

Staff Council Meeting  
March 21, 2013

Present: Mary Alltop, Carla Conley, Brittany Frymier, Mindy Greathouse, Debi Jenkins, Lois Miller, Jason Phares, Ann Reed, Sheri Skidmore, Krystal Smith, Jim Tatman, Gail Westbrook

Absent: Eric Squires

Also Present: David Moss

Jim called meeting to order at 8:35 a.m.

The minutes of the February meeting were approved. (m/s, Miller/Skidmore) Motion approved.

Reports

- Mary Alltop
  - Some discussion on the hiring freeze. Krystal said she received word that Higher Education was exempt from this.
  - Mary said the Advisory Council meeting will be here May 1<sup>st</sup>.
- Jason Phares
  - Discussion on the requisitions we have to do for purchases. Jim Tatman will meet with Bob to talk about these. The group felt we needed to have a campus wide meeting to discuss procedures.
- Krystal Smith
  - The group doing the HR reviews didn't find any concerns with the schools.
  - The Classification study is still being worked on.
  - A TIAA/CREF representative will be back on campus to meet with any employees that have questions.
  - Krystal had training for the supervisors on campus in January to show them how to work with their employees concerning professional development.
  - Krystal has only had a few PIQ's so far to grade.
- Sheri Skidmore
  - Professional Development – 0
  - General Fund - \$235.71
  - Ginny Grottendieck - \$1,264.41

### Old Business

- Ann forwarded all of the information she had on the Beyond Step 15 Salary Schedule to Jason and Debbie Spence. Debbie talked to someone at Shepherd University and they don't have a policy in place.
- Jim said Dr. Barr would be at our April meeting.

### New Business

- David asked what our policy is on shootings on campus. A discussion followed. Motion made for Krystal to talk to Tommy about setting up a meeting to discuss this. (m/s, Greathouse/Skidmore) Krystal will talk 72.021eE[vr3n 303.31 558.58 Tm[ )]TJi74255