

STAFF COUNCIL
MINUTES
FEBRUARY 11, 2008
3:00 PM

Present: Debbie Allen
Robert Castleberry
Karen Cochran
Stephanie Cooper
Paul Cross
Todd Essary
Betty Smith
Bob Vavricka

Absent: Bert Miller

Guests: Dr. Richard Rafes, Leslie Martin, and Sheila Todd

1. The meeting was called to order at 3:00 pm by Bob Vavricka, President.
2. Approval of Minutes/Budget

December 10, 2007 minutes were approved earlier by email and already placed on the Staff Council Web Page. Betty Smith provided hard copies to all staff council members. Betty also provided a copy of the latest budget report.

3. Unfinished Business

Bob Vavricka stated that he found out that our new ECU pins had not been ordered. He also stated that the bookstore was selling similar pins. It was decided that the Council would go ahead and order the pins and sell them for the same price as the logo pins. Betty Smith will count the number of old pins still available and provide Bob with that number.

4. Dr. Richard Rafes, President – Staff evaluation progress and campus update

Dr. Richard Rafes, President, asked Leslie Martin, Human Resources Director, to attend the meeting to update the Council on the status of the staff evaluation process. Ms. Martin stated the evaluation process would be no different from last year. Two revisions of the evaluation form had gone through the Executive Committee. She is working on draft 3 this week and it will be submitted to Dr. Steve Turner by Friday of this week to take to the Executive Committee. Her office had been focused on the Staff Pay Program, with the assistance of a consultant. There will be a final evaluation instrument ready for implementation in March. The pay program and evaluation system will be tied together. The training for the pay program and the evaluation process will be in April and May.

A question has been raised by staff members if the evaluation will be based on job performance between 8 and 5 or will include after hours work on extracurricular activities (such as parades, other events). Dr. Rafes stated that everyone doing their job should get merit. Those doing extra things above and beyond their job description should

receive high merit. Merit will be based on job descriptions. Ms. Martin stated that all job descriptions are complete at this time and if a staff member wants a current job description they should email Patricia Gregory, Human Resources Office, requesting a copy.

A question was raised if no money were available for merit in a particular year if the evaluation would carry over to the next year. Dr. Rafes stated those individuals doing a good job will be recognized and if no money is available those individuals will be recognized the next year. Dr. Rafes stated the Legislature has only allotted \$13 million for higher education so far for next year, which is about \$30 million short to break even. He stated that shortage would require an increase in tuition of approximately 10% for ECU to break even. OU is looking at a 13-15% increase. Dr. Rafes is still committed to raising salaries. Even though enrollment is down 1% for the spring semester, which is not good, our budget can absorb that. Dr. Rafes is very optimistic about ECU having an increase in enrollment in the fall. Recruiting efforts have been increased. He assured the Council that ECU was not the only institution dealing with this issue. Dr. Rafes also stated that no raises will be issued until October, the same as last year, until final enrollment numbers are in.

Ms. Martin asked the Council what they expected to see in the evaluation form. Suggestions were made that there should be some sort of numerical system included and also it should be stated what determines excellent merit.

The question was raised as to what happens if an employee disputes his/her evaluation. Dr. Rafes stated that the Vice Presidents will look at everyone's evaluation. There will be an appeal process that will go through the Vice Presidents.

The issue was raised again of involving the Council in the development of the evaluation document. Dr. Rafes asked Ms. Martin to work with the Council to get their input. Ms. Martin stated again that this was a draft and it was to be submitted to the Executive Committee again this week. Dr. Rafes instructed Ms. Martin to have Dr. Turner bring the draft to the next Executive Committee meeting and then provide the Council with a copy of the draft for their input. Several Council members had volunteered, at the December Council meeting, to look at the document but it was decided the entire Council wanted to look at the document. A draft of the evaluation document will be furnished after the next Executive Committee meeting.

Dr. Rafes stated that progress is being made on the Fine Arts Center and the latest completion date is in August. He also stated he will be responding to comments and suggestions received in the orange comment boxes in the next week. Dr. Rafes stated that the ECU Branch Campus at Ardmore is moving forward. He stated that OSU is not interested in the Ardmore campus.

Bob Vavricka thanked Dr. Rafes and Ms. Martin for attending the Council meeting.

5. New Business

Bob Vavricka stated that according to the Constitution/Bylaws that nominations and election of new Council members should begin in the first week of March with elections to be completed by April 15th. Nominations will need to be solicited to replace those

Council members serving one year terms. Bob asked for volunteers from the Council to serve on the Election Committee. Debbie Allen and Todd Essary volunteered for this committee. It was agreed that Debbie would contact the following staff members for consideration to serve on the Election Committee: Sheila Todd, Robert Hayes, Joann Johnson, Krissy Bohannon, and Mike Faulkner. Once this committee is finalized, they will meet and obtain a new staff list from the Human Resources office. A nomination ballot will be completed and provided to the entire staff for nominations.

6. Committee Reports

There were no committee reports at this time.

7. Miscellaneous

No miscellaneous items were presented.

8. Adjournment

The next scheduled meeting of the Council will be March 10, 2008, at 3:00 p.m. There being no further business the meeting adjourned at 4:15 pm.