

Professional and Scientific Staff Council

DIVISIONS

AF – Administration & Finance

AT – At Large

ESS – Educational & Student Services

OTP – Office of the President

UA - University Advancement

I – Instructional

Meeting No. 322

Date of Meeting: March 11, 2004

Place of Meeting: Presidential Room, Maucker Union

Meeting Convened: 1:30 p.m.

Meeting Adjourned: 3:00 p.m.

Members of the Council in Attendance:

X Michael Blackwell, CME – 32250 AT

X Seth Bokelman, CSBS – 37616 I

X Steven Carignan, GBPAC – 33665 I

X Doug Case, PLS – 37145 I

X Vicki Collum, Devel. – 36850 UA/OTP

X Karen Cunningham, Individ. Stds. – 32504 AT

X Dana Foster, WRC – 35859 ESS

X Steven Young, Mail Center – 33231 AF

X Bob Frederick, Career Center – 36857 ES

X Jascenna Haislet-Carlson, Theatre – 36387 I

X Cynthia Houlson, Phy Plant – 35855 AF

X Steven Pavelec, Fac Planning – 36165 AF

X Shelley Pruess, Maucker Union – 33743 E

X Dennis Reimer, ITS ET – 36285 I

X Patti Rust, Registrar – 32113 ESS

Others:

Kim Shares- Human Resources

Tom Schellhardt – VP Admin. Finance

Jon Buse - Admissions

I. Call to Order – President Bob Frederick called the meeting to order at 1:30 p.m. Council introductions were made.

II. Approval of Minutes of Meeting #321

Doug Case moved to approve the minutes as written, seconded by Shelly Pruess.

III. HRS Update – Kim Shares

No report

IV. Guest Speaker: Jon Buse, Chair of the ISSC Process Redesign Committee

The Integrated Student Services Center has been in development since 2000. The current phase is the actual relocation of the Career Center and the Academic Advisors to Gilchrist and the development of “generalists” from the various offices in Gilchrist. These “generalists” would assist students with general information about all aspects of student affairs and provide a centralized location for students to “take care of business” in regards too educational and student services needs. Currently a FAQ database is being developed, a soft opening is planned for June and a “grand” opening is planned for August. The ISSC will be staffed with current Gilchrist staff and students and a phone bank is also currently under consideration.

V. Committee Reports:

A. WWW Site Committee – Seth Bokelman reported that new software has been purchased to update the P&S website and that website development is ongoing.

B. Employee Relations Committee – Dana Foster reported the 14 letters have been distributed to new employees to date and work continues on the Meet and Greet program for new employees.

C. Employee Issues Committee – Doug Case had no report

D. Policy and Procedures Committee – Steve Carignan reported that work has proceeded on the P&S pamphlet and he introduced design concepts and logo ideas. Steve also indicated the picture would be taken to incorporate into the pamphlet.

E. Salary and Fringe Benefits Committee – Cindy Houlson reported that the committee has completed it’s salary recommendation, has discussed the pay matrix with HR and is pressing forward with staff training grant recommendations.

VI. Old, New and Other Business

Salary Distribution Discussion: Houlson described the process for her committee's work and included a draft of the FY 05 salary distribution. The recommendation included a 25% across the board flat dollar amount for all P&S employees rated satisfactory with the remaining 75% as a merit increase. The committee also recommended that divisions that have traditionally taken monies "off the top" reconsider due to the limited size of the salary increase. If monies are taken "off the top" those monies should come from the 75% pool.

A discussion developed that expressed concern about across the board money and whether it was the role of the Council to "right wrongs" of departments that either distribute evenly despite poor or excellent performance or if it is the Council's role to "adjust" the salary distribution to create a "cost of living" increase.

Further discussion revealed that the amount of money, in real dollars, between an across the board increase or a straight merit increase was negligible.

Additionally, it was noted that it could be de-motivating to strong performers to receive the same or equal increase as a poor performer. It is equal to a disincentive.

After the general discussion, Steve Pavelic made a motion to approve the Salary and Fringe Benefits proposal as written, seconded by Seth Bokelman. Motion carried 10-4.

VII. Adjournment

Steve Pavelic moved to adjourn the meeting, seconded by Michael Blackwell. The meeting was adjourned at 3:00 p.m.