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Staff Senate Agendas and Minutes

Agendas and Minutes

1-9-2006

2006 January 9 - Staff Senate Agenda and Minutes

Staff Senate, East Tennessee State University

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AGENDA

JANUARY 9, 2006

Forum - DP Culp Center

1. **Call to Order**
2. **Presentation from Diana McClay – Equity Compensation Plan Methodology**
3. **Approval of December 12 Minutes**
4. **Treasurer's Report**
 - A. Thanksgiving Food Drive Account Balance = \$71
 - B. Operating Account Balance = \$2980
 - C. Picnic/Awards Account Balance = \$7000
5. **Committee Reports**
 - A. Staff Development and Evaluations
 - B. Staff Concerns and Grievances
 - C. Committee on Committees
 - D. Elections
6. **Old Business**
 - A. Update on Web Page Changes – Mike Vaughn
 - B. Staff Appreciation & Recognition – Charge for Project Committee
Committee Members: Carla Warner, Chair; Karen Sullivan, Co-Chair; Amy Bowers, Others TBA
Charge: Present Staff Senate with two-three plans for a Staff Convocation or similar event designed to inform staff on the state of the University and enable staff to connect with each other and the larger University community. Plans should reflect the concerns and ideas expressed in Staff Senate meetings.
 - C. Speaker for February Meeting – Dr. Nancy Dishner on University Marketing Initiatives
 - D. Update on Review of the Constitution
 - E. Excused Absences – Article III, E states:
Attendance at monthly meetings is required. Absences may be excused by notifying the Senate Secretary prior to the meeting. Senators accumulating 00more than three (3) consecutive unexcused absences or six (6) total absences in a twelve (12) month period will be terminated from membership. Appeals may be made through the Committee on Staff Concerns as set forth in the rules and regulations of the By-Laws. (Amendment, 9/96)
7. **New Business**

Next Meeting – February 13, 2006
In the Forum

Staff Senate Minutes

January 9, 2006

PRESENT: Pat Barnett, Kim Blevins, Carolyn Bond, Kathy Brooks, Renee Couch, Tim Dills, Marcia Donnelson, Denise Dunn, Charles Forrester, Linda Greenwell, Betty Grice, Tom Hill, Linda Lett, Cindy Lybrand, Diana McClay, Trillis McKee, Donna Murphy, Terry Nelson, Betty Ann Proffitt, Sherri Renfro, Wanda Richardson, Kathy Smith, Vanessa Stephens, Karen Sullivan, Rita Taylor, Carla Warner, Pam White

ABSENT: Constance Alexander (excused), Amy Bower (excused), Mark Bragg (excused), Queen Brown, Jeanine Carroll (excused), Sharon Chandler (excused), Corintha Duncan (excused), Joy Fulkerson (excused), David Robinson (excused), Trish Stafford (excused), Andre Stevens, and Regina Tucker (excused), Michael Vaughn (excused).

President Renee Couch called the meeting to order at 2:30 p.m. She welcomed everyone to the meeting. President Couch introduced our guest speaker, Ms Diana McClay to the meeting. She spoke about the Equity Compensation Plan Methodology.

President Couch asked if there were any corrections to the December minutes. With one correction that being the limit of \$3600.00 that the IRS allows to be held for the Flexible Spending Plan, President Couch asked for approval to the minutes. Senator Tom Hill made the motion to approve and seconded by Betty Ann Proffitt. The motion was approved.

Treasurer's Report - Senator Trillis McKee reported a balance in the Thanksgiving food drive account of \$71.00; a balance in the operating account of \$2,980.11; and a balance in the Staff Awards Account of \$7,000.

Committee Reports:

- A. Staff Development and Evaluations – No report
- B. Staff Concerns and Grievances – No report
- C. Committee on Committees – No report
- D. Elections Committee – No report

Staff Senate Minutes

Page 2

January 9, 2006

Old Business:

- A. With the absence of Michael Vaughn the update on the web page changes will be discussed at a later time
- B. President Couch charged the Staff Appreciation & Recognition committee with the following charge: Present Staff Senate with two-three plans for a Staff Convocation or similar event designed to inform staff on the state of the University and enable staff to connect with each other and the larger University community. Plans should reflect the concerns and ideas expressed in Staff Senate meetings. Senator Carla Warner, chair of the committee announced that Joy Fulkerson agreed to be on the committee. Senator Kim Blevins volunteered to be on the committee as well.
- C. The speaker for the February meeting will be Dr. Nancy Dishner. She will speak on the University Marketing Initiatives.
- D. President Couch asked that Senators Tim Dills and Kim Blevins review the Constitution.
- E. President Couch stressed the fact that each Senator needs to inform the Senate Secretary if they will not be present for the Senate meetings. She mentioned that start of the New Year in September that an orientation of the new Senators would be in place.
- F. Kathy Smith, chair of the Thanksgiving Food Drive mentioned that \$900.00 in gift cards were purchased for about 25 families at Christmas time.

New Business: None

Senator Terry Nelson made the motion that the meeting be adjourned. The meeting was adjourned at 3:10 pm. The next meeting will be Monday, February 13, 2006, in the Forum Room.

Respectfully submitted,

Carolyn Bond, Secretary

1-9-06

called mtg to order - Pres. Couch
time: 2:30pm

guest speaker: Diana McClay -

minutes:

Sherril Renfro -

Correction - IRS - per year - \$3600
~~Am. Dillo~~

Motion - Tom Hill

approved

Betty Ann Proffitt

Treasurers: \$900 gift cards

Old Business

Change:

Status of University

1 Kathy Smith - \$900 gift cards - Thanksgiving Committee
25 families - December -

New Business:

Jerry Nelson - adjourned 3:10pm

MEMBERSHIP ROSTER

January 9, 2006

NAME	SIGNATURE
Alexander, Constance	Excused
Barnett, Pat	Pat
Blevins, Kim	Kim Blevins
Bond, Carolyn	Carolyn Bond
Bower, Amy	Excused
Bragg, Mark	Excused
Brooks, Kathy	Kathy Brooks
Brown, Queen	
Carroll, Jeanine	Excused
Chandler, Sharon	Excused
Couch, Renee	Renee
Dills, Tim	Tim Dill
Donnelson, Marcia	Marcia
Duncan, Corintha	Excused
Dunn, Denise	Denise Dunn
Forrester, Charles	Charles Forrester
Fulkerson, Joy	Excused
Greenwell, Linda	Linda Greenwell
Grice, Betty	Betty Grice
Hill, Thomas	Tom Hill Jr.
Lett, Linda	Linda Lett
Lybrand, Cindy	Excused Cindy Lybrand
McClay, Diana	Diana McClay

McKee, Trillis	Trillis McKee
Murphy, Donna	Donna Murphy
Nelson, Terry	Terry Nelson
Proffitt, Betty Ann	BAP
Renfro, Sherri	Sheri Renfro
Richardson, Wanda	Wanda Richardson
Robinson, David	Excused
Smith, Kathy	Kathy Smith
Stafford, Patricia	Excused
Stephens, Vanessa	Vanessa Stephen
Stevens, Andre	
Sullivan, Karen	Karen Sullivan
Taylor, Rita	Rita Taylor
Tucker, Regina	Excused
Vaughn, Michael	Excused
Warner, Carla	Carla Warner
White, Pam	Pam White
Sanders, John Director of Human Resources	John Sanders
Bishop, Wilsie Dr.	

McConnell, Elizabeth

Elizabeth McConnell (visitor)

**INTERDEPARTMENTAL MEMORANDUM
EAST TENNESSEE STATE UNIVERSITY
OFFICE OF HUMAN RESOURCES**

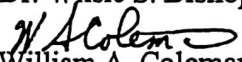
RECEIVED

FEB 21 2005

PRESIDENT'S OFFICE

TO: Dr. Paul E. Stanton, Jr., University President

THROUGH: Dr. Wilsie S. Bishop, Vice President for Administration/COO

FROM: 
William A. Coleman, Jr., Associate Vice President/Director of Human Resources

SUBJECT: Salary Equity Plan Methodology Proposal

DATE: February 11, 2005

Per your request the Office of Human Resources will provide new salary equity calculations for your consideration in March. Because the "Rockmore" equity plan had completed its original three-part life span we must submit a new equity plan methodology to TBR by March 21, 2005. As part of our office's preparation, we met with ad-hoc committee (Dwight Taylor, Greg Wilgocki, Jack Sanders, Debra Shaw, and Dr. Wilsie Bishop) to discuss the current salary equity plan methodology. Based on those discussions several changes are proposed to ETSU's equity plan:

Administrative/Support Positions:

1. To replace the Rockmore market targets, a subscription to the web-based system "CompAnalyst Job Analyzer" will be used to market price jobs. The system will allow for current market data to be used to benchmark positions within the Equity Plan. The market target will be CompAnalyst's 50th percentile data representing the midpoint of the competitive market rate for each job (adjusted for 37.5 hours per week).
2. Targets will be set at 100% of market instead of scaling targets by years of service, i.e., salary to 83% of market for 0-36 months of service, 86% of market for 37-72 months, and salary to 90% of market for 73+ months of service.

Executive Positions:

1. Targets will be set at 100% of market instead of 90% of target.

ETSU Faculty:

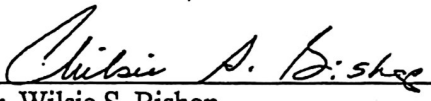
1. Market targets will be developed from CUPA national data instead of a CUPA Faculty Peer Group Special Salary Study. National data is deemed appropriate because we conduct and recruit nationally, and because there is insufficient peer data for several disciplines.
2. Longevity payments will not be included in the total base salary for ETSU faculty. College of Medicine faculty, support staff and administrators do not have longevity calculated into their base salaries. Because longevity is considered a bonus payment for lengthy service and must be approved annually by the State Legislature, it is recommended that longevity payments not be included in any employee base salary.

Special Issue

The committee recommends that Senior Staff approve requests for the use of other ETSU faculty data sources other than the national CUPA data. Currently the Dean of Libraries provides data for library faculty and the Dean of Business provides data for selected business faculty lacking a corresponding CIP code.

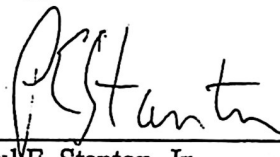
Your approval of these changes is requested. A draft of the new ETSU Equity Plan Methodology is attached and will be forwarded to TBR following your review and approval.

Recommended:



Dr. Wilsie S. Bishop
Vice President for Administration/COO

Approved:



Dr. Paul E. Stanton, Jr.
University President

Attachment

East Tennessee State University 2005 Compensation Plan Methodology

During the past four years, ETSU has worked toward establishing and providing competitive salaries and wages for faculty and staff. In that effort, pay tables for administrative and classified positions were increased in August 2004 to reflect both a 3% increase in maximum/midpoint salaries and the new FLSA requirements. On October 1, 2004, the university also implemented the final phase of our Three-Phased Salary Equity Plan. Out of the 1,504 positions eligible for Phase 3 equity review, 1,193 positions required equity adjustments. Because budgetary limitations have only allowed us to pay equity deficits in 25 percent increments, equity deficits remain.

Summary of the ETSU Salary Equity Plan:

1. In September 2000 the TBR approved ETSU's Salary Equity Plan (three-phased plan).
2. In January 2001 Phase 1 was implemented.
3. In July 2002 Phase 2 was implemented.
4. Phase 3 of the Plan was scheduled for implementation in January 2003. Because of budget restraints Phase 3 was not implemented until October 1, 2004.

Administrative/Professional and Classified Staff

The ETSU Salary Equity Plan for administrative and classified staff made use of data supplied by the ETSU Bureau of Business and Economic Research (Rockmore Study). The Plan had completed its original three-year life span before the university could reach full implementation. To stay current with cost-of-living increases the university was required to increase the Rockmore study targets for Phase 2 and Phase 3 by 2.5% and 3% increments respectively. This procedure has led to questionable data validity.

A new Equity Plan for administrative and classified staff will be established. Market targets for each classification/pay level will be determined using a subscription to the web-based system "CompAnalyst Job Analyzer." The system will allow for current market data to be used to benchmark positions within the Equity Plan. The market target will be CompAnalyst's 50th percentile data representing the midpoint of the competitive market rate for each job (adjusted for 37.5 hours per week).

One market target for each pay level will be determined by averaging targets for several positions within an ETSU pay level. Positions that are difficult to fill and are sensitive to market pricing, i.e., OIT analysts, public safety officers, research specialists, etc., are approved prior to advertisement to hire at a market rate. Because these positions are advantaged at hire and are close to or at full market target they will not require individual targets within the equity plan.

ETSU Faculty

The Equity Plan for faculty will compare salaries to the current national data from the CUPA *Faculty Salary Survey*. Faculty increases are based upon rank and discipline.

Intercollegiate Athletics

The Equity Plan will not include coaching or athletic training positions. Increases in salaries for these positions are approved through a separate TBR process.

Executive Staff

The Equity Plan for executive positions will compare salaries to three sources and determine the "higher market target." (1) Salaries will be first compared to median salaries from the national College and University Professional Association for Human Resources (*CUPA-HR Administrative Salary Survey* (doctoral institutions by budget). (2) Executives not having a match to a CUPA position will have targets calculated by the Office of Human Resources using additional published survey data, by performing in-house surveys, or by extrapolating data from similar positions. (3) Positions will also be compared to the corresponding target for their pay level in the administrative plan using data from the "CompAnalyst Job Analyzer". The "higher market target" of the three sources will be used as comparison data.

University High Faculty

In September 2003 the TBR approved a "Pay Plan for the University School." The plan brings ETSU University School faculty to parity with their Washington County contemporaries. Through this plan University School faculty are not eligible for equity, percentage, or across-the-board raises received by other university faculty.

College of Medicine Faculty

The Equity Plan for faculty will compare salaries to the current Association of American Medical Colleges (AAMC), Southern Region data. VA and MEAC salaries are added to ETSU salaries to determine a grand total salary. Deficits are paid in accordance with the percentage of time worked at ETSU versus the VA. Faculty increases are based upon rank and discipline.

Special Issues: Stipends, Longevity, Percentage of Target, Data Substitution, Budget Considerations

Stipends: The Equity Plan will remove stipend payments from the base salaries of ETSU faculty, and all administrators and support staff. College of Medicine faculty stipends remain in their base salary and are considered a necessary part of their total compensation for AAMC comparisons. Building Coordinator stipends will remain in the base salary because they remain in base salaries during across-the-board calculations.

Longevity: Longevity payments will not be included in any employee base salary because longevity is considered a bonus payment for lengthy service and must be approved annually by the State Legislature.

Percentage of Target: The Equity Plan will target full market targets for all positions. Targets for ETSU faculty, COM faculty, administrative, support and executives will be 100% market target.

Data Substitution: Senior Staff will approve the use of other ETSU faculty data sources other than the national CUPA data.

Budget Considerations: The Equity Plan will be implemented yearly when the budget permits. Deficits will be paid in increments as the budget permits.

Carol Bond

DATE RUN 12/14/05
TIME RUN 01:15:47
FY=06
FBM091

EAST TENNESSEE STATE UNIVERSITY
FINANCIAL RECORDS SYSTEM

REPORT PAGE 2205
PROGRAM ID FBM091

REPORT OF TRANSACTIONS FOR 11/30/05

ACCOUNT PAGE 1

ACCT: 0-80842
DEPT: 20100

STAFF SENATE DONATIONS FOR FOOD BASKETS

TO: MCKEE TRILLIS
70671

ACCT CTL	DESCRIPTION	DATE	TC	REF.	2ND REF.	J.E. OFFSET ACCOUNT	PREVIOUS BALANCE	CURRENT MONTH	TOTAL TO DATE	BATCH REF. DATE
1100	CM TOTAL CLAIM ON CASH						4.96	966.04	971.00	
2540	ETSU STAFF SENATE	11/08	030	3110601	0000010			305.00-		ONE625 110805
	ETSU STAFF SENATE	11/11	030	3140602	0000042			485.00-		ONE631 111105
	STAFF SENATE	11/15	030	3190101	0000056			264.00-		ONE635 111505
	ETSU STAFF SENATE	11/15	030	3190601	0000018			1,137.00-		ONE635 111505
	ETSU STAFF SENATE	11/15	030	3190601	0000022			100.00-		ONE635 111505
	ETSU STAFF SENATE	11/18	030	3210601	0000003			730.00-		ONE644 111805
	RICHARDSON WANDA	11/16	048		683835			1,200.00		APC554 111605
	RICHARDSON WANDA	11/16	048		683835			1,000.00		APC554 111605
	CRT BISHOP, TINA	11/30	060	3150101		0-80153-2540 DR		20.00-		MSC047 113005
	CRT HAGERTY, PATRICIA	11/30	060	3140602		0-80153-2540 DR		30.00-		MSC047 113005
	CRT SMITH, LINDA	11/30	060	3150601		0-80153-2540 DR		45.04-		MSC047 113005
	CRT SYMES, NANCY	11/30	060	3190601		0-80153-2540 DR		50.00-		MSC047 113005
2540	CM TOTAL OTHER DEPOSITS-INFLO						4.96-	966.04-	971.00-	

FUND BALANCE CHANGE

12-15 Food City 605 \$900
Balance Left \$71.00

DATE RUN 12/14/05
TIME RUN 01:20:58
FY=06
FBM090 - A1

EAST TENNESSEE STATE UNIVERSITY
FINANCIAL RECORDS SYSTEM

REPORT PAGE 30
PROGRAM ID FBM092

ACCOUNT STATEMENT FOR 11/30/05

ACCOUNT PAGE 1

ACCT: 9-91480
REPT DIST: 298

DEPT: 20100

STAFF AWARDS

TO: DILLS TIM
70699

OBJ CODE DESCRIPTION	-----BUDGETS-----		-----ACTUALS-----		OPEN COMMITMENTS	BALANCE AVAILABLE	PERC USED
	ORIGINAL	REVISED	CURRENT MONTH	FISCAL YEAR			
4000 OPERATING EXPENSES	7,000.00	7,000.00				7,000.00	0
TOTAL EXPENSES	7,000.00	7,000.00				7,000.00	0
ACCOUNT TOTAL	7,000.00	7,000.00				7,000.00	0

THIS IS A SUMMARY OF YOUR ACCOUNT. THE DETAIL IS ON FBM 091. PLEASE
CALL EXT 4316 FOR UNIV ACCTS OR 6102 FOR FDN ACCTS WITH QUESTIONS.

DATE RUN 12/14/05
TIME RUN 01:17:11
FY=06
FBM090 - A1

EAST TENNESSEE STATE UNIVERSITY
FINANCIAL RECORDS SYSTEM

REPORT PAGE 1351
PROGRAM ID FBM092

ACCOUNT STATEMENT FOR 11/30/05

ACCOUNT PAGE 1

ACCT: 2-60800
REPT DIST: 326

DEPT: 20100

STAFF SENATE

TO: MCKEE TRILLIS
70671

OBJ CODE DESCRIPTION	-----BUDGETS-----		-----ACTUALS-----		OPEN COMMITMENTS	BALANCE AVAILABLE	PERC USED
	ORIGINAL	REVISED	CURRENT MONTH	FISCAL YEAR			
4000 OPERATING EXPENSES	3,000.00	2,980.11				2,980.11	0
4570 PROCUREMENT CARD SUP		19.89		19.89			100
4710 SCHOLARSHIPS-APS	2,560.00	2,560.00				2,560.00	0
5311 PROF/ADM SUPPORT	130.00-	130.00-				130.00-	0
5312 PROF/ADM SUPP-COM/FP	1,420.00-	1,340.00-				1,340.00-	0
5313 PROF/ADM SUPP-UN SCH	10.00-	10.00-				10.00-	0
OPERATING SUPPLIES	4,000.00	4,080.00		19.89		4,060.11	0
TOTAL EXPENSES	4,000.00	4,080.00		19.89		4,060.11	0
ACCOUNT TOTAL	4,000.00	4,080.00		19.89		4,060.11	0

THIS IS A SUMMARY OF YOUR ACCOUNT. THE DETAIL IS ON FBM 091. PLEASE
CALL EXT 4316 FOR UNIV ACCTS OR 6102 FOR FDN ACCTS WITH QUESTIONS.

DATE RUN 12/14/05
TIME RUN 01:17:11
FY=06
FBM091

EAST TENNESSEE STATE UNIVERSITY
FINANCIAL RECORDS SYSTEM

REPORT PAGE 1352
PROGRAM ID FBM092

REPORT OF TRANSACTIONS FOR 11/30/05

ACCOUNT PAGE 1

ACCT: 2-60800
DEPT: 20100

STAFF SENATE

TO: MCKEE TRILLIS
70671

OBJ CODE	DESCRIPTION	DATE	TC	REF.	2ND REF.	J.E. OFFSET ACCOUNT	BUDGET ENTRIES	REV/EXP	COMMITMENTS	BATCH REF. DATE
5312	REVISED BUDGET	11/18		021			80.00			BUD100 111805
5312	CM TOTAL PROF/ADM SUPP-COM/FP						80.00			
*** ACCOUNT TOTAL ***							80.00			