Joseph Pastorik, Vice-Chair; Audrey Portis, Treasurer; Lindie Droulia, Secretary; Wayne Oglesby, Past Chair

Attendees: Bailey-Day, M.; Berry, S.; Besselman, Brennan, P., Boeltz J.;, Campbell, K.; Chu, K.; Connelly, A.; Connelly, A.; Conser, E.; Dadowski, G.; Ebel, L.; Imbimbo, J.; Javorski, S.; Klein, S.; Lambrou, K.; Matthews, D.; McCarthy, M.; Mullins, K.; Oglesby, W.; Pastorik, J.; Poprocky, V.; Price, B.; Rauf, A.; Reinoehl, T.; Renduels, C.; Simeone, E.; Steave, O.; White, V. Wrobleski, M.

Barbara Smith (Guest)

Call to Order

- Jennifer called the meeting to order and introduced the Officers.
- Approval of minutes

Treasurer's Report

- Expenses for \$1006.51 Balance \$11, 351.35

Housekeeping

- Smoking committee appointments
- Jan 1st Smoking policy goes into effect. Sylvia Berry & Krista Campbell will be on the committee, asking for other participants possibly smokers.
- Ethics reporting hotline posters - did you receive yours?
- Qatar did not receive any
- Jen passed out handouts regarding ethics.
- How would the hotline effectively allow you to remain anonymous? This is a concern.
- Second vote on amendment regarding off-site representatives (ie: Qatar representation) and attendance Vote was Unanimous

Barb Smith, Classification Study Update

- Feb/March 2007. Took year 7-8-9, about 1500 positions. A bridge of support between Administrative and expanded the grade structure from 1-15, begins at 50 - 73. 24 grades were added to the new structure. Built crosswalks to

grades, more grades, growing complexity of jobs on campus, more opportunity for promotions, looking at large groupings of positions (i.e.: computing) Will continue to compare positions internally, some may not necessarily receive a promotion, may just be shifting to where they would actually belong. An outside consultant has been supporting the process. Working with departments to identify areas where we have challenges in recruiting.

- Q; Is this constantly evolving?
- A: It may be evolving as we look at the positions that are often reviewed for classifications. There is no intent to adjust downward.

- Q; basis for comparison?
- 50-57 for a local market, regional market 58-68, national after that. We look at industry, and the general market.
- How was it rolled out?
- It was rolled out during the salary review process to department heads.

- Q. Finding areas where the university was off in the salary range?
- A: Haven't find that yet

- Trying to mesh and evaluate what job descriptions belong in what grade. HR now has recruiting and diversity positions in place.

- Not a broad communication of what the structure is. If it is a change that affects staff, it was not communicated very broadly to the campus community.

Qatar update

- This year two companies for health coverage to choice from as opposed to last year. Benefit Fair was held to offer information.

Committee updates:

- Tagline contest

- Audrey is slated to start the committee by Jan 1st. Only Staff can participate. This would be a motto for Staff Council that would be reflective of Staff Councils mission statement

Communications:

- President's Address to Staff McConomy November 24, state of the university. Dr. Cohon agreed to two styles of Forum. Open Forum and State of the University.

- Newsletter call for submissions of articles, campus, regionally relevant can be submitted.

- Co-chair requested to support communications. send request to Melanie via email

Elections

- Committee members were requested In the process of trying to go online for divisional election. We have five departments across campus we need to fill. This will be offered online prior to the spring elections.

Food Drive

- Collected \$1425 in cash and 6227 tons food non-perishable - more than last year. Cans across the Cut - 429 items - down from years past. Student help with the event was down this year as well.

TYSAD

- Third Thursday on April
- Will begin meeting in January and seeking new members.

New business

- Healthy Campus 2010 update - thoughts on health and wellness on campus/what do you think is available to you?
- There is a smoking cessation in place and faculty, staff and students are eligible
- Nutritionist - is free. Student Health Services
- Staff can use Student Health for massage therapy
- CFA has a massage therapist come in house, as does PPG - Advancement
- PPG - free yoga once a week to begin soon.
- Fitness Challenge in January
- Health Solutions - Pathways to Health Seminars about Health & Wellness
- Qatar - does not have a facility

Purchasing of Chemicals on the Tartan Card.

- It may change to just one or two people who can purchase hazardous chemicals on the card or approved to order. Madelyn Miller did meet with the Procurement Card Services to discuss updated options. There will be certain guidelines and Chem. Tracker. There will be a meeting to determine everything.
- Flu clinic ends Monday
- Discussion for December meeting. We may not have a meeting in December.
- Motion and Second to Adjourn