

STAFF COUNCIL
MINUTES
FEBRUARY 5, 2009
2:00 PM

Present: Debbie Allen
Robert Castleberry
Karen Cochran
Stephanie Cooper
Todd Essary
Bert Miller
Blaine Rose
Betty Smith
Bob Vavricka

Guests: Dr. Duane Anderson, Interim President; Kathy Baker; Sheila Todd; Leslie Martin,
Director, Human Resources

I. The meeting was called to order at 2:05 pm by Stephanie Cooper, President. Stephanie welcomed the visitors attending.

II. Approval of Minutes and Budget

Motion was made and seconded to approve the December 10, 2008 Minutes as distributed. Betty Smith had already requested approval via email and the minutes are already posted on the Staff Council web page.

III. Comments from Dr. Duane Anderson, Interim President

Dr. Anderson thanked the Council for inviting him. He stated that he was appreciative of the Board's confidence in him during this transition period. He also stated that he would not be a candidate for the Presidential position. He is looking forward to resuming his duties as Provost and Vice President of Academic Affairs. Dr. Anderson wanted to discuss five items with the Staff Council.

- Use of snow days this semester - ECU is required to have 80 teaching days during the semester. We had 82 days built in but used 2 days last week. We will not be able to use an extra day for vacation this spring. Dr. Anderson stated that, as we all know, February can be a more difficult bad weather month than January. He stated that if he was forced to cancel another day of classes that ECU would have to make up that day, possibly during Spring Break or at the end of the semester.
- Budget - Dr. Anderson stated ECU is looking at a 2.1% cut (approximately \$120,000) for this next year. ECU must meet their mandatory cost increases. The biggest cost increases will be the increase in health insurance and bringing the Fine Arts Center online. This building was not built energy efficient with its high ceilings. Dr. Anderson feels it will cost more in utility costs for this building than had been planned. He stated that state revenue collections are 8% above projections. This fiscal year revenue should be fine but next year (2010-11) will be a difficult year. At this time we do not know about a tuition increase. There has been a slight adjustment in Academic Service Fees in McAlester off-

campus and adding a math course to the list. Enrollment was down 1.3% this spring but projections had been made for this amount.

- Self-Study for Reaccreditation of ECU – Dr. Anderson stated that ECU is in its 7th year since reaccreditation. We are in the window of starting to write our Self Study report. He asked the Staff Council to designate a person to serve on this Steering Committee. This will involve serving on the committee and possibly assisting in writing some of the chapters and collecting data. He would prefer the person chosen to serve be someone that will be here in 2010-11.
- Evaluations and Merit Pay – As Dr. Anderson had stated in the General Faculty and Staff meeting, he feels that this issue must be looked at. He stated that he would ask some members of the Staff Council to meet with him and other administrators to talk about these issues. Dr. Anderson stated that the problem with what we are doing now is that we were all forced to talk about his evaluation form as a merit pay document. There needs to be a different way to look at this. Faculty have always been evaluated but no periodic staff evaluations have been done. Supervisors picked who were good or bad and, therefore, this was not a good procedure. Dr. Anderson stressed that everyone needs to be evaluated and that we need to continue to do evaluations so that we can improve our performance. We need to find a way to use these results to do salary increases. Dr. Anderson restated that next year will be a difficult year to do anything, but when money is available he wanted to put the bulk of the money into cost of living raises with any additional amounts set aside for merit. He stated that he and Drs. Turner and Berty would meet with the Council members to talk about this and how to reach some agreement on what constitutes merit for a staff member in a given year. We are not going to do away with evaluations.
- Longevity Pay – This committee had only met once last semester. Leslie Martin, Human Resources Director, had been asked to look at years of service of employees, and Dr. Turner had been asked to look at cost to put longevity pay in place. They are still working on this. Dr. Anderson stated that both he and Dr. Turner are committed to longevity pay for staff even though finding money at this time will be difficult. He stressed that if longevity pay could not be instated now it would be when money was available. The committee will be meeting again soon to continue working on this.

Dr. Anderson asked if the Council had any questions for him. Bob Vavricka asked if the President's suggestion boxes were being monitored. Dr. Anderson stated that he would have Martha check these boxes. As he had stated in the General Faculty and Staff meeting, he would answer any questions publicly that were signed. Unsigned questions or comments would not be addressed publicly.

Dr. Anderson thanked the Council for the invitation to attend the meeting and looked forward to attending future Council meetings.

IV. Unfinished Business

- Amendments to the Staff Council Bylaws/Constitution - Changes to the Constitution will be discussed at the next Council meeting.
- Staff Appreciation Day – This item will be discussed at a later meeting.

- Longevity Pay – Leslie Martin stated that she had provided Dr. Turner with a base-line cost of longevity pay for employees based on 2 years of service.

V. New Business

- ECU Police Ticketing Process – Betty Smith stated that the following question had been raised by a staff member, “Are the campus police ticketing cars in the parking lots with no hang tags and are they aware that students are removing their hang tags when they park?” Bert Miller, ECU Police Chief, stated that they are policing the parking lots more now. Everyone should have a new hang tag now. This Friday is the cut off date for obtaining a new tag. Manpower has always been an issue in policing the parking lots. It is difficult to get student employees to police their peers. Bert stated that his department is checking parking lots more closely and that they are also looking at going up on fines. Increasing the fine for parking in a handicap spot to \$150 has virtually stopped that illegal parking. Bert stated that there will be new parking lots available in the future such as north and west of the Fine Arts building. This will help with parking. Debbie Allen wanted to commend Bert and his officers in dealing with the person parking in the Small Business parking spot. That person received two tickets and no longer parks there.

VI. Miscellaneous Comments, Announcements

- Ice by Day Care Building – Betty Smith asked Robert Castleberry, Physical Plant Director, if there was a way to prevent ice from falling by the Day Care Building. Robert stated that they did have ice guards that could be installed but would have to have warmer weather to install them. The Physical Plant had not been notified of the falling ice problem by the Day Care until later last week.
- As per Dr. Anderson’s request, Stephanie Cooper requested a volunteer to serve on the Steering Committee for the Higher Learning Commission for Reaccreditation. Debbie Allen agreed to serve on this committee.
- It was agreed that the next Staff Council meeting would be held on March 5, 2009.

VII. Adjournment

There being no further business the meeting adjourned at 3:10 pm.