

Staff Council Minutes

September 22, 2009

In attendance: Craig Turnbull, Peggy Mason, Kim Smith, Todd McComb, Lisa Hilliard, Penny Rice, Jean Wurster, Amy Williams, Karen Setliff, Amy Williams, Kurt Cribb, Shane Flowe and Sharon Newsome.

Craig Turnbull called the meeting to order and informed the group of a change in the agenda. Dr. Craig Turner, President of the College, is not able to attend today due to a conflict of schedules. Craig will try to re-schedule Dr. Turner for the November meeting.

The first item on the Agenda is the Staff Council community service project for Rowan Helping Ministries. After a short discussion, dates for the drives were finalized and are as follows:

- October 21-October 30 – We will be collecting hats, gloves, socks, hoodies (any warm items).
- February 1-February 12 – We will be collecting dried and canned goods as well as peanut butter and jelly.
- April 19-April 30 – We will be collecting toiletries (hygiene products, lotions, shampoo, toothpaste, soap, etc) and diapers.

Collection boxes will be in the Corriher-Linn Library (Jean Wurster) Goodman Gymnasium (Peggy Mason) Cannon Student Center (Sharon Newsome), Ketner Building (Karen Setliff), Hayes Field House (Craig Turnbull), Hedrick Administration Building (Registrar and Provost offices-Lisa Hilliard and Kim Smith). Craig will speak with people in the Music building and Theatre Arts to see if they are interested in placing a box in their areas.

As a follow-up to our last meeting, Craig Turnbull now has the mentor information in his possession, will be discussing the program with Larry Farmer, and will turn the program over to Human Resources. There was a short discussion regarding changes / updates that need to be made to certain documents. A sub-committee was formed to update the documents. Jean Wurster, Bridgette Gibbs and Amy Williams will meet very soon to go over the documents and make sure all changes are complete before Craig turns the program over to Human Resources.

There was a discussion in regards to process for clarification on the process for raises. A couple of people had someone in their areas approach them with questions such as: "Since staff members were not evaluated this past year how are raises going to be handled (when they are re-instated)?" The question was, "Why are raises given "across the board" and not "merit-based"?" The message is not given that there is an opportunity to earn a "merit-based" increase. Amy Williams commented that her understanding was if the raises were "across the board" it was considered a cost of living increase and that it was up to the individual supervisor to request merit-based increases for their employees. In some situations, a department is awarded a set amount of money for raises and it is up to individual supervisors to distribute among his/her employees. Craig said he would try to get clarification on how this works.

The discussion then turned to employees living in College owned housing. Due to new IRS restrictions, all employees living in college owned housing now have to pay rent. Certain employees were given raises to cover the amount of rent since housing was provided for them in their contract with the College. This "pay raise" does not apply to all employees living in college housing. The main issue is that the employees that received this increase will also get an increase in the contribution to retirement account since their base pay was increased.

Another issue brought to the Council is the use of personal cell phones and the fact that the College pays for cell phones for certain employees. Is there an equitable or fair way to handle this for all employees? Amy Williams commented that if you use your personal cell for business purposes, you could request a reimbursement from the business office. Sharon Newsome commented that her husband is required to have a cell for his work and rather than have the company pay for it, they take the monthly charge for his line and any business calls as a tax deduction on their personal income tax.

Bridgette Gibbs commented that the Communication meeting went very well. It lasted approximately two hours. Twenty-four people attended and everyone had an opportunity to share what was going on in their area. She feels this will be a good response to communication issues.

Bridgette Gibbs also commented that we would be receiving a digital sign to replace the sign at Robertson College Community Center soon. The messages will stay up for five minutes as per guidelines set by City of Salisbury. If this is too long, we will approach the City at a later date to request the messages be displayed for a shorter amount of time.

Shane Flowe commented that AT & T has agreed to install a mobile phone tower behind the tennis courts. We are just waiting for finalization of paperwork and approval by the City of Salisbury.

Reminder: The next regular Staff Council meeting will be on Tuesday, October 27, 2009 at 11:00 a.m. in Whitener Room. Dr. Rick Stephens, Provost is the guest speaker.

Sharon Newsome
Recorder