

**SALT LAKE COMMUNITY COLLEGE
STAFF ASSOCIATION EXECUTIVE BOARD MEETING
Wednesday, September 15, 2004 – 8:15 a.m.
South City Campus – W 111E**

MINUTES

Present:

Patsy Albertson, Sara Byrd, Jonathan Hair, James Hale, Kent Hilton, Pat Isom, Katherine Marshall, Angie Nelsen, Desi Nielsen

Excused:

Keenan Adcock, RaNae Booth, Jessica Casto-Guiver

Mark Middlebrook and Karla Fisher from Institutional Advancement (IA) solicited support from the Staff Association (SA) for their Bruin Club Dinner and Auction. It is scheduled on October 18th in the LAC. Texas Roadhouse will provide food. Games and a silent auction are included on the agenda.

Discussion centered on level of participation and that staff members may not be willing to support contributions in light of the increase in health insurance premium increase and no raises for 3 years (except the small increase received on July 1, 2004). The staff is also being asked to contribute to help build the new Health Science building and the Star Supporters program.

It was decided that Patsy will contact IA and ask them to prepare an all-sub and each association member will be a contact point to receive money from staff and turn that amount into IA. The SA should receive credit for the contributions. All will keep a log of donations.

Over 650 people attended the Pancake Breakfast. President Judd Morgan sent a letter to Patsy thanking the SA for the participation at the event. Pictures taken by IA at the Pancake Breakfast were distributed and will be posted on the SA Web page.

President's Cabinet Update

Job Descriptions are due. Work with appropriate campus personnel to get the word out. Marni Fisher in Human Resources can provide a copy of what is in each staff member's file. Jonathan expressed the importance of taking this responsibility seriously since they may be taken to the Job Evaluation Committee (JEC). He also expressed the need for someone from the SA to sit on the JEC. Craig Gardner uses a point system and it is beneficial to have a broad job description showing the large number of responsibilities of staff.

Patsy Albertson addressed the issue that Dean's Administrative Assistants were ranked lower based on the reorganization after they provided a job description. President Morgan stated that Human Resources will prepare a letter and place it in the files of those

affected. Dean's Administrative Assistants were downgraded without being told they were being re-evaluated and were not notified of the JEC decision regarding the downgrade. JEC takes their decision to SAC (salary advisory committee) and usually SAC does not question the decision. Angie Nelsen and Pat Isom volunteered to let Patsy provide their names to the JEC as possible committee members.

Site Coordinators will be determined soon.

First week of school SLCC was short 350 parking spots. The issue is being discussed.

Patsy told Cabinet that the SA wanted to have a representative provide updates at any Presidential Chats. President Morgan agreed to allow SA representation. The SA campus delegate will attend and host Presidential Chats at his/her campus.

A delegate-elect for the Meadowbrook Campus will be elected soon.

President Morgan asked that no changes be made in the Constitution until after accreditation.

The idea of awarding an Outstanding Employee award to part-time staff was well received. Rand Johnson will investigate funding for the awards through the Foundation. It was unanimously decided that if we are able to find funding for such awards in order to be eligible, part-time employees must have worked for SLCC for no less than 3 years. Patsy will obtain percentage of part-time to full-time staff and exempt and non-exempt employees. The Foundation will be approached for contributions. The SA will send information to employees prior to the deadline for applying for the OE award and encourage them to understand the selection criteria.

Board of Regents Update

A letter will be drafted in support of Developmental Education. It will be given to legislators.

Policy on Policies

The SA will meet with the Faculty Association to discuss the SLCC policies. Patsy will find out who sits on the committee and request that the SA be represented on the committee. The review may happen prior to the accreditation visit.

SLC Chamber of Commerce Opportunities

Kent Hilton reported that he contacted the Healing Fields organization and offered support. He did not receive a response.

Miller Campus and the Chamber try to give back to the community. The Chamber is always soliciting food donations. Does the SA want to get involved in collecting contributions?

David Copperfield tickets are available at a discount. Information will be distributed to SLCC employees indicating that the SA is working with the Chamber on community needs. Sara Byrd will contact someone in the Chamber re: current SLCC memberships with their organization. Could money for memberships come from the Site Coordinator budgets? How many chambers should we possibly join?

Hiring Policy Ad Hoc Committee

The committee will be reactivated and want a SA representative. Sara Byrd will serve.

Benefits

A new bid has gone out for the insurance “server” (currently Blue Cross). While we should be thankful for past benefits, it is almost inevitable that employees will be required to subsidize benefits. Jonathan suggested that the SA develop an agenda of prioritized issues. Patsy suggested a generic timeline for benefit review. Jonathan and Desi will bring the issue to the committee. Jonathan suggested that Patsy address the timeline issue with President Judd Morgan to see if he can assist with providing an update. The new President will be invited to a Benefits Committee meeting to provide an update on the importance of current benefits in relationship to low salary.

There are other college benefits for staff that are not tied to salary, i.e. exercise, barbering/cosmetology, etc. that have not been looked at for some time. Who is representing the staff since these no longer have committees organized? What other benefits should we be trying to get? Pat has some information for a Teaching and Learning grant through the FTLC that full-time staff could apply for. She will e-mail information to the board. We could e-mail or my-page to staff what other areas or benefits would they like us to pursue.

Main Street Center will be leasing space to the museum on an extended lease to help re-coop some of the College’s costs. We are hoping to run some short term classes in October. Also the College is still looking for some space on the East side to maintain presence in the community.

Rand Johnson has been asked to send UHESA Legislative Committee what our top three funding priorities are from each of the institutions so that we can have a unified approach. There is a My Page announcement of how to contact our political party representatives. We need to let them know what our concerns and interest are. UHESA is going to try to be very active this year at the Legislature.

Delegate Reports

South Delegates are planning an ice cream get-together. We need to remember to include part-time staff so feelings are not hurt. Renee Williams has agreed to be a secretary for the SCC Staff Association.

The issue of parking permits for part-time was brought up. If they are going to school they are only required to purchase a student permit. It is up to the individual departments to decide if they can purchase permit for part-time employees. Is this something for

Staff Association benefits committee to address? Could parking services give a pass or reserve some spaces for part-time staff? Desi and Jonathan will co-chair a renewed benefits committee and Pat will put out a memo asking for people willing to serve on the committee. We may need to adjust some of the current benefits to accommodate various campus sites. There needs to be a good representation on these committees from all areas of the college.

There is a question on allocation of budgets at the various sites. Because of reorganization people have moved around and this is not represented in our current budget allocated amounts. There is a need to get a better idea of staff at the various sites. We need to ask for more budget even if we are told no. Since Staff Association is no longer getting support from Executive Deans budget, we need to see if money reserved for new site coordinator positions can be used to help supplement Staff Association activities.

Jordan Campus will be doing a mid-semester pot luck and Halloween party.

The Miller Campus will be holding a potluck luncheon and have a Halloween office decoration contest.

Meadowbrook has a potluck scheduled on 10/13/04 from 11:30 a.m. until 1:00 p.m. It will be sponsored by the Meadowbrook Staff Association and the Division of Technical Specialties.

Since Redwood is so large, there is a question about how to best represent all Staff at the location. A committee may be put together to help decide what is best for all staff at that location.

A motion by Sara Byrd to table the revision of the Constitution and By-laws until next meeting was seconded by Desi Nelson. All voted in the affirmative and the meeting was adjourned at 11:00 a.m.