Staff Senate Executive Committee Meeting
Minutes
May 11, 2001


II. **Minutes** - Motion by Linda Beall and duly seconded that the minutes of the April 20 meeting Executive Committee meeting be approved as distributed. Motion carried.

III. **Chairs Report** - Linda Abresch
A. Contacted Kevin Mann in Physical Plant to inquire about computers (to provide access to e-mail) for maintenance staff. Mann responded that work is nearly completed on a computer station in hall of Physical Plant building. This will provide a second computer for staff in that building.
B. Last 2 President’s Advisory Team meetings for the year have been canceled.
C. Jane Dané made presentation on proposed enrollment growth at May 1 Forum meeting. The Enrollment Management Group is proposing a growth in FTEs of 20% over the next 10 years. SSU is at 5477 FTE now, and the proposal would take the University to 6500 FTE in 10 years.
D. Candidates for VP for University Advancement, Special Assistant to the President for Diversity Issues/Affirmative Action and Assistant Director of Student Activities are currently on campus.

IV. **Reports of Standing Committees** -
A. **Membership & Elections Committee** - Ross Leisten
   - Nomination forms will be distributed to each campus group which must elect a new senator to replace a senator rotating off Executive Committee. Announcement will be made prior to July 1.
B. **Compensation & Benefits Committee** - Vicky Adeniran
   1. **Contingents and Grants employees grievance procedures** - Linda Beall will research further
   2. Dr. Peggy Bibbo’s memo dated 2/9/01, titled, Contingent Employment Policies #1 “All Contingent II employees hired are to be awarded benefits consistent with the standard/minimum set of benefits outlined in the attached guidelines. (Contingent II employees hired under grants are eligible for benefits only if specified in the employment contract and the grant/contract approval)”

   The committee recommends that grants and contingent II employees be allowed to follow the same grievance procedures for associate staff and classified personnel.
3. The Oasis Dining recommendation from a staff member has been shelved pending the findings and recommendations from David Porter, Associates.

4. The following recommendations were made to UDS:
   a. Potato cooker at the carts
   b. More sandwich variety
   c. Meal plans that can be purchased by staff and faculty

C. **Staff Development & Training** - John Shortt
   1. Multiple choice questionnaire regarding training needs for campus diversity.
   2. Donna Test will contact Dr. Ellen Zinner regarding status of employee picnic.

V. **CUSS Report** - Tammy Trivits

VI. **Priorities** - Linda Abresch
The following priorities list was compiled from all standing committees of the Staff Senate. Executive Committee members are asked to review and bring recommendations to next meeting.

1. **Training** - Mandatory Diversity Training for all staff. [Prior to beginning the training, however, we feel that an assessment survey of diversity training needs should be conducted. As this is also the university's top priority this will be a wonderful opportunity to meet the needs of all concerned.]
   a. Mandatory supervisory training for all staff who have supervisory roles.
   b. Develop an Orientation training for new employees.
   c. Provide additional work-place safety training.
   d. Safety inspections and training.

2. Review the PMP form to make it more relevant to staff in Physical Plant and Dining Services among others. Inclusion of non-subjective data in PMP evaluation, i.e. attendance.

3. **Standardization** - A clear and concise set of work rules and consequences;
   Creation and maintenance of a user friendly Operations Manual. It is very important that the manual be routinely updated with new pertinent information and is in a practical and usable format including illustrations and blank forms. All we have now is a folder full of e-mails.
   Suggestions for inclusion: Human Resources Policies and Procedures; Hiring Procedures; Benefits Listing and User Information; Up to date Tuition Remission information; Information on shared governance and employee communication; Purchasing Polices and Procedures; Finance Office/Cashier Policies and Procedures; University Cash Handling Policy and Procedure; All other information relating to use of university property, etc.

4. **Day Care facility**

Motion by Mary Luke and duly seconded that the Staff Senate recommend that the reporting line for the new director of Human Resources be changed from Vice President of Administration and Finance. Motion defeated (5 in favor, 6 against).
This recommendation was made previously by the SAC and the Enterprise Development Group. The Staff Senate will revisit the reporting line issue after the vacate administrators positions are filled.

VII. **Internal policy for emergency conditions**
Proposed policy from HR re compensating nonexempt essential employees during emergency conditions was distributed. Recommendations are to be sent to Chair.

VIII. **Contingent Conversion Plan** - Linda Abresch
Memo dated April 30, 2001 to President Dudley-Eshbach recommends:
1. First preference to those contingent II employees working 12-month or 10-month contracts and 40 hours per week.
2. Second preference to those contingent II employees working 20 hours or more per week, and pro rate their years of service based on the ratio of their weekly work hours to a 40-hour work week.
3. Also, recommendation that the confusion about whether an employee should be contingent I or II be addressed before the eligibility list is created.
4. What would happen if an employee was recommended for a PIN line, but declined?

IX. **Transition Issues** - Linda Abresch
1. Standing committees are asked to compile list of issues pending review.
2. Each new senator will receive copies of Staff Senate Bylaws, Roberts Rules of Order. Copies of minutes from past year are on the SSU Web site.

X. **Shared Governance/collective bargaining** - Linda Abresch
1. Distributed memo to Roy Ross (CUSS) from Dr. Langenberg dated April 23 regarding relationship with CUSS and collective bargaining.
2. For summary of collective bargaining issue and highlights of collective bargaining click on USM Web site.
3. Copies of information from USM Web site will be distributed to employees in of UDS and Physical Plant.

XI. **New timekeeping procedures** - Linda Abresch
1. Issue raised by staff member regarding maintenance shift work and time clock procedures. Linda Abresch will discuss issue with Kevin Mann. Question will be referred to standing committee in fall.

XII. **Recommendations to Forum Committees** -
Motion by Mary Luke and duly seconded that cost of parking permits be prorated on quarterly basis if employee must obtain new permit or if old one is lost or stolen. Motion carried unanimously.
Linda will prepare a memo to proper administrator.

Meeting adjourned at 10 a.m.