

Staff Advisory Council
Meeting Minutes
October 9, 2019 2:30 p.m.
Dr. Carolyn Taylor Center, Executive Boardroom

I. Regular Business

- a. Call the meeting to order
 - i. The meeting was called to order at 2:32 p.m.
- b. **Announcement of Filing Meeting Notice and Posting of the Agenda**
 - i. The meeting had been properly posted on the website and in the President's Office 5 working days before the scheduled meeting date.
- c. **Roll Call/Announcement of Quorum**

Members present:

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|------------------|-----------------|
| Paul Dunham | Kyla Short |
| Donna Wahnee | Dakota Remy |
| Lisa Ramsey | Alaina Sprague |
| Jennifer Russell | Chris Fairchild |
| Shelly Borgstrom | Brandi Mulanax |

Others in attendance:

Mark Meadors
Stephen Davis
- d. **Approval of Minutes of September 11, 2019**
 - i. Brandi Mulanax made a motion to approve the minutes for September 11, 2019. Kyla Short seconded the motion. The motion was unanimously approved.

II. Public Comments

- a. No public comments

III. Open seats on Council

- a. Seat C-8 Ashley Howerton is willing to serve, but may not be able to due to it being a management spot

IV. Chair Elect Position

- a. Of those available for the Chair Elect position, Brandi Mulanax accepted the position.
- b. Seat C-8 is a management position that if Ashley Howerton cannot fill, Don Thompson is willing to serve
- c. Seat C-12 is a service position and still open
- d. Seat C-13 is an administrative position and still open

V. Staff Tuition Waiver (see attached)

- a. A motion was made by Donna Wahnee to approve and present the resolution forward to the President's office, Brandi Mulanax seconded the motion, motion unanimously approved

VI. Budget Advisory Committee Update

- a. The BAC will meet twice this month. The first was on September 9th and the other date is set for September 16th.
- b. During the last meeting in May, it was ratified to eliminate furloughs beginning July 2019. Legislature increased state funding included for to receive a pay increase of 3.5%
- c. There was a contingency plan for staff to receive pay increases as well if enrollment stayed on track as planned and there is not a revenue failure.
- d. The outcome at the end of June is that our financial position is strong and going forward enrollment should and must increase and stabilize to remain strong
- e. There was a 4% decline in enrollment last semester but blended for the full year it was 2.5%
- f. We have made that 4% increase to be where we were last fall and that trend continues
- g. Due to the nature staff will receive a 3.5% pay increase and it will be reflected on their October pay statement. The pay will be retroactive back to July as the faculty counterparts received theirs. All employees will receive individual letters advising of the increase as no formal announcement will be made until after the meeting
- h. October 1st there will be a 3-year budget survey and have asked the state to fund new initiatives to grow new programs this will fund new faculty positions, conversions to more online/blended courses, add new administrative positions and annually increase pay by 3.5% each year for the next three years for both faculty and staff
- i. There will be more BAC meetings scheduled to discuss more academic service fees, new fees, sunset others and start these next fall.

VII. Council Member's Comments/Announcements

- a. Nomination forms will be going out soon for staff awards
- b. Kyla and Donna will work on creating a resolution to change the staff award guidelines to include being an active, currently employed staff member, this will be presented at the next meeting
- c. Shelly brought up the concern in regard to the sick bank. If a person uses the sick bank they must pay it back. She would like that looked into.
- d. Is voluntary furlough still an available option? According to policy about the furloughs it is still an option. HR would need to be contacted and further discussion with the supervisor would need to happen

VIII. Adjournment

- a. Lisa Ramsey made the motion to adjourn, Kyla Short seconded the motion, the meeting adjourned at 3:23
- b. The next meeting is scheduled for November 13, 2019 at 2:30 pm in the Dr. Carolyn Taylor Center, Executive Boardroom.