

College of Humanities and Sciences Staff Council Meeting
Tuesday, September 19, 2017
11-12:30pm
Hibbs Hall, 308
MINUTES

Meeting called to order at 11:03am by President, Will Moran meeting Concluded at 11:58am

Members Present: Dae Newman, Monique Morton, Ron Lloyd, Michelle Carpenter, Patrick Hurley, Corey Martin, Will Moran, Ginny Schmitz, Cyndi Finefrock, Kathleen Murphy

Guests in Attendance: Montse Fuentes- Dean of College of Humanities and Sciences

- I. Remarks from Executive Committee
 - A. Will informed us of the departure of staff council members: Lucy Hudson and our vice president, Amie Knapp.
 - B. Minutes were decided to be put on hold until final edits could be made
 - C. Cyndi informed staff council that Dean Fuentes granted the council a budget of 2,500 for the 2017-2018 year
- II. We had Dean Fuentes as our guest. She is very supportive of what the council is doing and the growth the council has accomplished. She would like our input on working with faculty council on initiatives, concerns, etc. Faculty Council is working on bylaws and will revise to have staff council more involved. Dean Fuentes is willing to help us by listening to our voice as a staff whole.

She addressed the concerns of staff with staff positions becoming open (staff leaving) and those positions not being filled. She stated that the same position may not be filled but instead the duties are being filled by a different title. This allows the department to grow and advance, not just maintain by just replacing the same title/position.

Dean Fuentes is also aware of the challenges we face not having a Director of HR. She assured us that the position would be filled soon, likely in the next 2-3 weeks

The Dean also spoke of the redesign of HR. She talked about how the staff will be receiving clear titles and duties. She would like this information to be very transparent. This should help ensure that staff doing the same duties will be similar in salary. This will also help employees have a clear idea for steps to advancement. This should take place by January 1, 2018. Dean Fuentes also wanted the staff council to choose a way that we would feel comfortable voicing our concerns as staff to her.

- III. Staff Council Business
 - A. The staff council agreed that we feel most comfortable voicing our concerns (or concerns that other staff bring to us) through our president, Will. Will can then take those concerns to the dean or associate dean.

- B. Staff council agreed that Will would email the council and ask for volunteers to replace Amie's position as vice president. If more than one volunteers is received, the executive committee will vote.
- C. The staff council agreed that we will take a picture at our next meeting to be used for the staff council flyer.
- D. Our pilot program seems to still be gaining approval. It was even announced at the last chair meeting.
- E. There seems to be confusing facts when it comes to retention offers. Some staff are told that it is a known fact that staff can be kept if they receive another job offer with a 10% retention raise. While other staff have been told by Don Young that it is not true. It is agreed that it would be nice to have clarification on this.
- F. Staff evaluations are due! Make sure your boss has completed your evaluation. You are able to evaluate yourself, if you would like to.
- G. Don Young will continue sitting in on our meetings when schedule allows.

IV. New Business

- A. Staff stated that our website is not up to date.
- B. Are we going to start a Facebook page?