

STAFF COUNCIL
APPALACHIAN STATE UNIVERSITY
Minutes of the Meeting Held March 11, 2008
(Approved April 8, 2008)

PRESENT: Katherine Alford, Judy Ball, Sarah Chapman, Kay Clark, Thomas Dedge, Monique Eckerd, Peggy Eller, Sali Gill-Johnson, Alice Gryder, Gail Hampton, Natalie Hill, Susan Hisle, Eddie Hyle, Kristin Hyle, Janice Jackson, David Jamison, Kim Jones, Sandi Jones, Ingrid Kraus, Anni LeaShomb, Loretta Link, Karen Main, Kathy Mann, Denise Marsh, Jessica Mayo, Carolene McGlamery, Jackie McInturff, Ryan Morton, Susan Musilli, Kit Olson, Tina Parlier, Chris Popoola, Rob Robertson, Monica Rose, Amy Sanders, Barbara Scarborough, Cathy Scott, Stacy Sears, Janet Seatz, David Shervington, Janice Smith, Jamie Tedder, Simms Toomey, Susan Triplett, Marlena VanVliet, Janice Voss, Shelley Wainscott-Wallin, Charlie Wallin, Lisa Watson, Fran Wilson, Martha Wilson (for Jenny Ware), Laura Young, Vickie Young, Cathy Ziegler

EXCUSED: Judy Cereghino, Bob Charlebois, Lou Ann Church, Kathy Deas, Jane Fitchlee, David Freeman, Rachel Robinson, Corrine Sackett, Angel Wood

ABSENT: Wes Berry, Dawn Boyter, Erin Carpenter, Pam Cline, Alyson Ebaugh, Debbie Gragg, BR Hoffman, Kathy Howell, Tami Johnson, Candice Jones, Sharon Kincaid, Jeff Lawrence, Diane Lowenberg, Jennifer Maxwell, Carol O'Saben, Lynn Patterson, Kathy Ray, Jamie Seay, Lori Tyler, Trixie Wilkie, Ezell Williams, Todd Williams, Tim Zacher

1. The meeting was called to order and visitors were welcomed.
2. Presentation by Patrick McCoy, Director of Human Resources
 - From the HR perspective, Mr. McCoy has been on campus for 4.5 months; his family arrived in January. Appalachian is everything he expected and more – personally and professionally.
 - Career Banding. In the last session of the General Assembly, universities were mandated to complete career banding. All staff positions will be classified by May 1, 2008. Human Resource Services has given an incredible amount of time and effort to implement Career Banding. Training sessions are offered. PeopleAdmin software was purchased for classification and compensation. The byproduct is a paperless, automated performance management process for 08-09. The job description, competency assessment, and performance evaluation will be online and accessible by employees using Banner IDs.

Staff will have access to all files pertaining to their jobs. The system will promote engagement and communication between supervisors and employees.

The General Assembly has declared that universities have access to the salary adjustment fund which was created through an appropriations act. These supplemental funds are available when existing resources are not sufficient to fund pay enhancements, etc. for employees. Appalachian submitted an

adjustment fund request and received close to \$900,000, including benefits, from a total of \$6M in the salary adjustment fund for state agencies and universities. Funds are applied to actions which are longest pending, such as IT and public safety positions which were the first to be increased to full market range. The next classifications to benefit include institutional purpose, Physical Plant, and then administrative support. Mr. McCoy keeps administration informed of the funding needs to reach market rate.

The Office of State Personnel (OSP) has a compensation unit that conducts labor market surveys and compiles information from county governments to set state-wide rates by classification. Statewide labor market rate make us competitive to recruit and retain staff. When we say we want 100% labor market rate, we ask for parity among our constituent universities with equivalent classifications.

Questions/Answers

Q: The OSP website talks about IT compensation on campus. It appears that the administrative support will have different salary ranges than the current salary grades, e.g., Grade 63 currently has a maximum of \$44,000 whereas the new classification maximum is a little over \$43,000. Will there be a loss of money in converting?

A: Grade 63 will be grouped into a band for Grades 59-63. There are 11 other occupational groups. When looking at the band, \$43000 is the maximum you can earn, but the labor market moves differently. You need to review the journey rate and how competitive it is to market rate. The earning potential to reach the maximum dropped, but as you look into years 3-5, the labor markets and labor market rates move. We'll have to see how it plays out. You will see changes in the adjustments and pay raises.

Q: If upgrades aren't available, how can you get increases?

A: Career banding gives you the ability to move from within the band (contributing to journey to advanced) with pay based on demonstration of competencies.

Q: Is the hiring rate negotiable and is there a maximum increase when changing positions, i.e., 5% per grade increase?

A: If you apply for a career band range position, the salary is negotiable within the band. In the past, increases were 5% per grade level, but these limits are removed. Departments do need to review equity and internal pay alignment.

Q: Does the university need to reapply annually for salary adjustment funds?

A: Yes, this is an ongoing process. Now that universities have access to these funds, OSP will send out a call for requests.

Q: Are there stages beyond this to get us fully funded?

A: The University must continue to advocate for access to salary adjustment funds.

Q: Will a staff employee with 10-15 years of experience automatically crosswalk to the top of the career band?

A: There is a competency assessment process where employees are placed within the band.

Q: Is there a difference in classification and working title?

A: Yes. Several grades are collapsed into categories, but the working title differentiates over the generic title.

Q: Temporary employees are required to work 11 months then take a month off. Will the system help these become permanent employees?

A: This is a funding issue. From an HR perspective, such positions should be made permanent.

Q: If an employee is recommended for salary increase, who approves the action?

A: If an employee receives a competency assessment with the appropriate documentation submitted to HRS, there should be few questions. The system includes an appeal process, similar to a review panel which gives its recommendation to the Chancellor.

Career banding pushes responsibility back on the supervisor and employee. The supervisor validates and signs off on what they are doing. HRS will monitor and review the process has been followed.

Observations/Comments

- HRS staff are engaged and are cross training with one another to better offer services to campus.
- HRS is looking to better align services. For example, some HR tasks are done outside their office.
- As HR director, Mr. McCoy is here to advocate issues that affect us. He regularly attends meetings of the Vice Chancellors. His voice is heard, and he is a part of discussions.
- Within HR, employment and employee relations have been separated. Employee relations will focus on staff relations and mediation. Employment will be geared toward recruitment and forecasting needs.
- Mr. McCoy wants HRS to be proactive and not reactive, but this will take time.
- HRS is revamping its website. Candice Jones is a temporary employee working with Sandi Jones. Feedback is welcome.

Additional questions or comments can be directed to Mr. McCoy in HRS (Ext. 3186 or mccoyjp@appstate.edu).

3. It was moved (Wilson) and seconded (Hisle) that the minutes of the February 12 meeting be approved with changes as submitted. Motion carried.
4. It was moved (Ziegler) and seconded (VanVliet) that the March Treasurer's Report be approved. Motion carried.

Account Name	Amount
Operating Account	\$ 3,459.62
Receipt Supported	\$ 2,251.22
Children's Shopping Spree Fund	\$ 2,455.22
Associated Scholarship Fund	\$ 2,298.15
Chuck & Robin deKrafft Staff Scholarship	\$ -
Staff Centennial Park Project	\$ 728.97
Foundation Staff Council Children's Shopping Fund	\$ 65.00
ASU Staff Endowed Scholarship Fund: Contributions	\$ 20,037.63
Endowed Scholarship Fund: Net Assets	\$ 28,227.40

Fran Wilson requested cookbooks to display at the Broyhill Inn and Conference Center. Cookbooks are \$5.00.

5. Committee Updates

A. Membership

- 1) As of February, approximately 70 departments were not represented on Staff Council. The Membership Committee will contact these departments.
- 2) Election of Officers
 - a) Stacy Sears is willing to continue as Staff Council President for another term. The approved constitution amendment voted on in March allows the President to serve a second one-year term with a positive vote by membership.

MOTION: It was moved (Popoola) and seconded (Wallin) that the Stacy Sears remain as President for 2008-09.

VOTE: Motion carried unanimously.

Chris Popoola will continue as President-Elect for 2008-09 and will assume office in 2009-10.

- b) Nominations are being accepted for the offices of Vice President, Treasurer, and Secretary. Approval from persons being nominated is required. Nominations are due March 31.

Denise Marsh agreed to a nomination for a second term as Vice President.

- B. Quality of Life. Cathy Ziegler will share results of the Quality of Life survey when available. Results of staff counseling and smoking surveys will be posted at www.irap.appstate.edu or the Staff Council projects website

<http://staffcouncil.appstate.edu/index.php?module=pagesmith&id=15>. The Communication Committee will be contacted about publishing results in the *Staff Update*.

- C. Fundraising. Barbara Scarborough will distribute to Council members a list of businesses to contact for silent auction items. Proceeds go to scholarships.
6. Staff Assembly
 - JC Boykin spoke to Staff Council at its February meeting about the resolution from the HR Task Force (see February minutes) which will be presented to the Board of Governors then Legislators. Chancellor Peacock and Patrick McCoy attended these task force meetings, and there is consensus that all SPA rights were protected in the document moving forward.
 - The UNC Staff Assembly meeting will be held in Boone, Broyhill Inn and Conference Center on May 1-2.
 7. Announcements
 - April 8: Diversity Celebration, 3:00 – 9:00 p.m., Plemmons Student Union. Volunteers will be needed to assist. Staff Council is a co-sponsor of this event.
 - April 29: Annual Staff Appreciation Event, *Cruisin' ASU*, 11:00 a.m. – 2:00 p.m., Holmes Convocation Center. There will be a silent auction and dress-up competitions. Volunteers are needed to assist with activities at this event.
 8. University lockdown. Staff Council was complimentary of the way the university lockdown was handled. Officials will review and make recommendations.
 9. The meeting was adjourned.