Meeting Minutes

I. Welcome and Call To Order at 3:07 p.m. by Jeff Cook.

II. Establish Quorum
   A. Council members present: Lisa Brown, Jeff Cook, Dodie Day, Patti Ortiz, and Elaine Wenta.
   
   B. Council members absent: Brenda Wilson and Kristin Young-Jaramillo.
   
   C. Guests: Mr. Bill Mansheim, Ms. Tracy Rogers, Mr. Patrick Roybal and Dr. David Svaldi.

III. Approval of Agenda
   A. A motion was made to approve the agenda as written by Patti Ortiz. It was seconded by Elaine Wenta and the motion passed.

IV. New Business
   A. Base-Building In-Range Salary Movements – Mr. Mansheim, Ms. Rogers, and Dr. Svaldi requested to meet with Classified Employee Council along with Mr. Roybal, ASU’s Colorado WINS Representative in order to consult with CEC and WINS prior to making a decision regarding a one-time/bonus to be paid to classified employees. Dr. Svaldi felt strongly that all employees should receive 2.5%. Exempt and faculty will receive a 2.5% base building raise starting in July. After a discussion, which included two options, a one-time 2.5 % payment and a one-time flat amount given to each employee. The flat amount was introduced by Mr. Roybal. The majority of those present were in favor of the 2.5% option. Classified employees will receive a 2.5% one-time payment/bonus in one lump sum. This payment has already been built into the budget and approved by the BoT and will be paid at the end of August. This payment will be treated as wages so all normal deductions will apply to this payment as well. This will be tied to evaluations and Ms. Rogers stated that all classified employees should receive this one-time bonus except those hired after April 1st because these employees have not had an evaluation. A salary compression will be conducted for classified employees and this will take place over several years and adjustments, if warranted, will be made as funds are available.

   During this discussion an idea was brought up to establish a Classified Employees Emergency Fund. There will be further discussion on the subject.

   B. Children in the Workplace Policy – Ms. Rogers stated that this policy is now in effect. Dr. Svaldi added that we want to be child friendly but
children should not be in the work place on a regular basis. Employees may go to their direct supervisor with complaints and if there is a complaint about a supervisor an employee may go to the supervisor’s direct supervisor or HR.

C. Flex Time Policy – There was no discussion on this policy.
D. Insurance Holiday (Faculty) – Ms. Rogers stated that the “Insurance Holiday” will not be going to faculty or exempt employees this year due to raising costs. Ms. Rogers explained that the “Insurance Holiday” was due to overpayment of insurance premiums and that the overpayment during previous months covered a month payment so the employee did not have to make the payment or portion of a payment during a month.

V. Next Meeting Date
   A. The next meeting will be held on August 1, 2012 at 2:00 p.m. in the Facilities Services Break Room.

VI. Adjourn
   A motion to adjourn was made by Lisa Brown and seconded by Elaine Wenta. The motion passed. The meeting was adjourned at 4:04 p.m.

Respectfully submitted by Dodie Day