Classified Staff Association
Meeting with the President
November 9, 2005
2:30 p.m.

Those present: President Lee Caldwell, Sheila Cannon and Darwin Gifford.

The following items were discussed with the President.

Letters to Legislators
We provided a copy of a legislative letter from UHESA regarding salary increases and continued benefits for the President to review. We mentioned that as president and president-elect, we would also send a note of recommendation. All association members have been asked to write a short note as well. The President appreciated our involvement and voiced his approval.

Constitution
We provided a copy of our current constitution to the President and mentioned that Sheila would be presenting this during the next Board of Trustees Meeting on Thursday, November 17. Sheila explained that she is presenting this per recommendations from President Huddleston during last spring's meeting. During that time it was a working document and he mentioned that we should bring the finished document before this committee during the fall. President Caldwell mentioned that he would see if this needed to be an action item.

Sheila presented information relating to service that our association has rendered during the last year and a half. This information will also be provided during this meeting.

Gratitude
The board asked Darwin and I to express our gratitude to the President for the extended time off during the Christmas holiday. We asked if the entire campus would be shut down and he said that after some extensive research from last year, it would be.

Some of the board members had asked about a Christmas bonus, which we received last year. The President wasn't aware of any bonuses, but he asked us to check with Pam Montrallo. I asked Pam and she told me that it wasn't really a Christmas bonus, we just received it at the end of November. The bonus was given to us by the legislature with direction from the Regent's office as to the amount and who received it. The Regent's office has told her that we probably won't see any more of these bonuses for a long time. If by some chance we do, we will have to wait and see what stipulations are put on the funds by the Regents.

Permanent Part-Time Bonus
Because I couldn't remember the answer I received when I asked the President about permanent part-time employees receiving bonuses; I asked the question again. He mentioned that he thought it would be difficult to know which employees to give what

amount to and asked us to contact Pam for her research into this matter. Pam told me that a 1% of base salary bonus was issued last July to all full-time employees. At that time the issue of paying part-time employees was brought before the executive staff. The discussion involved if we give it to part-time employees, do we give it everyone – ongoing, adjunct, etc., and how do we determine 1% of what, since part-time employees do not have a base. After some discussion, it was voted down to include part-time employees in the 1% bonus.

Christmas Social

We reminded the President about our upcoming Christmas Social and he said he would be attendance. We also invited the vice presidents to join us. For your information, the President's luncheon will be held on Wednesday, December 7.

Because we received an Employee of the Semester nomination for an exempt employee, who pays dues to our association, we felt we should ask for his advice before giving an award to this individual. He felt that if exempt employees pay dues to our association, they should be able to receive an award; however, the final decision should come from the association itself. He also thought that we should contact Randy Judd and ask his opinion, which I did. Randy asked us to pass the names before him first and then with his recommendation we should be able to present the award to the appropriate individual. We decided that in the future, when questions arise, both presidents will discuss the concern and come to a resolution at that time.

Budget Issues

We briefly discussed the ongoing pay scale for part-time secretaries. Apparently, a new position was announced at a higher rate than most of the secretaries are currently receiving. The board felt that part-time secretaries should receive the same amount and we asked what could be done to rectify the situation. We mentioned the information that we had received from Pam and the President agreed with her explanation. She stated that part-time secretaries are paid between $7.25 and $7.50 per hour and it creates a problem when departments pay according to their budget. She mentioned that she would love to raise the hourly rate for everyone, but it isn't that easy. Departments are dependent on the budgets they receive and are only increased by the same amount that full-time receives – which does not increase very much. Even at $7.50, this does not keep up with what the departments are budgeted for. The only way to increase it is for departments to ask for more funds in the budget reallocation process. The departments have a set amount of budget for their positions and that is how much they have for the fiscal year – this will determine how many hours the person can work during the year (but cannot go over about 1500). Also included in that budget we have to figure in an additional 7.56% for FICA tax.

We mentioned that we were sending a request to Pam for a CUPA study for the classified staff. Apparently, this had been requested last year, but we did not receive it. The President gave a brief explanation mentioning that errors had occurred at the commissioner's office and they were using figures from the last two years instead of four. However, corrections have been made and this information is accurate now. He

mentioned that this is a huge job and they are moving forward with it. When I asked Pam about this issue she stated that she would get back to me with the survey information because at this time of year, most of it will be based on last years figures or a rough estimate using current figures.

Adjourn

The meeting was adjourned at 3:00 p.m.