

Staff Council Meeting Minutes
Wednesday, September 10, 2014
267 University Hall
2:00 - 4:00 pm

In Attendance

Dawn Banker, Dr. Steven Berberich, Linda Helentjaris, Jamie Henne, Jonathan Jackson, Megan McCurdy, Candace Phlipot, Cindy Riley, Aaron Skira, Elizabeth Styers, and guests: Dr. Kim Gilliam, Emily Hamman, and Shari Mickey-Boggs

Agenda Items

Business with Shari Mickey-Boggs, Associate Vice President and Chief Human Resources Officer

Job Abolishment Letters. Feedback on the revised template of HR's job abolishment letter was shared with Shari. Shari provided the context in which such notification letters were delivered to recipients and the additional steps that would ensue after delivery (steps may vary between classified and unclassified staff per Ohio Revised Code). It was recommended that the content on the HR website regarding job abolishment also be reviewed for similar revision.

Staff Handbooks. Concerns regarding the timeliness of updates to staff handbook were provided to Shari. It was also requested that when sections of the handbooks are updated, the revised date also be listed. Both Shari and Dr. Berberich agreed that revisions to the handbooks should be a collaborative process. Per Shari, Meltem Kokaly, Employment Manager in HR, will be establishing a plan to revise staff handbooks; and any recommended revisions should be sent to Meltem.

New & Old Business with Dr. Berberich

Suggestion Box. The "Staff Feedback" page on the Provost's website has been removed.

Chief Information Officer (CIO). Job candidates for the CIO position will be brought to campus in October 2014 (tentative). Announcements regarding open forums with each candidate will be sent to staff and staff are encouraged to attend.

Faculty/Staff Appreciation Night. The next Faculty/Staff Appreciation night is to be held in Spring 2015 (tentative).

Fall Forum

The next staff forum will be a joint forum for classified and unclassified staff at the Dayton campus. Tentative dates include November 5th, 6th, 12th, and 13th in the Student Union. Potential topics include updates on the Printing Services Consortium, Hospitality Services, and health care. Guest speakers TBD.

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Student Employment Updated Job Classification Structure

Dr. Gilliam explained the updated student employment job classification structure was sought by administration after faculty/staff requested competitive wages for students. The pay range system that was recently adopted is similar those used by other Ohio postsecondary institutions. Career Services will no longer be responsible for evaluating/documenting pay levels for student employment positions; rather, this responsibility now falls to each department (including providing such evidence for internal and external auditors). Emily Hamman will take the concerns raised by staff regarding the inequities in the policies and procedures that govern pay scales and raises/promotions between staff and student employees to Shari Mickey-Boggs.

Staff Council Bylaws

The latest draft of the bylaws will be distributed to Staff Council members for review and to discuss at the next meeting (October 8th).

Suggestion Box

Jonathan will activate the link for the Qualtrics Suggestion Box this month. The link can then be advertised on various web pages. Any suggestions received will be reviewed at Staff Council meetings.

Other Items

OPERS Retirement Updates

Changes to OPERS's retirement policies, specifically eligibility for spousal benefits, may lead to retirements at the end of 2014.

Next Meeting

Wednesday, October 8, 2014, 2:00 – 4:00 p.m. 267 University Hall