STAFF COUNCIL
APPALACHIAN STATE UNIVERSITY
Minutes of the Meeting Held April 7, 2009
(Approved May 12, 2009)

PRESENT: Katherine Alford, Carol Anderson, Diana Barbee, Erin Carpenter, Bob Charlebois, Lou Ann Church, Kay Clark, Betsy Craft, Donna Davis, Monique Ecker, Gloria Eggers, Peggy Ellis, David Freeman, Sali Gill-Johnson, Tony Grant, Alice Gryder, Wanda Hamilton, Sandy Hicks, Natalie Hill, Julie Huffman, Kristin Hyle, Tami Johnson, Candice Jones, Kim Jones, Molly Kadyk-Bruch, Andrea Marsh, Denise Marsh, Patrick McCoy, Jackie McInturff, Sheryl Mohn, Lisa Moore, Seth Norris, Carol O'gaben, Chris Popoola, Tanya Randall, Monica Rose, Amy Sanders, Barbara Scarborough, Stacy Sears, Janet Seat, Jamie Seay, David Shervington, Janice Smith, Krystal Stewart, Jamie Tedder, Marlena VanVliet, Janice Voss, Lisa Watson, Laura Young, Cathy Ziegler

EXCUSED: Elaine Berry, Wes Berry, Sarah Chapman, Kathy Deas, Thomas Dedge, Monica Harless, BR Hoffman, Edward Hyle, David Jamison, Loretta Link, Kathy Mann, Jenny Primm, Kathy Ray, Charles Wallin, Kelley Wolcott

ABSENT: Chris Bledsoe, Michelle Boisclair, Judy Cereghino, Pam Cline, Laurel Elam, Peggy Eller, Jane Fitchlee, Debbie Gragg, Susan Hisle, Kathy Howell, Sharon Kincaid, Diane Lowenberg, Mark Lunsford, Clinton Marsh, Jennifer Maxwell, Carolene McGlamery, Dee Pelliccio, Rob Robertson, Cathy Scott, Kevin Snook, Jeff Tickle, Shelley Wainscott Wallin, Robin Waters, Ezell Williams, Todd Williams, Fran Wilson, Vickie Young

1. Stacy Sears called the meeting to order and welcomed all members and guests.

2. Elections: Denise Marsh asked all nominees to stand and tell their names, departments and length of service. The 2009-2010 Officers Ballot is as follows:
   President Elect – Bob Charlebois, Broyhill Inn; and Seth Norris, University Police
   Vice President – Kim Jones, Printing and Publications; and Marlena VanVliet, Hubbard Center
   Secretary – Alice Gryder, Business Affairs; and Tami Johnson, Parking and Traffic
   Treasurer – Erin Carpenter, University Recreation; Alice Gryder, Business Affairs; and Tami Johnson, Parking and Traffic
   Staff Assembly Alternate – Wes Berry, Athletics

3. Spring Fling: Alan Mueller, Assistant Director of Student Programs, announced the upcoming Spring Fling, April 24, from 1:00 – 7:30pm. The annual, family-friendly event is sponsored by APPS. This year the event is also sponsored by Newland Residence Hall, ACT, and Student Programs, and all money raised will be donated to Why the Woods Charity for its well project in Sudan. Cost for the event is $3 per person prior to the event and $5 the day of the event. Admission bracelets are on sale at the information desk in the Student Union. Individuals can sign out bracelets to sell in their departments or to other civic organizations as well. For additional information on Why the Woods charity, visit www.whythewoods.org. Why the Woods was started by ASU’s Billy Riddle. For additional information on the Spring Fling, contact Allen at muellerac@appstate.edu, or call 828-262-3032.

4. It was moved (Bob Charlebois) and seconded (Sandy Hicks) that the minutes of the March 10 meeting be approved. Motion carried.
5. **Old Business**
   
   A. **Fundraising Committee** – Candice Jones announced the Walk-a-thon scheduled March 21 did not occur because of lack of participants. The dining cards continue to be a great success. The Committee is selling cards on a pre-order basis. People interested should contact Candice Jones. To date, the committee has raised approximately $3,500 from this effort. Silent Auction items are all doing well. Items should be delivered to Sara Chapman in room 319 of John Thomas Hall prior to April 22. At this time, there are enough volunteers to work the Silent Auction that will take place on April 28 in conjunction with the Staff Appreciation Luncheon.

   B. **Scholarship** – The deadline to apply for scholarships is Wednesday, April 15. All were encouraged to let their departments know of the upcoming deadline. As stated in previous meetings, the Endowed Scholarship will not be available for the 2009-2010 academic year. The Staff Council Annual Scholarship is available for dependents of permanent SPA or EPA Non-Faculty employees and must have been accepted as a degree seeking student in an institution of higher education. For an application, contact Monica Rose (rosemrd@appstate.edu or 828-262-2173). Patrick McCoy mentioned Human Resources has an Educational Assistance fund for those staff who wish to take a non-ASU course that may be looking for assistance as well as the tuition waiver program for staff who are taking courses at ASU.

   C. **Council Concern Update: Food Service discount** – Chris Popoola reported that a decision by Business Affairs has not been made, but Greg Lovins and Ron Dubberly are diligently looking for a way to be able give staff some sort of discount. Mr. Lovins has requested to speak at the May meeting.

   D. **Council Concern Update: Career Banding** – Patrick McCoy gave a brief overview of where the University is with career banding. The Office of State Personnel gave a May 1, 2008 deadline to have all SPA positions crosswalked to their banded level. ASU gave all departments a December 2008 deadline to have position descriptions and competency assessments complete. Not all departments have met that deadline. Once the University is fully implemented with 100 percent position descriptions and competency assessments complete, HRS will go back and review specific incidences making sure the people currently in the jobs are satisfied with their band and level. The “appeal” process is an ongoing process.

   **Question:** Person is in a journey level position but is working at an advanced level because she’s held the job for eight years. When she’s entered in the system as advanced, the supervisor is told the person can’t be advanced because the position is not advanced. The supervisor thought a person who has worked the job for a long time could get assessed higher than someone you’d hire.

   **Answer:** We need to assess the person against the job to determine there is a journey position is filled by a journey person. You could have a “journey plus,” in that someone is working above the journey level because of length of service and knowledge. We have to be cautious in that if a person is outstanding, which is a performance indicator, it does not mean that the person’s career band is outstanding. These are two different things. We first need to rate the person at the job (journey to journey) and then go back and look at individual people holding the job. These are conversations that need to happen once we are fully implemented.

   **Question:** Is there officially a “journey plus” option?

   **Answer:** It is in there – if you look at a journeyed position with five competencies and a person has two that are journey and three are advanced then that is different from someone who has all five that are journeyed. Those are incidences that need to be looked at on a case-by-case basis.

   **Question:** Will the band and levels be a matter of public record?

   **Answer:** Classification and title are a matter of public record. The person’s competency level will not be public as it’s protected under the State Personnel Act.
Question: With the budget crisis, what is the chance we will see salary increases to the banded level if one needs to be made?
Answer: At this point, the salary adjustment fund is not available for the fiscal year 2009-2010. Other sources are being held back in anticipation of budget reduction. If we were to spend the money, and additional budget cuts are made, staff may lose their jobs.

Question: What is the formula for determining salary between journey and advanced?
Answer: IT developed a career banding calculator and once we are fully implemented, each division will have a pay calculator.

Patrick gave an update on the performance management system. A main requirement of the Office of State Personnel with performance management is that all employees must have an annual rating that is reported to the Office of State Personnel. So we’re starting with that goal in mind. “We have some that have started with the old system and that is fine; some with the paper process with the new smart goal system and that is fine; and we have some that have started with the People Admin performance management system that is being piloted in the Library and in IT. It’s okay if there are others doing something a little different with regard to performance management. The goal is to have everyone to the online system by July 1, 2009. We’ve tried to simplify the smart goal process. The new system asks to determine what you want to accomplish for the year – three or four goals – then sit down at the end of the year and determine if you’ve met the goals.” If you have any questions, please e-mail Patrick at mccoypj@appstate.edu.

6. Janice Voss reviewed the budget. It was moved (Marlena VanVliet) and seconded (Alice Gryder) that the April Treasurer’s Report be approved. Motion carried.

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Account Number</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Operating Fund</td>
<td>109130</td>
<td>$3,469.84 *</td>
</tr>
<tr>
<td><strong>State Account</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Funds Accounts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Centennial Park (expense allocation of 992561)</td>
<td>227899</td>
<td>$264.27</td>
</tr>
<tr>
<td>Children's Shopping Spree Fund</td>
<td>990152</td>
<td>$2,275.50 **</td>
</tr>
<tr>
<td>Associated Scholarship Fund</td>
<td>990155</td>
<td>$4,934.90 **</td>
</tr>
<tr>
<td>Receipt Supported Fund</td>
<td>990158</td>
<td>$1,318.61</td>
</tr>
<tr>
<td><strong>Foundation Accounts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Staff Centennial Park Project Fund</td>
<td>992561</td>
<td>$641.64</td>
</tr>
<tr>
<td>Foundation Staff Council Shopping Spree Fund</td>
<td>992568</td>
<td>$275.00</td>
</tr>
<tr>
<td>ASU Staff Endowed Scholarship Fund - Contribution</td>
<td>994931</td>
<td>$20,037.63</td>
</tr>
<tr>
<td>Endowed Scholarship Fund - Net Assets</td>
<td>994931</td>
<td>$18,050.93</td>
</tr>
</tbody>
</table>

* 109130: Additional encumbrances of 1199.50 ($139.20 Supplies; $560.30 Updates, $500 for Diversity) = $2270.34
** 990155: Additional encumbrance of $100 - $4834.90.
7. **New Business**
   A. **Chancellor’s Advisory Committee** – The committee is working on determining a date for this meeting and hopes to have a firm date by the end of the week. If anyone has any questions for the committee to consider, please send them to Charlie Wallin (wallincr@appstate.edu). One question that will be on the agenda is the adverse weather policy / closing the university.
   B. **Election Results** – Denise thanked everyone for their willingness to run. The officers for 2009-2010 are:
      - President Elect – Bob Charlebois
      - Vice President – Marlena VanVliet
      - Secretary – Amy Sanders
      - Treasurer – Tami Johnson
      - Staff Assembly Alternate – Wes Berry
       New officers take effect May 2009

8. **HR Update**
   A question was raised concerning the memo regarding using comp time before vacation time. The state’s policy is to use comp time before vacation time. If you are exempt from Fair Labor Standards Act (FLSA), you can earn comp time hour for hour and you cannot carry it over. If employees are subject to FLSA and they cannot use it within the year, than the employer is obligated to pay out the comp time.

9. **Council Concerns**
   Questions regarding adverse weather - If you are unable to get to work because of adverse weather, you can use the adverse weather policy, and you have up to one year to make up that time. If the university is shut down except for essential personnel, then you are not required to take leave time for the time missed.

10. **Announcements**
    - Denise distributed a survey of interest for Health Promotion. She asked that the Council make copies for their respective departments. The survey will also be online.
    - Staff Appreciation Luncheon / Silent Auction – 11am – 2pm April 28, Convocation Center
    - Baseball appreciation game – 7pm, April 28, tickets are $1
    - Peggy Ellis volunteered to co-chair of the fundraising committee beginning May 1
    - Sali Gill-Johnson discussed the Shots Fired Program the ASU Police does for departments and encouraged other departments to take advantage of this service

11. It was moved (Sandy Hicks) that the meeting be adjourned.