

Staff Forum Minutes

February 16, 2000

University Outreach Center

9-11am

Present: Traci Haskett, Peggy Eidson, Lynda McNeely, Debbie Allison, Keith Stiles, Lorri Allison, Chuck Wooten, Daniel L. Barrier, John Ritchie, Bob Orr, Mike Duke, Pryde Farmer, Lisa Scruggs, John Surber, Tom Frazier, Barbara Parris, Linda Sutton, Clifton Fisher, Dennis Benson, Kathy Wong, Judy Dowell.

Absent: Marvin Wilkes

Guest: Carolyn Parris, Roger Turk

Welcome: Bob welcomed our newest member Keith Stiles from University Planning.

At the beginning of the meeting, Bob Orr suggested that talking about issues that are sensitive and very important that we choose our words careful and realize that our words carry a lot of weight, the Staff Forum carries a lot of weight and people do listen to what we have to say. So let's keep in mind our global perspective and openly discuss these issues and would like to ask that everyone participant in these discussions.

Minutes: The January minutes were approved.

Information Items: Staff Forum Information Series will be March 7, 2pm at Hoey Auditorium with Dr. Richard Collings, Vice-Chancellor Academic Affairs will be presenting.

Debbie, Public Information wants to do a future article on the Staff Forum and wants to meet. Volunteers from each category to meet will be John Surber, Chuck Wooten, Tom Frazier, Barbara Parris, Daniel Barrier, Pryde Farmer.

Facilities Use Task Force is being organized by Dr. Bardo, because we do not have a policy in force for govern the use of buildings and has asked for a representative from the Staff Forum to represent and Keith Stiles volunteered to be the representative.

Old Business: Lynda McNeely reported that the Staff Handbook sub-committee met and has put together a table of contents. There is a survey being drafted to get input from staff members on campus for the handbook. Bob asked that Keith Stiles look for the Executive Memorandum on the policies for surveys to be handed out for the forum. The survey should be approved by the committee and then presented to the Staff Forum for approval and distribution.

Barbara Parris passed out a list of buildings for members to sign up. Tom Frazier brought a demo of what could be placed on the bulletin board in each building. Bob reminded everyone that if any of the buildings do not have a bulletin board available to please contact him. There were some changes that were suggested on the demo as to what needs to be on the board. Bob also suggested that everyone speak with the building coordinator so that they will be aware of what the Staff Forum is doing and also be sure

and talk with the coordinator about the location in the buildings.

Barbara also ask for any volunteers that would like to serve on the Public Relations Committee that she is accepting membership. She also announced that Randal Holcombe, Public Information, a non-staff forum member, has agreed to serve on the committee.

John Ritchie handed out a draft staff survey to all members. Everyone agreed with the topics on the survey. The demographics section was changed per discussion. Bob made a point that after all the data is collected, that the Staff Forum needs to definitely act on it. The computer center and the faculty center are both ready to act on the information from the technology standpoint.

The Staff Forum approved for a new item be placed under old business regarding a salary and benefits study.

John Ritchie handed out information regarding salary information from the Salary and Benefits sub-committee. The sub-committee would like to thank Kathy Wong and her department for the information that was gathered and all their hard work. There was a suggestion made for the Chair and Vice-Chair to meet with Dr. Carter before a proposal is sent to Dr. Bardo. John asked for proposal suggestions to be presented at the next staff forum meeting. It was also suggested that the Staff Forum needs to look at the data collected statewide rather than peer institutions. Kathy stated that her department did have that information available. A decision needs to be made how this information needs to be available; although it is public information it is also very sensitive information. More discussion needs to be brought to the next meeting on this issue. Rich Kurcharski will be notified as to legal restriction of publishing this information.

New Business:

John Ritchie gave an updated report on the Staff Forum Committees. Bob challenged each committee to get more people involvement, by seeking membership from the at-large community. Bob agreed to talk with the Senior Administration and endorse employees to serve on Staff Forum committees.

Bob asked the governance committee to look at the by-laws regarding the At-Large UAC membership role in the Staff Forum.

It was also brought to the Staff Forum the concern about the Fourth of July holiday, the concern was the most shared commonality of among all our members of the university community is that we are American citizens, so therefore he would like to celebrate that holiday on that day. Dr. Dowell agreed to check with the University calendar committee and give the information to the SF Environment/Resources Committee.

John Ritchie reported on the Ropes Course being endorsed by the University for team building for Administration, Staff, Faculty and Students. A motion was made, seconded and passed for SF to support the Ropes Course and propose a statement of endorsement from the SF. SS0002RE

Bob presented goals and objectives of the SF, changes were suggested. Bob will present them to Chancellor Bardo.

Bob presented to the SF members the question of whether to request General Administration to do a survey based nationwide on salaries. Conversation will continue at the next meeting with a representative from SEANC.

Dr. Judy Dowell made an announcement from Dr. Bardo that there were discussions going on regarding the infirmity service for employees and that discussion is still ongoing.

The next SF Executive committee meeting is March 15, 10:00am at Hunter Library Conference Room 240. The next SF meeting is Wednesday, March 22, 9-11am in Room 143 University Outreach Center.

Adjournment: 11:05am