# Staff Council Meeting Minutes Thursday, June 11, 2009 – 11:00 a.m. 206 Martin Luther King Hall

**Members Present:** Mike Downey, Mark Friedman, Ruby Stewart, Wanda Harper, Dan Sommerer, Cindy Borgwordt, Kennette Goodman, Terry Blank, Greg Dudenhoeffer, Greg Brower, Kandy Campbell, Lantie Basinger, and John Meyer

**Members Absent:** Barb Melloway, Dave Hall, Bill O'Day, Steve Rackers, Loretta Merriweather, Amy Butzer, Betty Kemna and Stacy Phillips

#### 1. Call to Order

The meeting was called to order by Mike Downey, chair

#### 2. Old Business

### Compensation Committee

Q. Is there a review of compensation on a regular basis?

A. During the compensation review and plan implementation that took place a few years ago the committee agreed to review compensation every three years. The compensation committee will do a review this fall.

Side note: There is a process that an area/department can go through to review an individual's salary. This does not involve the compensation committee.

- Q. Are across the board raises only based on COLI-Cost of Living Increases?
- A. Yes, COLI is used to determine salary increases at Lincoln University.
- Q. Is there a plan to review employees who have met time served thresholds since the phase II implementation?
- A. Not at this time. Jim noted that the committee has not met on compensation since the implementation. The plan was such a major overhaul and the committee worked tirelessly during that time and a much deserved break was taken from having major discussions on compensation.
- Q. Is there a way to improve performance evaluations?
- A. There is a tool that departments can utilize for performance evaluations. Less than approximately 50% of employees have annual appraisals submitted.
- Q. Is the committee still considering title change for department secretaries?

A. That change has not been discussed any further.

It was also noted that if your area/department has non-exempt hourly employees that works more than 40 hours in a week, that employee will receive time & half overtime pay even if that 40 hours consist of vacation, sick, or personal leave.

Position salary ranges are posted on the HR website.

The staff employee handbook rough draft went out at the beginning of June to the Vice Presidents and various staff members. Comments are due back to HR by June 16. By the fall institute there will disseminated and reviewed with staff. Cindy Borgwordt suggested that all staff should have an opportunity to review the draft document. Jim Marcantonio will leave a copy with Mick Downey and Mike will send an email to the staff listserve inviting anyone to review it. July 1 is the deadline for completion.

Cindy Borgwordt made a motion to summarize the compensation conversation and post it to the staff listserv prior to the posting of the June meeting minutes. Mark Friedman  $2^{nd}$  the motion. The motion was approved.

## Approval of the May 14, 2009 Meeting Minutes

Motion to approve the minutes was made by Ruby Stewart Motion 2<sup>nd:</sup> John Meyer The minutes were approved as submitted

#### 3. Reports

## • Mike Downey, chair

- A. The Board of Curators meeting is next week and I will give a report. Mostly I will comment on the election of officers for the Staff Council.
- B. I visited with Dr. Mahoney and she like the idea of a forum about concealed weapons. She would like to be kept informed on the progress. I will appoint an ad hoc committee to organize the forum, which will be Cindy Borgwordt-chair, Greg Dudenhoeffer, and Dan Sommerer
- C. Reminded committee chairs to send reports to Kennette Goodman.

Report filed with the secretary

#### Ruby Stewart, chair, Professional Development & Orientation Committee

- A. Contact was made with Ms. Connie Hamacher, School of Nursing, and she stated that her department could not provide CPR training or first Aid training until possibly spring 2010.
- B. Mrs. Stewart contacted Bettye Driver with Title III to possibly cover the cost of CPR/First Aid training for faculty and staff at the university during fall 2009. She

- stated that this was not possible because it would have to be through a department or the university.
- C. A benefits and tuition waiver workshop was conducted on April 22, 2009. Six staff members attended this workshop. This was the final workshop for spring 2009.
- D. Mr. Jamere Brown reported that we will not have any training this summer in Datatel. He has asked nearly everyone and there are different reasons, some people are no longer in the position they once were to conduct the training and the others are new to their position and are unfamiliar with training. However, the purchasing department said that if there are individuals that are wanting training in requisitions, we should direct them to contact purchasing and that they would help them later in the summer. Right now, they are busy with requisitions. The committee made suggestions regarding future workshops.

Suggestions were as follows: How To Do PTR's, Requisitions, Maintenance Orders, Entering courses in Datatel, and How to Handle Basic Security in the Workplace. The first workshop for fall 2009 will take place in September 2009 and it will be presented by Lincoln University Public Safety. The next meeting of the PDOC will be held on Thursday, July 16, 2009 at 11:00 A.M. and it will be held in the Page Library Study Room.

Report filed with the secretary

## Greg Dudenhoeffer, chair, Nominations & Elections Committee

- A. The committee will not meet this summer. We will take care of Kandy Campbell's position.
- Kennette Goodman, chair, Communications Committee

No report given

• Dan Sommerer, chair, Bylaws Committee

No report given

• Terry Blank, chair, Policies & Procedures Committee

No report given

• John Meyer, chair, Special Events Committee

A. Met with American Heart Association representative about the Heart Walk.

#### 4. Old Business

#### Year-end luncheon

A. Lantie Basinger, Barb Melloway, and Dan Sommerer will form the ad hoc committee for the year-end luncheon. Dan nominated Barb to be the chair.

#### • Summer Hours

A. Greg Dudenhoeffer and Stacy Phillips are the committee co-chairs and they are working on the survey questions.

#### 5. New Business

• No new business.

# **6. Closing Comments**

- A. We appreciate all of Kandy Campbell's work as the first secretary of the Staff Council and Communication Committee.
- B. RSVP by Thursday, June 18 the BBQ is Thursday, June 25 in McClung Park.
- C. Next meeting Thursday, July 16 at 11 a.m. in 206 MLK

Meeting adjourned at 12:00 p.m.

Submitted by Kennette Goodman Secretary Staff Council 7/15/09