

STAFF COUNCIL  
MINUTES  
NOVEMBER 12, 2007  
3:00 PM

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

Absent:         Bert Miller

Guests:        Leslie Martin, Sheila Todd

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

October 8, 2007 minutes were approved as distributed. Betty Smith submitted a copy of the latest budget report. The budget report was approved as distributed.

3.       Unfinished Business

The Staff Suggestion Boxes are in place. One is in the Physical Plant next to the time clock and the other is in the Administration Building (first floor between vending machine room and the lounge area). Paul Cross was complimented on his craftsmanship in building the boxes.

The suggestion/comment form was discussed. It was agreed the form should be a generic, open-ended form. Debbie Allen will work on the wording and email a sample to the Council for approval. Once approved, the form will be provided to all staff members.

4.       New Business

Leslie Martin, Director, Human Resources, was invited to speak to the Council on the progress of the Staff Pay Classification Plan and staff evaluations.

#### Staff Pay Classification Plan

Ms. Martin stated that job families were developed based on the structure of the budget. There are approximately 10 job families. She took one job family and did a side-by-side comparison with a similar job family at Southeastern Oklahoma State University (SOSU) and Southwestern Oklahoma State University (SWOSU). She also pulled information from the community and the Public Employment Commission wage scale. Her task was to find the average salary for each position in a particular job family. It was extremely difficult to compare jobs between ECU and the other universities since job titles are

different and she was not provided job descriptions. She stressed that it was like comparing apples to oranges. Ms. Martin stated that she had suggested that we change our job classifications to more resemble SWOSU's. Where we use clerical numbers, they use Administrative Assistant I, II, etc. It took Ms. Martin approximately one week to complete the pay classification plan for one job family. The Council asked Ms. Martin if ECU was below or above the average pay as compared to SOSU and SWOSU. She stated in some areas we were way above but with the job titles being so different this was not a fair comparison. She also stated that some of our employees had been employed for a long time and there was no way to compare those salaries with the other university salaries without knowing the longevity of their employees. After submission and discussion of this one plan, it was decided by the administration to outsource the pay classification plan. A company will be selected that is highly qualified with this being their area of specialization. The Executive Committee will be presented with a recommendation for a company to be selected. Ms. Martin was asked if the Staff Council would be involved in this selection. She stated that she assumed this would be treated as a budgetary item. Bob Vavricka, as President of the Staff Council, has been present at budget meetings but with limited input.

#### Evaluations

Ms. Martin stated that she will be redoing the annual staff evaluations this spring. Staff Evaluations will be administered in March. Evaluations will be totally different from the original evaluations. Ms. Martin has suggested to the Administration that an Orientation Evaluation (six month evaluation) be developed for new employees. This evaluation will be similar to the basic evaluation but will be based purely on performance. The basic evaluation for current employees will be based on the employee's job description. Ms. Martin was asked by the Council if the Staff Council would be involved in developing the evaluation. Ms. Martin stated that the evaluation would be based strictly on the job description which in turn is based on the job posting and the Council would not be involved in the development of the evaluation. Ms. Martin was informed that a number of the job descriptions, especially in the Maintenance Department, are wrong. She stated that job descriptions must be current. Ms. Martin stated that the evaluation could not be based on one numerical rating since there is too much discrepancy between supervisors. She stated that in the perfect world an evaluation should never be a surprise to an employee. She also stated that all employees would be given the opportunity to respond to their evaluation. All evaluations are subjective but every effort will be made to make the evaluations objective.

Bob Vavricka thanked Ms. Martin for attending and bringing the Council up-to-date on the progress of the pay plan and evaluations.

#### 5. Committee Reports

There were no committee reports at this time.

#### 6. Miscellaneous

Bob Vavricka stated that he had emailed Martha Skinner about the Brown Bag Lunch. She stated that Dr. Rafes had not indicated that any staff recognitions would be given at the Brown Bag Lunch. Bob Vavricka will email all staff members reminding them of the

Brown Bag Lunch to be held on Tuesday, November 20<sup>th</sup> at noon. The staff will be reminded that they can turn in questions/suggestions to the Council to be presented at the lunch.

Paul Cross had collected two suggestions from the suggestion boxes. Both suggestions dealt with shortening the work week from 7:00 to 3:30 or 4:00 (depending on length of lunch break). There is no action the Staff Council can take on these suggestions at this time. The two suggestion papers were given to Betty Smith, Secretary, to file.

Paul Cross furnished keys to the Suggestion Boxes (both boxes are keyed the same). Betty Smith was furnished a key and will check the box in the Administration Building and Paul Cross will check the box in the Physical Plant at least once a week and the day before the next scheduled Council meeting and bring any suggestions to the meeting. Twilla Brown, Secretary, Physical Plant, will be given a key to keep on file.

Several staff members had voiced their opinions to the Staff Council as to how they were approached concerning the Century Builders Campaign. Many felt they were pressured into donating. It was agreed to contact Dr. Berty and invite her to attend the next Council meeting to address this issue.

#### 7. Adjournment

The next scheduled meeting of the Council will be December 10, 2007, at 3:00 p.m. There being no further business the meeting adjourned at 4:15 pm.