

## **Staff Conference Meeting**

### **Whitton Auditorium**

**November 18, 2014**

Meeting called to order at 2:00 pm

Members present: Jeanie Faris, Kelly McGinnis, Grant Scurry, Margaret Williamson, Rosanne Wallace, Maria D'Agostino, TJ Carney, Kelly Shelton, Jill Simpson

Members absent: Sharen DuBard, Niki Behr, Rebecca Best

Approximately 60 staff members attending (includes assembly members)

Staff members viewed the Winthrop STANDS video: <http://www.winthrop.edu/news-events/article.aspx?id=38063>

Teleia White mentioned the 48 hour Winthrop THANKSgiving Challenge that launched this morning to receive 480 gifts in 48 hours. All gifts will support the Winthrop Stands Initiative. If met, Family Trust federal Credit Union will give a \$10,000 donation. She said she will take donations at the meeting via card reader if anyone is interested. She also presented a sample of the refurbished Magnolia Christmas lights available to those that make a \$50 donation.

Margaret Williamson thanked everyone that participated in the PINK OUT day.

### **Updates from committees**

Emily Tobin provided an update from the Recognition committee. They are awaiting approval for the nomination process and hope to start early next semester with staff member of the month. Some of the perks included for the staff member would be free meal at Thomson, possible priority parking, and office door recognition or something displaying in their office whichever is preferred. The nomination form will be available through google docs. Staff members will receive an email regarding the forms availability and it will also be placed as a link on our staff assembly website.

Pam Varraso provided an update from the Campus & Community Involvement Committee - Bins are now available to start collecting nonperishables for the food drive. The deadline for donations is 12/5/14. Supplies collected will be donated to the Project HOPE house. You also may give a monetary amount as a contribution. The goal is to partner with Project HOPE once the legalities have been worked out. Contact Zach Christian for pick up. The bookstore has a shopping cart to collect donations and participants will receive one raffle ticket per item donated. The prize offered by Follett will be a pair of headphones and the winner will be drawn on 12/5/14.

Maria D'Agostino provided an update from the Media & Communication Committee. The first edition of the newsletter will be coming in December. Staff members will have the option to opt

out of the email. The newsletters will also be archived on the staff website. The Facebook page is launched and staff members are encouraged to like the page. Shelley Jones and Chrissy Catoe will be the administrators, so please feel free to contact them if you would like something posted.

Tom Injaychock provided an update from the Professional Development Committee. There will be a survey distributed regarding opportunities and ideas that the staff would like the committee to offer. Please feel free to send in suggestions as well.

### **Updates on open issues**

Cost saving measures – As a recommendation from Charlene Boggs, we will post cost saving measures provided by staff to the website. Please send suggestion or procedures you have implemented to save money to Jeanie Faris.

Elevator accessibility for Tillman – Jane Rawls expressed concern that the elevator is hard to find for those visiting our campus. Suggestions being discussed 1) provide a printable map to navigate Tillman and 2) improve the signage and directions to elevator.

Alma Mater – Chimes in Tillman – The alma mater will now play twice at 11:00.

Staff Conference meeting time at 9:30 – We will have the meeting in February at 9:30 to see if this time allows more people to attend the meeting.

### **Report from the President**

There is a scheduled Board of Trustees meeting this week with one of the topics being the Competitive Compensation Committee. We have a general sense of their mission and their responsibility will be to develop a system which will be an annual process. It is important to have a process that will sustain during recessionary times. When reviewing the budgetary needs for the upcoming year, there should not be an 'either/or' for updates/needs regarding academic purposes and personnel items, it should be AND. In April 2015 when the study results are available, there may not be positive actions taken at that time but everyone should expect an explanation of how the CCC directly impacts them. The goal would be to have a line item in the budget for competitive compensation. We continually prioritize spending based on the needs of the students and our campus and we will need to see the results of the study before decisions are made about what those priorities will be for the upcoming year. There is now in place a Personnel Committee that meets every Wednesday morning that includes the President, VP of Finance and Business and the Associate VP of Human Resources. Every change regarding personnel will be reviewed by this committee. One individual will not be making the decisions for increases in pay or promotion.

Suggestions while we wait on the results from the study - Review your job description – Does it need to be updated? New duties assigned? Create your own personal professional portfolio.

**Question:** What is the timeline for results or actions from what the committee finds?

There are no guarantees that there will be increases or adjustments in the next fiscal year as a result of the study. Dr. Boyd's goal is to see what funding and resources are available internally so that we are in the position to make decisions in the next fiscal year at the conclusion of the study.

**Question:** In the past, reviews start from the top and funds were expended when it got to the lower level employees? Is it possible to flip the process, making decisions first from the bottom levels?

It will depend on the results of the study. There is a current line item in the budget for projected faculty promotions based on a proven system in place. The steps required for a faculty member to receive a promotion can be researched in the faculty handbook. This study should result in a recommendation for that system as it relates to other positions and to determine what is appropriate compensation for the level of expertise required for that job. Every role is important, and if it is not a vital part of our campus, should we be continuing that practice?

Printed birthday cards vs an electronic version - In order to save money, they are using an electronic version for birthday cards. What are the pros and cons and do we like it? Does the format make a difference to recipients? Dr. Boyd does appreciate feedback on which format is preferred.

**Question:** Regarding the Competitive Compensation Study and Committee. What will happen if the new president comes in and changes the policy and program we have researched and put into place?

The Board of Trustees will be involved in the decisions and the new president will be accountable to them as well. It would be unfortunate to waste the efforts of this committee and Dr. Boyd assures the staff of her support for the new system once the new president is in office.

**Question:** Who will be seeing the information or output from the study?

Every individual will be given information either through their VP or immediate supervisor of how the study affects them personally. The objective is to have the impact of the study filter down to every single person and position.

**Question:** How does the 10% freeze affect the line item in budget for faculty?

The freeze was for operational budgets. Dr. Boyd expanded on the current process and available funds from vacancy savings. In the past, the vacancy savings would be reallocated within the division. Now those funds will go to a central location within the discretion of the Personnel Committee. Pay increases and promotions have happened as we have experienced but now a committee is reviewing those decisions.

**Question:** Will the funds or savings from vacancies in the auxiliary budget be pooled in the same way?

Winthrop is mandated by state laws as a public institution so if there is the possibility of violating those regulations, some vacancy savings would need to be looked at separately. For example: E&G vs auxiliary funds

**Question:** Will the Teaching Learning Center be utilized to provide those professional development opportunities?

Why reinvent the wheel? There is a TLC member on the committee. They will ascertain the needs using surveys and suggestions and would more than likely use it as a vehicle to offer opportunities.

**Comment:** During annual reviews, some employers may not be providing the job descriptions but HR does provide them when notifications are sent to employers.

**Question:** Has the performance review form been changed?

They are working on it but it is not official at this time.

There will not be a conference meeting in December 2014.

The next conference meeting will be January 20<sup>th</sup>, 2015.