

Staff Council Minutes

April 7, 1999.

MEMBERS PRESENT

Bob Stoller, Sue Peek, Dorothy Hedman, Stephanie Teeselink, Betty Fischer, Mary Beth Bero, Mary Allen, Annita Huff, Rich Robbins, and Marj Murray.

The minutes of the March meeting were corrected with the date changed to March 3 instead of March 2 in the first paragraph.

Dorothy Hedman moved, seconded by Betty Fischer, that the minutes from the March 3 meeting be approved as corrected. Motion carried.

RECOGNITION CEREMONY

Sealed envelopes were sent to nominators along with two other forms to be prepared by two other people and returned to Vickie Chaffee before noon on Monday, April 12. The nominee is also provided a form to fill out if they wish to provide the Committee with more information. The Selection Committee will meet April 12 to determine the finalists. There has been good response.

The Committee will make Revisions to the Evaluation Form that will be given out at the program. On the front will be a short narrative of how the selection process was done this year. On the back will be an evaluation of the Program and/or Selection Process. Nominations were late because Personnel had to verify years of service first. Betty notified us the cutoff date is January 1 for years of service. This might need to be put on the forms next year or possibly change the date. The Staff Council is pleased to be a part of this process and have input into making many of the changes requested by the staff survey and want to recognize the great job the Committee has done. We are looking forward to feedback after the ceremony. Annita Huff suggested that we have a follow up with our people to let them know that we didn't just start this and then let it drop.

It was noted from Pres. Farley's visit with us on March 3, 1999, that he wanted from this Committee the why of things instead of how and deal more with conceptual issues.

Annita Huff reminded us about honoring our Student Workers who are a lifesaver to the University. Dottie Fisher is arranging a Student Worker Appreciation Day. There will be free buttons and an ad in the Review and each department can determine what they think is appropriate to do to honor their worker such as a card, lunch, etc.

NEW BUSINESS

Bob Stoller inquired about what projects we should pursue next.

It was noted a Survey was mailed campus wide from the Personnel Committee, a Subcommittee of the University Council, on Tuition Benefits for family members. This issue would come under the Benefits Committee which we are very interested in being formed. We can then come up with ideas and funnel it to our representatives on this Committee.

Annita Huff suggested we needed signs on campus naming the buildings to make it easier for visitors. Betty Fischer brought up she thought this came under the Campus Beautification Committee. The choice for signs were ones like KTWU and Bradbury Thompson Center but the cost might be too prohibitive to do this campus wide. Bob Stoller suggested a map similar to malls showing you "You are Here" with directions on campus. It was agreed this was a good idea. Bob said when Dr. Farley raised the money at the annual giving he stated he wanted to do something for the campus and maybe some funds from this could be used for the signs.

Rich Robbins suggested a Staff Development Program to enable us to learn additional skills. This would be similar to the Faculty Development Program but would have to be agreed to by supervisors. Marilyn Koelliker from CLASS has some interesting programs available. Marj Murray inquired if anything from the survey sheets can be incorporated into this Staff Development.

Annita Huff asked to know if meetings would continue through the summer and it was decided they would since we need to get ready for elections of 8 new positions on the Staff Council.

Betty Fischer asked if we could be notified of new employees who fall under our representation. Possibly Personnel could keep a master list and notify us. Bob Stoller said he will consult with Deb Birney and get her opinions.

Karen Simpson sent an e-mail to all the alternates of Staff Council which Bob read to us.

- It questioned counting both part-time, full-time, and interrupted service together. It was suggested it would require Personnel to keep two sets of records. Bob will get input from Deb Birney.
- Complaints that the buildings are too cold or too hot. Call physical plant and let them know about the problem. Depending on the building and time of year they can often help.
- See staff get a half day off for their birthday. Some employers give a whole day or a floating holiday. With the holiday closing it was thought this unthinkable at this time.
- A suggestion was made that Admission Ambassadors wear a badge while giving campus tours. All agreed with this suggestion.

Sue suggested we encourage all employees to attend the Employee Recognition Program. The University is closed from 12:15 to 1:45 to allow for participation.

Sometimes after the Employee Recognition Ceremony and before the next meeting Bob Stoller will ask to meet with Dr. Farley and inquire again on the status of the Benefits Committee and will report his findings at the next meeting.

There being no further business Annita Huff moved to adjourn at 4 p.m.

Respectfully submitted,
Vickie Chaffee (prepared by Mary Beth Bero)
Secretary