Civil Service Council Minutes

December 3, 2019

8:30 a.m.

Oakland Room, MLK Union

Members Present: Angie Campbell, Carrie Gossett, Jenny, Ben Merry, Jenny Stout, and

Michelle Morgan

Members Absent: Tony Craven, Rhonda Nichols, JoAnn Thill, Donna Noffke

Guests Present: President David Glassman

Linda Holloway, Interim Director of Human Resources

1. The meeting was called to order at 8:30 am by President Campbell.
2. President Campbell welcomed President Glassman and he proceeded to address questions submitted by the Council membership.
   1. Training and Development in Human Resources.
      1. There has been no discussion in President’s Council about bringing back a Training and Development program because we still have critical areas that need to be staffed. Human Resources as well as Accounting and Procurement are still in need pf staff. There is an intention to bring it back at some time, but not yet.
   2. What is the plan for implementing the new minimum wage threshold?
      1. The University will not raise the salaries of everyone to keep civil service employees at a distinctly higher level than those who are paid minimum wage. However, the student workers will be adjusted and a compressed salary scale will be implemented.
      2. Those who are at 8.25 now will be moved to 9.25. This move will only affect student workers.
      3. In July when the salary moves from 9.25 to 10, it may affect some civil service employees. No current student workers will decrease. Those who are being paid over minimum wage will continue to be paid that until their contract is up.
         1. All newly hired student workers will be hired at minimum wage with no exceptions.
         2. There will be no increases for longevity or night time service. Only exception will be those that are grant funded through external sources.
         3. In housing and dining, student managers will see a pay differential of .10 cents an hour for supervising other workers.
      4. When the minimum wage hits $15 per hour, we will see it hit civil service employees. We will be looking at how to address their wages and set up a strong policy.
   3. Question comparing union cooks and non-union office worker salaries (i.e., union cooks make more than office workers). This applies to relatively few office workers. Payroll office are exempt from union and are some of the lowest paid positions on campus.
   4. The remaining questions were about the trees behind the Student Services building parking lot.
      1. President Glassman is aware that the trees dropping sap on cars in the SSB south parking lot is a problem. Need to determine the importance of the trees, because of our Arbor Campus status and because of Biological Sciences uses the trees on campus for instructional purposes. The President will follow up on the questions and hopefully come up with a solution that can address everyone’s concerns.
   5. Is there any chance the University Gift Day will be expended to two days as other State Universities? The topic has been discussed in President’s Council and the decision was to stick with one day at this time. It will be reviewed again next year.
   6. Will the University expand offerings of reserve parting places to those who are willing to pay a premium? There has been interest. This is a discussion that can be taken to the Parking Committee that is run by Chief Kent Martin.
   7. Superior Performance Plan
      1. The program has now been implemented into the Union contract for 981. It will need to be reinvented because the scope has changed from just a Non-Negotiated employee program.
3. Minutes from the November 12, 2019 meeting were approved.
4. Treasurers Report $20,345.09 (Merry).
5. Committee Assignments currently in place are below. If new members wish to be assigned to any of these, let President Campbell know by email.
   1. ***Election –*** Campbell, Nichols
   2. ***Personnel*** – Campbell, Merry, Nichols
   3. ***Public Relations –*** Craven, Gossett, Merry, Nichols
   4. ***Scholarship*** – Established *June 22, 2007* – Campbell, Morgan, Nichols, Noffke, Stout
6. Old Business
   1. Status of A&P Position Review (Holloway)
      1. 52 positions were potential targets for reclassification as civil service. Of those, 42 employees have been asked to rewrite job descriptions for consideration; after the rewrite, 9 were subject to exception, but a detailed job description is needed to make a final determination. The process is to be done by January 1.
      2. Carrie Gossett asked about her position as there is currently no category for it in the system. She was advised that her position will not change while she is in it, but it will be eliminated if she vacates it.
   2. Vacancies (Campbell)
      1. There are still vacancies on the Council. If anyone is interested in being a part of the Council, please have them complete a nomination form.
   3. Fundraiser (Campbell)
      1. There are 3 garlands, 6 swags and of those 2 swags were donated to the Holiday Lunch as raffle gifts. Items will be delivered to central stores today for sorting and pickup.
7. New Business
   1. Holiday Break
      1. Approved holiday’s 12/24-25; 12-31-1/1
      2. 1 Gift day has been approved by Presidents’ Council. It will be December 26, 2019. Same rules as last year. Asking departments to keep offices staffed and open on December 23, 2019.
      3. Building temperatures will be reduced from December 16, 2019 to January 1.
   2. Update – Budget, Enrollment, Etc. (President Glassman)
      1. Search Updates
         1. VPBA search committee has been formed and is being chaired by Provost Gatrell and we are accepting applications.
         2. VPSA search committee has not been appointed yet.
         3. Admissions search is down to finalists and they will be interviewing soon
         4. Tarble has a list of finalists.
         5. ITS Director no search committee yet but will have one before break
         6. Deans for CLAS and COE will conduct interviews in January.
8. Motion to Adjourn 9:54 am

**Upcoming Meetings**

January 14, 2020

February 11, 2020

March 10, 2020

April 14, 2020

Mau 12, 2020

June 9, 2020