# Staff Council Monthly Meeting Minutes Thursday, November 13, 2008 – 11:00 a.m. 206 Martin Luther King Hall

**Members Present:** Mike Downey, Mark Friedman, Wanda Harper, Dan Sommerer, Cindy Borgwordt, Kennette Herndon, Barbara Melloway, Loretta Merriweather, Terry Blank, Leslie Cross, Greg Dudenhoeffer, Greg Brower, Kandy Campbell, Stacy Phillips, Steve Rackers, and Dave Hall

Members Absent: Ruby Stewart, Bill O'Day, Mark Worthen, Becca Mickels, and John Meyer

## 1. Call to Order

The meeting was called to order by Mike Downey, chair The roll was called by Kandy Campbell, secretary

# 2. Approval of the October 9, 2008 Meeting Minutes

Motion to approve the minutes was made by Greg Dudenhoeffer Motion 2nd<sup>1</sup> Leslie Cross
The minutes were approved as submitted

# 3. Reports

# • Mike Downey, chair

I am reporting to the Board of Curators tomorrow. My report is attached. David Hall is the new Council Member replacing Clint Henry
The report from the ad hoc committee on hourly employees is complete and available.
Just a reminder, the list serve is free for anyone to voice what he or she wishes, but don't let it interfere with your job.

Report attached and filed with the secretary

Comment: When issues are discussed on the listserv, staff need more information to be able to make informed comments and suggestions.

Downey explained that from now on issues will be placed on the agenda only if they have been submitted in writing and that those submissions will be attached to the agenda when it is posted on the listserv.

# Ruby Stewart, chair, Professional Development & Orientation Committee (Reported by Kandy Campbell)

The committee has been busy planning and arranging the Staff Council's first Staff Development Workshop. We posted the event on the staff council website, public relations website and created colorful posters and placed them at various sites on campus.

The workshop was on Team Building: Together Everyone Achieves More. The following questions were answered: What is a team? Why a team? What are your leadership styles? The workshop was held November 6, 2008 in Scruggs Center Ballroom. Mrs. Cynthia Scroggins from Lincoln University's Human Resource Office was our presenter. There were 12 staff members from across the campus in attendance. There was a lot of interaction amongst the staff members. Refreshments were provided by Mr. Jamere Brown.

The dates of our next workshops are as follows:

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-January 21 Hiring Process 2P.M.-4P.M.
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- -February 18 Technology 2P.M.-4P.M.
- -March 18 Emergency Response 2P.M.-4P.M.

Thanks to those that attended the workshop. If there is a topic you want the committee to discuss, please call Ruby Stewart at ext. 5975 or email <a href="mailto:stewart@lincolnu.edu">stewart@lincolnu.edu</a>.

The PD&O committee is still developing a plan for establishing an employee mentoring program.

Our next meeting is scheduled for Tuesday, November 18, 2008 at 10 A.M.

Report filed with the secretary

# • Greg Dudenhoeffer, chair, Nominations & Elections Committee

The committee was charged with the making a recommendation to fill the representative seat vacated by Clint Henry. The chair followed the committee guidelines established for this purpose and the names were forwarded to Mike Downey. The next meeting will be called at the discretion of the NEC Chair.

# Kandy Campbell, chair, Communications Committee

The Communications Committee met on October 28.

Welcomed Sherrey Young, Marketing Specialist to the Communications Committee

Amended our guidelines to include the following:

The agenda for the Staff Council monthly meeting is set at the Executive Committee meeting held one week prior. In compliance with Bylaw 2.70.1, only new business submitted in writing will be considered. When the agenda is posted on the staff listsery the written submissions for new business will be included.

We discussed using the LU Blog as a vehicle for staff to share ideas and opinions on issues. The Committee agreed to research this option: 1) Can the LU Blog be set-up on the new website? 2) Can it be set-up for ease of access and use?

SC profiles and photos were requested of all representatives two months ago. To date I have received 5. The Committee agreed we would try again to get the profile information and I have the forms with me today and would appreciate it if you would complete the form and return it to me ASAP.

Kennette Herndon is currently working to ensure we have staff members in the residence halls signed-up on the listserv. Specifically we are asking the desk managers to sign-up and post listserv announcements for the night watchmen in their dorms.

Our committee was encouraged to attend the Team Building Workshop sponsored by our own PDOC on Nov. 6. Sherrey Young and I attended the workshop which was facilitated by Ms. Cynthia Scroggins. Ms. Scroggins did an excellent job of presenting ideas that challenged and encouraged participants to think about their role and responsibility as team members.

We are scheduled to meet again on November 25 at 2 pm in 117 Stamper Hall

Report filed with the secretary

# Mark Worthen, chair, Bylaws Committee No report given

# Terry Blank, chair, Policies & Procedures Committee

Below are the activities of the Policies and Procedures standing committee of the Lincoln University Staff Council.

- 1. The committee has not met since July 30.
- 2. We are close to finalizing the draft of guidelines for our committee. This business has been conducted through e-mail correspondence.
- 3. We have received committee guidelines from the three standing committees of the Staff Council and are awaiting reports from the remaining two.
- 4. As of 11/10/08, no meeting is tentatively scheduled for the Policies and Procedures committee. However, a meeting will be scheduled if warranted.

Report filed with the secretary

# Becca Mickels, chair, Special Events Committee (Reported by Mike Downey)

Becca Mickels submitted the following report:

- The Staff Council won first place in the Decorated Vehicle category of the Homecoming Parade. The trophy and historic photos are currently displayed in one of the glass cases on the second floor of Young Hall. If anyone has good photos of the float and riders, the SEC would like to add those to the display.
- 2. The Special Events Committee met on October 21 to close out the fundraisers. The Staff Council earned \$94.61 from PartyLite and \$23.78 from Homemade Gourmet for a total of \$118.39. The SEC needs to work with the Vice Chair to deposit the funds into an account.
- 3. The SEC met on November 5 to discuss upcoming activities. A new "Photos of the Month" feature was announced earlier this week on the staff listserv. The SEC encourages all staff to submit a photo to share.
- 4. The SEC decided not to enter the Jefferson City Christmas Parade this year due to timing and scheduling conflicts. Instead, the committee will sponsor a holiday decorating contest for staff. Details will be announced next week on the staff listserv. The SEC also received a suggestion regarding a Christmas caroling event on campus. Anyone willing to participate in such an event should contact Becca Mickels.
- 5. The SEC encourages input and suggestions from all staff.

Report filed with the secretary

# 4. Old Business

# • Pay schedule ad hoc committee report: Annette Driver

Ms. Driver was unable to attend but supplied copies of the survey results, which were distributed to all present.

**MOTION:** Cindy Borgwordt made a motion that the survey results be posted on the staff listserv for review and comments.

2<sup>nd</sup>: Mark Friedman

**DISCUSSION**: There were questions/suggestions regarding possible solutions to the problem for newly hired hourly employees who have to wait up to six weeks for a paycheck.

Jim Marcantonio shared the following information relative to the University's current payroll schedule, the process, and results of a recent MCUPA survey on the same subject.

LU currently has 3 payroll cycles

- End of Month for monthly salaried and adjunct faculty-approximately 400 regular and 30 adjuncts
- Mid Month for hourly wage workers –approximately 50 and casuals (requires timesheet submittal)
- Mid Month for student employment-approximately 300 (requires timesheet submittal)

Direct Deposit might become required as a regular mode of operation. It would help be cost effect in saving mailing cost and also could post check stub information on a person's web advisor.

The LU payroll system is set up in Colleague, the Datatel Administrative System. There are lots of codes that go into setting up a person and position in the payroll system. You just can't easily do a type of payroll transaction not set up on the established schedule. You can't operate by the EXCEPTION but by the established rule procedure.

Also the processing of checks is just one aspect of payroll, the reconciling and paying of benefits off the payroll register is also very time consuming and detailed.

A recent survey of Missouri private and public universities and colleges thru MCUPA list serve-indicated that some schools have only monthly payroll cycles, some have twice a month, but the predominant payroll cycle is monthly for salaried and twice a month for hourly pay. If LU was to make any type of change, it would be best for (opinion) hourly payroll to be done bi-weekly.

The Payroll Office and Human Resources would require time to consider implementing such a change, with testing etc. The soonest time consideration would be next fiscal year.

**ADDENDUM TO THE MOTION:** Terry Blank suggested that a time frame of two weeks be added to motion for the listserv discussion. Cindy Borgwordt agreed and Mark Friedman 2<sup>nd</sup> the addendum.

# **MOTION APPROVED**

There was discussion and questions as to what the next step should be (after the 2 week listserv discussion) regarding this issue.

**MOTION:** Greg Dudenhoeffer suggested that the Policy and Procedures Committee take the results of the survey and listserv discussion and prepare a summary and recommendation for the Council to consider.

2<sup>nd</sup>: Leslie Cross

#### **MOTION APPROVED**

# Employee withdrawal process ad hoc committee report: Barb Melloway

The following members of the Employee Withdrawal Ad hoc Committee met on 10/30/08: Barb Melloway (chair), Tamala Norfus, and Greg Brower.

Tamala reported that the withdraw letter is created in Human Resources after receiving information that the employee is leaving. Than it goes to the payroll office and payroll sends it down to the cashier's office.

The Employee Withdrawal Notice paperwork has recently been streamlined to reduce the number of signatures that an employee needs to get. Greg Brower recognized a couple of areas that might need to be added to list of signatures.

A ray of hope is a new document imaging system that is being purchased by the University, and Human Resources will be the first to have it installed and hopefully they will be working with this system within a few months. This system will help in areas where hard copy paperwork is used within the University. The imaging system should also help with the employee withdrawal method by cutting down on the number of signatures needed and make the process easier. The employee will still have to get some signatures from key people.

The committee will meet again when the system has been implemented.

COMMENTS: Jim Marcantoni explained that the document imaging system is designed to assist in imaging, archiving, and workflow. The process can be done electronically and possibly within the next year this could be in full implementation in all areas of the University.

## 5. New Business

# Medical emergency response procedures proposal

Comments on the proposal:

It has been a mandate of President Mahoney that all departments have an Emergency Response Plan in place and all University employees should have a copy of their departments plan.

Some departments already provide Red Cross Emergency training for their staff.

The proposal specifies frontline employees, but this is a University wide issue and should include all University employees.

**MOTION:** Kandy Campbell made a motion that the proposal be submitted to the PDOC for review, further research, and return to the Council with a recommendation.  $2^{ND}$  Terry Blank

# **MOTION APPROVED**

# Bylaws revisions

- A. Section 2.75.1 concerning the number of people serving on committees: change wording from "six members" to "four to six members."
- B. Section 2.75.1 concerning Committee Chairs, Membership, and Terms of Service: change "staggering terms" to "staggered terms."

Downey asked that in the interest of time and the absence of Mark Worthen that last item for new business (Bylaw revisions) be moved to the December meeting. All approved

Cindy Borwordt moved that the meeting be adjourned. 2<sup>nd</sup> Barb Melloway

Meeting adjourned at 12:10 pm

Submitted by Kandy Campbell Secretary Staff Council 11/17/08 approved 2/12/09