

<i>Type of meeting:</i>	Regular 2009-2010 Staff Council Meeting
<i>Facilitators:</i>	Anne Downing, President
<i>Note taker:</i>	Tammy McDaniel, Staff Council Secretary
<i>Attendees:</i>	Special Guest: Dr. Ann Stuart, Chancellor and President Staff Council Advisor, Lewis Benavides

## Agenda Topics

### **I. Call to Order**

Meeting was called to order at 2:00 p.m.

### **II. Reading and Approval of Minutes**

April 13, 2010 minutes were nominated for approval by Linda Mills and seconded by Rhonda Redfearn. Minutes were approved as written.

### **Treasurer's Report**

No Treasurer's Report

### **III. Standing Committees Reports**

#### **A. Executive Committee**

No report

#### **B. Communications Committee**

No report

#### **C. Membership Committee**

Cheryl Holcombe, Parliamentarian, confirmed that there is no need for elections this year. All members of Staff Council have at least another year of service remaining.

#### **D. Human Resources Committee**

No report

#### **E. Professional Development Committee**

Staff Development Day scheduled for May 19. Tim Wolf will be distributing an e-copy of the agenda and sign-up sheets. Final plans are in place and event is on track.

#### **F. Rewards and Recognition Committee**

No report

#### **IV. New Business/Announcements**

Lewis Benavides, Staff Council Advisor, mentioned the HR staff is working on the logistics for compliance regarding the time-for-exercise program. This final recommendation is due in the Chancellor's office May 14, 2010. The proposal must be approved by the Cabinet before the benefit can be implemented by the university. The salary increase options were next addressed by Lewis, who gave a brief description of the salary survey process and described the basis for the salary survey data. He explained why CUPA data is not applied to the staff salary ranges. Lewis resumed his discussion of the staff salary survey after Dr. Stuart's brief discussion with the Council. There was a comparison of staff/faculty positions; description of why TWU pays @ 90% of market rate; what the classified worker description is; and how HR uses the low end of the range data. Another question asked about the performance evaluations. Lewis mentioned the funds now being dedicated to 9/1/10 salary increases were originally intended to be the performance evaluation distribution pool. This was true in previous years; however, in the current economy, the university will probably not be reviving this merit raise option for at least 4-plus years, until the economy regains strength. Other topics discussed: what a merit raise is and how it works; the salary increase options; and full Council analysis of the possibilities for distribution of the funds available for salary increases effective 9/1/10. The Staff Council's unanimous vote recommends a market increase for those staff members not currently being paid at market rate, with a \$500.00 annual increase to the remainder of the staff earning under \$100,000 (minus those affected by the market increase). This will be communicated to Lewis Benavides by the deadline.

Staff Council picture will be postponed until next Council meeting.

#### **V. Old Business**

None discussed

#### **VI. Guests**

Dr. Stuart joined Staff Council to briefly discuss the budget proposal and the budget process. She thanked everyone for their hard work preparing for the semester's graduation ceremonies. She began by explaining how the budget process actually works. There has been approximately \$1.1 million in a reserve since November 2009; the money is held until Dr. Floyd asks for a recommendation about how to fairly distribute the money. The money needs to go to something related to salary benefit and compensation. Other universities may offer higher salary rates; some TWU faculty members are leaving our university for higher salaries; TWU is making an effort to stay market competitive. Faculty Senate wants to ensure that Dr. Stuart does not receive a raise this year. The Board of Regents set the Chancellor's salary and compensation. She asked that Staff Council consider what it wants to do with the \$1.1 million (referring to the distribution options being considered). There was discussion of TWU achievements over the past year. Dr. Stuart mentioned we will hopefully have a new Provost in place by fall, 2010. Dr. Stuart then took questions. Question asked about how the budget was processed: it is done every year. The legislature is budgeted every two years; however, the budget is calculated annually, the money split and half is held until the second year, which can be reallocated if issues arise over the year. Anne Downing invited Dr. Stuart to the May 19 Staff Development Day: theme will be Wellness Initiatives.

**Meeting adjourned at 3:00 p.m.** Next meeting: June 8, 2010 at 2:00 p.m. in Stoddard Hall, Room 402