

Staff Senate Minutes
December 13, 2023 3:00 PM
CORD 349

- I. The meeting was called to order by vice-chair, Travis Hefley, at 3:03 p.m.
- II. A motion was made, seconded, and passed to adopt the agenda.
- III. Roll Call – Myrlinda Soedjede
- IV. Campus Updates
 - A. Human Resources Updates – Michelle Hargis Wolfe
 1. Class/Comp Update
 - a. 18-month project (Oct 2022-Mar 2024). Project extended – new end-date TBD
 - i. Cause for extension - provisional positions originally excluded but are now in scope
 - a) 505 total, but about 405 map easily, but ~100 unique positions that need job profiles created
 - b. SOG decided on 84 peer R1 institutions of our size and complexity for benchmarking
 - i. Up to deans to check off on mapping
 - ii. About 50 positions left before this process is complete
 - c. Continuing to progress through holidays
 - d. Costing incomplete because mapping isn't finished
 - e. Also doing a smaller-scale project to map faculty then making a plan for implementation and timing
 - f. Leadership is hoping to implement for FY24
 - i. Dependent on further data analysis
 - g. There is a link with FAQs on the Class/Comp project
 - i. We can submit questions that are answered. If they can't answer it, indicate that they don't know yet
 - h. Working with Rebeca Haley to ensure that the jobs we are asking for from the legislature align
 - i. The University has made a significant investment in data analytics tools to continue consistent structure
 - j. Questions/Discussion
 - i. Are GAs included in faculty analysis? Could be included based on their position type – are they teaching?
 - ii. Three "buckets" for position types – Operational Contributor (OC), Professional Contributor (PC), and Manager/Leader
 - a) Based on work and job family, not based on different units
 - b) Will have compensation guidelines on compensating equitably
 - iii. There are positions on campus that are unique and may not line up directly with industry, how are we comparing those?
 - a) Included SEC schools, ensuring that we are looking at comparative institutions. If there's something that can't be lined up, doing a deeper dive
 - iv. Is there going to be additional work identifying how people move between the levels in their area? Will there be hard requirements or will it all be tied to performance reviews?
 - a) We plan to establish behavior expectations and driving a performance culture – won't limit ability to follow career path, but there will be guidelines to establish consistency

- v. People use certain terminology differently. Request for a business glossary that can be worked into onboarding and ongoing training.
 - a) This is in progress
 - vi. Question about handling positions that have multiple areas of work- they might have job duties that fall within HR and academic and research etc. Are we assigning people only to one job family or will we potentially have folks that have positions "assigned" multiple job families?
 - a) Most positions are being mapped to a single job family based on 80% of their work
 - vii. Is the list of the 84 peer institutions public? Where can we find it?
 - a) Will get them added
 - B. Parking and Transit Updates – Gary Smith
 - 1. Request for drop-off zones for people at the bus stop at Bell Engineering and on Maple Street where meters are near Plant Science and the Rosen Center
 - a. Will remove meters and assign as five-minute drop-off zones
 - i. Can have citation every five minutes if parked beyond that
 - b. Enforced with license plate recognition
 - c. Will decide at the end of the spring semester whether to keep
 - 2. Questions/discussion
 - a. Have had several people in Fulbright express issues for drop off. Using e-citations so difficult to know how long they have been/will be there
 - i. Rolling drop-offs can pose a safety issue. Will work on addressing other drop-off concerns in the future but seeing how this one goes first.
 - b. Kim expressed concern with parents dropping off students for music lessons. Told the closest non-permit parking is in the Garland garage – either have to have their children walk over by themselves, or parents have to pay for parking each time they drop off to walk kids over.
 - i. Continuing to work on it to see what they can do
- V. A motion was made, seconded, and passed to approve the Staff Senate November minutes
- VI. Treasurer’s Report – Autumn Parker
 - A. Autumn shared the report in the SS Team chat
 - B. Posted all charges for Staff Appreciation Week and Staff Celebration
 - C. Posted chair fringe/salaries - ~\$9,800 in spendable budget
- VII. Committee Reports
 - A. Communications – Vince Capps
 - 1. Ben and Vince published the new website this morning and met with Roy this morning to go through it. Every page has been updated
 - 2. Ben walked through a few pages during the meeting
 - a. Will update Staff Senate News manually
 - B. EOQ/EOY – Ashley Reeves
 - 1. Nominations for EOQ2 are due by January 15. Newswire will be submitted soon
 - C. Internal Affairs – Wayne Bell
 - 1. Suggestions for inclement weather policy/process
 - a. Think it would be beneficial to have whether people are weather/event-essential designated on Workday profile. Currently, people have to dig for it – about an eight-step process to find
 - b. There are some things in the policy that are confusing
 - c. Asked senators to review the policy and take note of any concerns

2. Questions/Discussion
 - a. Dr. Gigantino said that working from home is okay if students are not negatively impacted
 - b. Suggestion that weather-essential designation be included in class/comp process as positions are being updated
 - c. Suggestions for consistency and designations of whether positions are flex/remote-eligible
 - d. We need a place employees can turn when they feel like their manager did not handle inclement weather procedures well
 - e. Encourage supervisors to have an inclement weather plan and discussion with their staff ahead of time
 - f. Concern about whether staff know where to turn to report inconsistencies in policy implementation
- D. Special Events – Kaitlyn Riggin
 1. RazorGifts
 - a. Reached out to families and doing pickups tomorrow and Friday in ADSB – a couple of conference rooms
 - i. Thursday 2pm -4pm and Friday 10am-12pm
- VIII. New Business – N/A
- IX. Old Business
 - A. Scholarship Naming/Bylaws update – Travis Hefley
 1. The proposed update was read again.
 2. A motion was made and seconded to update the bylaws to add a scholarship in honor of Valerie Pryor. There was additional discussion, and the motion passed.
 - B. Employee Appreciation Brainstorming – Travis Hefley
 1. Roy expressed appreciation for those on the ad-hoc committee. Great ideas were generated
- X. Chair’s Report – Travis Hefley on behalf of Roy Cordell
 - A. Myrlinda and Vince are moving to provisional at-large positions because they have moved to new divisions. Their positions will stay vacant until 2025.
 - B. Roy won’t be filling Gary Butler’s position, as his term ends in June. Will fill with the next election cycle.
- XI. Upcoming Meeting
 - A. January 10, 2024 – CORD 349, 3:00pm – 4:30pm
- XII. Around the Senate
 - A. Melinda Allen shared an update resulting from a legislative audit finding
 1. The way the university has handled it since the switch from BASIS to Workday, when someone reports more than 40 hours in a holiday week, the process has been to move the hours into the annual leave bank. This is incorrect, there is a system policy that the extra hours should be moved into the holiday leave bank.
 - a. Beginning January 1st, will handle the corrections with the process going forward.
 2. Employees will have until December 31 of next year to use holiday leave.
 - B. Question about there not being a Campus Council meeting in the fall semester
 1. Someone said they will reach out to the chair.
- XIII. A motion was made, seconded, and passed to adjourn at 4:27 p.m.

Senators in attendance: Wayne Bell, Karmen Boddie, Chris Butler, Erin Butler, Vince Capps, Becca Clifton, Michela Cupello, Alisha Gilbride, Kim Gillow, Walter Green, Hershel Hartford, Travis Hefley, John Paul Jackson, Alli Johnson, Katherine Miller, Ruth Parcels, Autumn Parker, Ben Pollock, Allen Porter Ashley Reeves, Kaitlyn Rigglin, Stephen Ritterbush, Amber Roth, Amy Shell, Myrlinda Soedjede, Trish Watkins, Carrie Whitmer

Senators not in attendance: Jen Boyer, Roy Cordell, Tracy Deffebaugh, Elizabeth Miller, Rachel Piontak, Cindy Ryan