

Staff Association Minutes

August 9, 2017, 3:00pm

Spratt 109

Senators Present: Jackie Burns, Derek Evans, Amy Foley, Carol Hare, Barb Harris, Kathy Kelly, Eric Kramer, Christina Lund, Fred Nesslage, Jessica Poet, Hawley Rumpf, Tara Stoll,

Senators Absent: Jessica Frogge, Lisa May, Louise Mills, Jena Williams

Staff: Kelly Sloan

Invited Guests: Dr. Vartabedian, Dr. Daffron

Dr. Vartabedian Report:

- Congrats to Amy Foley and best of luck in your new venture. Your last day is August 16 – the same day the Chiefs leave
- Budget concerns: good news/bad news
 - Bad news: The Governor has declared a 2.5% additional withholding, bringing the total cut to 9%, translates to a \$2.1 million cut in appropriations – with the new Governor, it is unsure if this is going to be a tendency with him or if he's just trying to make up for the deficit at this point
 - Most of the University's savings are coming through attrition in the academic areas, not filling positions or filling positions at lower salary levels.
 - Other savings are coming from suspending programs (such as the debate team and Western Playhouse), putting on hold certain expenditures (such as Walter Cronkite memorial) and cuts across the board of Operating Budgets.
 - Good news: Have not had to dip into the \$7 million in reserves – this may change in the future
 - Some of these cuts are being offset with an increase of incoming freshman and housing contracts – almost a 15% increase for both – these won't offset all the cuts, but is leading the University in a positive direction

Question: Barb Harris: Is there going to be an analysis of new students and what drew them to us?

Answer: Dr. Vartabedian: I would guess that it is heavy reliance on social media connections, which we haven't utilized in the past. Also introducing our 6 new athletic programs.

Answer: Dr. Daffron: We do have a lot of data we've not had before, both from our students who end up enrolling here and from students who don't. Through the many communications we have now, we can get information starting with the initial contact to when the students take an action, or don't.

Question: Amy Foley: Is there going to be an assessment of how the Fridays off in June went?

Answer: Dr. Vartabedian: Two pieces in this puzzle: Energy savings and how employees felt. Comparing our energy use this year to last, everything indicates we saved more than we thought we would. I have heard from many employees that they liked it, but perhaps we will do an informal survey. Still waiting for final results for energy savings.

Answer: Carol Hare: Jerry Gentry is trying to do an analysis on how well we did. We do have Schneider Electric this year, which would make us more energy efficient anyway, but even with that, we've done considerably better than anticipated.

Question: Jackie Burns: How can you do a fair comparison if Schneider was implemented last year? How can you distinguish between how much we saved with Schneider and how much we saved with Fridays off?

Answer: Dr. Daffron: They know how much they use per square foot over time. It is an estimation, but they feel like they can estimate pretty closely.

Question: Jackie Burns: But staff will be able to put in input and concerns?

Answer: Dr. Vartabedian: Of course. And people may have thoughts about it now that they didn't have when they were happening.

Jackie Burns: It would be interesting to see what the productivity level is, working 9/9.5 hours.

Dr. Daffron: There are so few classes offered on campus now, during the summer. Some buildings only have a handful of people. It makes you wonder if you couldn't do something building by building? A lot of our work is electronic, could we pick up our computers and join together so we were using fewer buildings?

Dr. Vartabedian: If you would please, tally people here after we leave, for their positive and negative feedback.

Dr. Daffron Report:

- Enrollment is critical. As the state budget decreases dramatically, we are going to have to think and act more like private institutions. Customer service is important, to our colleagues and our students. It is important to think through frustrations or the things that would make people walk away from us. What is it that helps us and our students be successful? Retention is a big part of enrollment management. Retention does not mean we make things easier, but we want them to learn, to be successful and to be well-prepared when they leave us. But we need to think through what supports make sense and are we working smart?

Derek Evans: We are doing a lot of pre-enrolling in Student Success. It's really great that there are a lot of full classes, but full classes is making it difficult to continue enrolling incoming albeit late students. For example, all the developmental English and Math classes are full and we have a registration day tomorrow. Students coming late are having trouble getting in classes.

Dr. Daffron: You guys are the ones who know this, we really appreciate information from you on this. When we find out, the Deans work with the Chairs to add new sections or open up more seats, whatever is appropriate. This is a good problem to have but we need to be able to get students in to the classes they need. But we also don't want to offer sections with minimal students in them.

Old Business

Amy Foley: We need to approve the May minutes.

Barb Harris: I move to approve the May minutes.

Hawley Rumpf: Second.

Amy Foley: We need to elect a new president.

Barb Harris: Per the Bylaws, the 1st Vice President would assume the President's duties in the absence of the President and would do so as the result of an election. Due to demands at the office and elsewhere, I will not be able to devote the amount of time necessary to be effective in the role, and believe that would be unfair to the Association as a whole. I will be able stay on in the role of 1st Vice President, if all members are comfortable with that idea. If no other Senators are able to take the role of President, I will do it, but will have to share many of the duties with the other officers.

Jackie Burns: How many people did we have running for Senator, someone will have to take Amy's spot as Senator. There should be an election held for the executive position. [[Constitution Article IV, Section 4](#)]

Christina Lund: I ran the Senator election, there were two other people who ran who did not get a Senator spot. The person to take Amy's spot as Senator is Andrea Collins-Keller, she is exempt.

Amy Foley: So that takes care of my position of Senator. Now what do we do for President?

Carol Hare: The bylaws does directly address the Executive Committee, they are correct that an election should be held. [[Bylaws Section II](#)]

Christina Lund: The next meeting is September 13th. We don't have all Senators present, so we should open it up to all Senate and we do have time to elect them and get them prepped for the next meeting. Even though Amy will be gone by then, any time the President is absent, Barb can step into that role.

Kathy Kelly: If the 1st Vice-President doesn't take it, does it go to the 2nd Vice-President?

Jackie Burns: The bylaws do not say that, we probably need to talk about that. What do we do if no one wants to be President?

Kathy Kelly: I will do it if it is the last resort.

Carol Hare: I nominate Kathy Kelly as President.

Hawley Rumpf: Second.

Fred Nesslage: I will throw my name out there as well.

Amy Foley: I will send out an email to the whole Senate for an e-vote for President.

*Kathy Kelly and Fred Nesslage are the two nominations for the position of President.

Valuing People AQIP Committee Update – Fred Nesslage – No report

C-3 Committee Update – Carol Hare and Kathy Kelly

- This committee meets fairly regularly and they are very long meetings. A lot of positions are being looked at for reclassification purposes. This committee is going to be on high alert and more active because of a new initiative from the Governor called Spans and Layers. We are looking at supervisors and determining how it was decided that they are in a supervisory role, and who are they supervising. We have BAND guidelines that is helping us determine those positions. We are literally looking at job descriptions and going word by word. It will be a very intense, time-consuming, on-going project for awhile. Round one is due September 8th.

Question: Jackie Burns: Aren't these job descriptions created by whoever is the head of the department at the time? HR doesn't do anything with them, is that why there is no consistency on how they are written?

Kathy Kelly: Correct, I think [HR] should, because there is no consistency.

Carol Hare: And that is why we will probably be looking at every position, putting to scrutiny every position. It will be a long process.

Question: Barb Harris: So is this part of [the Governors] initiative of "trimming the fat" and cutting back?

Carol Hare: Yes.

Question: Hawley Rumpf: How do you know, when looking at a position, that the position does what the description says?

Carol Hare: That's where you rely on the Vice President of that area to say what it is doing, or the evaluations on that position.

Kathy Kelly: Some of these jobs we're going to know about and know that they don't match the description but there are others we aren't going to know anything about.

Jackie Burns: Its almost like we need to do self evaluations for what we do in our position.

Question: Tara Stoll: Are those [self evaluations] going to be taken into consideration?

Answer: Carol Hare: Yes. When none of us know what that position is about, we have to rely on the people in that department who are writing that job description.

Question: Christina Lund: On our yearly evaluations with our supervisors, there is a spot on the evaluation where we can mark whether or not our role matches our job description. How does that correspond with what you are doing on this committee?

Answer: Kathy Kelly: When this system was created, all jobs at that level were lumped together, regardless of what each person in their role was doing. Currently, one person at that level could be doing a ton more work then someone else, but they are both considered at the same level, with no rhyme or reason to it. But some of the duties that warrant the higher levels are the same duties we're doing at the lower levels.

Carol Hare: Its very inconsistent.

Kathy Kelly: Its about time someone looks at this.

Carol Hare: That is the intent with the request, how did you cover your budget deficit? What did you do? And now they are asking, where are you at on your administration? We're going to do the spans and layers, and we're going to start at the top. Who supervisors who and what areas are they covering? How did you determine this was a supervisory role? And we're just going to look at them one by one.

Question: Hawley Rumpf: Why should we be confident in what you're changing?

Answer: Carol Hare: For one we have the documentation to back us up and we have the nationwide guidelines. The requests are being made of all institutions of higher education state wide. We have a great committee reviewing and I will try to have a little update on this at every meeting.

Question: Barb Harris: Any idea on when we will see operating budget on our reports?

Answer: Carol Hare: No idea.

Hawley Rumpf: Last year we didn't get those numbers until almost Christmas. We won't get to use any of the carry-over money. To figure your budget, take 3% off of last year's budget.

Carol Hare: No more cuts at this time.

Committee Reports

Amy Foley: We need to get our committees up and going.

Barb Harris: I have emails out today to people who were on specific committees last year. Will send out formal general call emails tomorrow to all staff about committees.

Welcome Committee – Jackie Burns

- In June we welcomed Jill Voltmer, University Police Department and Steve Lawson in Physical Plant. This month we welcomed Colette Weipert, Library and Anne Roberts, Student Development.

President's Report – Dr. Amy Foley

- Board of Governors meets Aug 24.
- Been getting emails from GAC about changes, needs further discussion

First Vice President's Report – Barb Harris

- Budget Report - \$44.88 leftover from last year

Question: Tara Stoll: Do we have our constituency lists figured out?

Answer: Barb Harris: In the middle of figuring that out now. Need to make sure they include the new people that just got hired.

Other Business/Open Discussion

Carol Hare: Dr. Vartabedian suggested we poll this group and see how they felt about the Fridays off.

Poll Results: 8 people voted, 4 people liked having the Fridays off, 4 people did not.

Hawley Rumpf: Motion to adjourn

Barb Harris: Second.

Meeting adjourned 4:15 pm.

Submitted by Jessica R. Poet 10 August 2017.

Mark your calendars: Next meeting will be **Wednesday, September 13 at 3:00pm** in Junior College Room (Blum 234)