Minutes of President Huddleston/DSC Staff Association Presidency
Monthly Meeting
July 15, 2004
10:00 am

Those in Attendance: President Huddleston, Laurie Sullivan, Susan Garner

Items of Discussion

1. Critical Needs

1.A It is requested that administrators review the workload of those employees working excessive hours per week (some are reporting as much as 60+ hours per week) to ascertain the need for additional staff.

Action: The president will put this item on his agenda for discussion in Executive Staff Meeting.

1.B It is imperative that Counseling and Advisement Center position openings be announced immediately. To delay action on these new hires will destabilize student counseling, advisement, and graduation processes. It will also hamper student performance and departmental placement.

Action: Those who are affected by these new hires need to express their desires to the supervisor in line, in this case Phil Alletto.

2. Salary Equity

There continues to be issues dealing with salary increases, equity with other Utah institutions of higher learning, and comparisons with regional and local compensation for similar job descriptions.

In an effort to discern where we stand on this issue, we have invited Pam Montrello to present her yearly statistical report on pertinent data relative to salary comparisons/compensations at our September General Staff Meeting . We will invite all staff personnel to attend this meeting. The information presented there should help us in determining where to focus our energies in securing equitable compensation for DSC staff.

Action: Pam accepted our invitation and the President approved request.

3. Communication on Campus Expansion Master Plan

There is a concern with the need for open dialogue on the proposed Information Commons.

While it is understood that even though this expansion is only in the conceptual stage, it would be advantageous to those individuals responsible for planning this addition to include those staff who will be occupying this new space in any preliminary stage meetings. Even in the conceptual stage, staff can offer valuable input as to needs, function, and operation.

Action: President stated that this expansion is so far into the future that even he was not fully versed on all of its design/function. He referred those interested in this project to direct their inquires to Ned Carnahan and/or Stan Plewe.

4. College Council Meetings

Presently, College Council Meetings are suspended for June, July, and August. We feel it is important to continue these meetings throughout the summer months.

DSC operates twelve months of the year, and issues of importance needing discussion before decision making need the same attention during the summer months as they do during the other nine months of the year.

Action: President is in favor of holding College Council Meetings if there are agenda items needing discussion. He suggested we (College Council members) give him an agenda, and he'll call for the meeting.

5. Salary Increases/Job Classification

A recent decision made by DSC administration to increase three staff employees' salaries by $2500 per year has caused a negative reaction across campus.

While it is rewarding to see staff receive compensation for their hard work and service to DSC, and no staff we have heard from feels these raises were not deserved, it is strongly recommended that salary increases follow the proper job reclassification process outlined in DSC Policies and Procedures. To do otherwise invites strong criticism from all those who try to follow the proper procedures.

Action: President will review these procedures with executive staff and follow the process outlined in DSC Policies and Procedures except in cases where he feels it in the best interests of the college to do otherwise which is his executive privilege.

6. Staffing Committee

6A There seems to be some inconsistency on staff hiring procedures. Some departments have been requesting new staff and/or expanded staff hours for several months, some even years. Two to three years ago when we had to face severe budget cuts, these department requests were put on hold. Presently, however, we have witnessed reinstatements of some formerly vacated positions while at the same time not seeing the implementation of existing department requests. There is some concern as to how these reinstated positions are being funded when we have been told there is no money for new hire requests and reclassification requests.

Action: President stated that positions are filled on a need basis.

6B It is proposed that we establish a Staff Hiring Committee. This committee would function in much the same pattern that the Faculty Hiring Committee functions. All staffing (new, reinstated, reclassified) would come before this committee and be ranked by priority. Staffing needs will be met as funds become available or as need dictates. Final decisions on staff hires will be made by President Huddleston as is now the case with faculty hires.

Action: President feels the current method of hiring is the better choice.

6C It is strongly suggested that DSC hiring practices foster a climate of promoting from within the institution whenever possible. This could be a standard procedure wherein qualified candidates would first come from within the hiring department, then from within the campus, and finally from general public. This practice would promote morale and reduce training while saving time and money on the advertising of position announcements.

Action: President feels the current practice is the better choice and he encourages and welcomes any employee to apply for any position for which he/she feels qualified.

6D Current new hire includes one support staff for the library.

Current reclassification includes Heating Plant and Campus Services areas to full time status.

Action: President stated these are budget items that should remain with the department supervisors and their administrative counterparts.

7. Professional Development

Since there is no funding at present for staff development, it is proposed for the purposes for professional growth and enrichment that two General Staff Meetings be allowed each semester during regular work hours in order to meet the professional growth and enrichment essential to staff well being. Staff business will also be conducted at these meetings. These meetings would be held twice during the day as is the routine for President business meetings in order to allow access for the majority of DSC personnel.

Action: President is interested in what the we (staff) want/need in the way of professional development. Once we have identified our needs, we can propose an internal program for approval. He also approved the meetings of the staff board will be held during regular work hours. He further suggested that we reinstate management breakfasts.

8. Other Items

8.1 It is requested that in the current budget process the position of Developmental/Tutoring Coordinator presently funded with soft money become a line item position.

Action: President stated this is a budget item needing to be resolved by department supervisor, not an appropriate staff issue.

8.2 It is requested that the new staff position for an Administrative Assistant in the Development Office be reclassified as an Administrative Secretary, as it was formerly classified, with the former compensation. If this is truly a reinstated position, the question is raised as to the appropriateness of the increase.

Action: President stated that since this position's supervisor is an Associate Vice President, this position merits the change. Susan suggested that this would then possibly be classified as a new hire since the job description has changed. President agreed.

8.3 There seems to be a growing perception that college administration is becoming gender bias especially with regard to accommodations. This perceived campus climate can have adverse effects on employee creativity, productivity, and diversity. Administration is urged to recognize and correct action which may prove this perception to be a valid complaint.

Action: President suggested that if any employee feels he/she is being discriminated against that he/she should file a grievance through the proper channels. He stressed the importance of insuring that discrimination should not be a part of Dixie College operations.

Respectfully submitted,

Susan Garner
President-Elect
DSC Staff Association