

Staff Senate

Held on: December 10, 2002, 10:00 am.
Held at: 8th Floor of John & Mary Gray Library

Senators present: Julie Alford, Renee Baxley, Vonda Browning, Paulette Burke, Gail Cokely, Sal Costa, Jana Daigle, Sherri Fitzgerald, Eddie Henley, Tina Johnson, Diana Licatino, Gene Moye, Brenda Oliver, Diann Palmer, Elton Payne, Kathy Pierce, Cindy Rhoden, Bill Skinner, Chad Smith, Wendy Smith, David Stafford, Karen Wells, Tina Wright, Phyllis York

I. Call to Order

The meeting was called to order at 10:00 a.m. by President Eddie Henley.

II. Roll Call

The roll was called by Jana Daigle. A quorum was seated.

III. Minutes

A motion was made to accept November 12, 2002 meeting minutes with out changes and Karen Wells seconded. November 12, 2002 minutes were accepted by the Senate unanimously without changes. Tina Johnson will post the minutes to the Staff Senate Website.

IV. Committee Reports

Executive Board- Jana Daigle discussed information from the November 21, 2002 Executive Board meeting regarding the following:

- Human Resources-Staff, who is being mistreated by Human Resources personnel, should contact JoAnn Russell first, and if needed an appointment can be made to see Mike Ferguson. Information will be kept confidential except in extreme circumstances.
- Salary System- Lamar Institute of Technology is apart of a different salary system than Lamar. Lamar is on a Classified Pay Plan.
- Human Resource Committee- The Human Resource Committee reviews PDQ and members are appointed by the president. The member list will be posted to the Lamar website.
- Monthly Executive Board Meetings- Dr Simmons would like Mike Ferguson to sit in on monthly meetings. Tina Johnson has arranged monthly meeting times with Mike Ferguson through August 2003.
- Merit Pay Plan- Eddie Henley reported to Dr. Simmons that the Staff Issues Committee is working hard on submitting a 1st draft of the Merit Pay Plan Proposal by February 1, 2003.
- Notification of Title Change-An across the board list was sent to all supervisors and the supervisors were to report any updates to their staff. Jana proposed having a generic classification sent on Mirabeau for staff to review at their discretion.

- Staff Award Needed Storage Space- Jana mention that with the new upcoming awards, more storage space would be needed. Mr. Ferguson suggested that it be kept with the chair in his/her office area or a small secure closet.

Staff Issues Committee - Merit Pay Plan: Wendy Smith, chair, discussed the Merit Pay Plan. Some staff still feel that the Merit Pay Plan should only be done if it is fair to all staff.

Concern: Staff Evaluations

Possible solution: Condense the Staff Evaluations form and make it straight, direct, and to the point. Wendy gave all senators a copy of the Merit Pay Plan 1st draft. Wendy would like for all senators to look over the Merit Pay Plan draft before voting to accept the 1st proposed draft.

Concern: Merit Pay increases would be determined by a supervisor and funds available in department budget. Merit percentage may be determined by funds allotted for Merit. If merit funds are unused by a department, then those funds are distributed to other departments during budget year. Eddie stated that Merit funds do not roll over to the next budget year. The Merit Plan will consist of 3 categories: High Merit, Medium Merit, and Low Merit. There is a chance that an employee will receive no merit. There will be a clause entered into the Merit Pay Plan 1st Draft that if an employee does not receive a merit increase for 2 consecutive years then that employee needs to meet with Human Resources to discuss the reasons why no merit was granted.

SPE Form- JoAnn Russell (HR) suggested that "attitude" be deleted from the SPE form.

Vonda Browning made a motion to delete attitude from the SPE form before the 1st Merit Pay Plan Draft is submitted to Dr. Simmons and Tina Wright seconded. Vonda Browning moved to accept the 1st Draft of the Merit Pay Plan and Tina Wright seconded. The Senate approved the 1st Merit Pay Plan Draft unanimously. The Merit Pay Plan Draft will be submitted to Dr. Simmons and Mike Ferguson at the next Executive Board Meeting in December 2002.

Staff Awards: Cindy Rhoden, Chair, discussed staff awards. The awards catalogs can be viewed for 3 months. Selections must be submitted to OC Tanner by July 15th. No ordering will be done after July 15th. The next scheduled Staff Awards meeting will be held on December 11, 2002 at 2: 00 p.m. Cindy stated that awards storage may fall upon the chair. Wendy Smith may have a storage closet in her building (ROTC) that the committee can use to store the new awards. Cindy stated that the committee plans to have a Staff Awards Proposal by January 2003.

V. Unfinished Business

Parliamentarian: An Advisor who attends monthly meetings to make sure that the Roberts Rules of Order is being used correctly. Karen Wells made a motion to table the parliamentarian issue until the January 2003 meeting and Tina Wright seconded. The Senate agreed unanimously.

Merit Pay Plan Proposal

Merit Pay Plan Increases- Disclosed to other employees?

Staff Award Proposal

VI. Good of the Order

Wendy Smith discussed the Amnesty Program that the Employees Retirement System (ERS) is starting in the month of December regarding possible illegal dependent medical coverage. ERS plans to start an intensive, widespread review of covered dependents to determine if the dependents are eligible, by ERS rules. ERS will hold an Amnesty Program to encourage employees to drop anyone they have named as a spouse, who isn't a spouse, and drop ineligible dependents, which are not included in one of the approved eight categories of dependents. If an employee believes that they have an ineligible dependent covered in health insurance, he or she should call ERS Customer Benefits at (512) 867-7711 or toll free (877) 275-4377 during business hours in December. After December 31, 2002, ERS will conduct a dependent audit program. If a member is selected for an audit, he or she will need to provide proper documentation to prove that their dependent is truly eligible. If illegal dependents are found the employee risks being referred to a law enforcement agency and being barred from insurance indefinitely.

Wendy Smith, Chair, gave the Staff Issues Committee lots of thanks for all the hard work put into the 1st Draft of the Merit Pay Plan.

Jo Ann Russell (Director, Human Resources) discussed the staff pay scale. Every classification was reviewed on Lamar's campus when a private consultant was brought in. Every 3 years the Salary Administrative Review Committee meets in confidentiality to review positions. The members look at internal equity and external equity. Human Resources ask staff to review old PDQ and to make any necessary updates. Some PDQs received had no changes. Human Resources goal is to make sure everyone is paid equitably. Remember to take the person out of the pay. Human Resources look at the attributes of the job not the person. When the Salary Administrative Review Committee members meet they talk, ask questions, and at times send questions back to supervisors. All members must agree before moving on. The system is fair.

JoAnn Russell stated that if anyone has a problem with Human Resources let her know. A human Resource employee sometimes has to say no. She is here to help and serve.

Eddie asked senators to get the work out about information learned at the monthly meetings.

VII. Adjournment

The meeting was adjourned at 11:15 a.m.