

University Council Minutes

May 9th, 2006

3:00 p.m.- 5:00 p.m. UC Cypress Room

Meeting began at 3:10 p.m.

- **Information Item - Compensation Policy (Dr. Denise Bogart)**
 - The Compensation Policy is a piece that needed to be put into place for many different reasons. If you were to go into our policy and procedure manual, you would find that bits and pieces of compensation scattered in different categories. What I have done and this information will be soon on the human resources website, is to put together a piece that incorporates all the different components into one compensation policy for classified personnel.
 - It addresses the changes and additions that we have made to some of our policies since I have been here. It helps us put into place another section that we would need in order to move forward with the MGT study.
 - The initial appointment piece, one of the more recent changes made, is the ability for a supervisor or hiring authority to hire at up to 10 percent over the minimum salary. What we have done with reclassification section. In the past, what we have done is reclassify people once a year. This happens around the fiscal year. We have made a request and it has been approved by the President to do reclassifications twice a year. They can now be done in September for the effective date of January. Or it can still be done in February and the effective date of July. Please note—All of this is pending funding as it has been in the past. Now the policy and procedures are in place. The third component is reorganizations. Reorganizations can be done at any time throughout the year. This is not a change, but it must involve two or more reclassification requests. At that time, the reclassifications would go into affect. Any reclassification that is part of a larger reorganization can be done at any point during the year. The fourth section picks up all other aspects of pay increases. There is a section on cost of living, promotion, acting assignments, and the fourth is additional pay adjustments. In the past, we did not have a policy or procedure to take into account salary increases that were not the result of reclassification or reorganization but were the result of other types of issues. We have put the “other” into another category called Additional Pay Adjustments. Additional Pay Adjust would apply if an employee had additional responsibilities assigned to a person but were not significant enough to justify a reclassification. Another request could be the result of market conditions. The MGT study will address market conditions portion. A third request maybe resulted from specialized education or training. However, it must be pertinent to the job. The fourth results from we ourselves are analyzing positions and see salary compression or salary inversion issues and we notify you that this is occurring. Finally, anything that would be a superior performance that was not considered in the initial merit increases. We have created a form and a process where you can request additional pay adjustment for your employees based on certain items.
 - It was important for us to have this in place because we had no process. Once MGT came down and said here are all of our targeted areas we need to make adjustments. We did not have anything in place to pursue that. This is a very calculated step-by-step process. It will require documentation and funding. We need to wait until the MGT study results are out. Then we will have process, documentation, facts, and data that we can use to backup any requests. “Are there guidelines for individuals that receive specialized training?” (R. Allen) “You have to separate out the person from the position. Is the degree a requirement to do the job? We have several positions that use the Tuition Assistance Program to get their degree. It is not automatic even in Academic Affairs. We need to wait and look at the MGT study.” (L. Levy) “Louis and I have discussed this before. Is it really necessary to have the degree or certification for the position the person is in? Or has the position itself along with the person morphed into something else.” (D. Bogart) “Just because technology is higher level, all of our technology is higher level around campus.” (L. Levy) “These will be reviewed. It is not an automatic ok. Supporting documents will have to be provided for each request.

- **Information Item - Gordon Street Property (VP Jim Black)**
 - We have just been given approval to acquire a piece of property on Gordon Street (1016 W. Gordon Street. “A plot of land 2.5 acres has been approved for purchase on Gordon Street to be configured over time into a central warehousing/receiving area for the entire University.” I would like to thank Sandra Fletcher and Kevin Boyd and Sue Lampert. Currently, the N. Campus is where most of the warehousing takes place. There are two warehouses. “According to our Master Plan, we have to move the warehousing operations out of the center of North Campus so that the Master Plan can be developed there and the new medical sciences center/business administration building can be added.” The warehouse need is addressed in the Master Plan in several sections. The centralized warehousing location is cited in section 2, 3, 3.3. In section 5.3, (comparative alternatives site B) should be located south of the University near the cemetery. It is mentioned again in section 5.4, and 5.5. The BOR understood this and approved the purchase at their last meeting at the price of \$265,000. What will happen after the purchase is made, designers will design a complex. Central receiving, warehousing, and plenty of room for individual departments.

- **Information Item - Main Campus Walkways - (VP Jim Black)**
 - We are adding two walkways to the front campus. Students are walking through Nevins Parking Lot to get to the Pedestrian Mall. Eventually, a traffic signal will be at Brookwood St. On the right side, this walkway will be located at College St. The plan is to have a traffic signal at College St. The update is the City of Valdosta is going to ask to assume responsibility of both Patterson St. and Ashley St. Two years from now, DOT has on regular rotation complete repaving. The City of Valdosta is in the process of doing is asking “in view of the fact that we are going to officially petition to assume these streets, will you consider allowing us to install immediately a traffic signal at College St. and at Brookwood St.” We could start within the next two weeks construction. The other part to this is a type of fence that would encourage people to cross at designated places. The fence would not go straight across. It would be done in sections with shrubbery and lighting.
 - “I am not sure if this is the original drawing that I saw. In the original drawing there would be a lot of room for the students to play.” (J. Baker) “I could ask Plant Operations to remark the actual path.” (J. Black)
 - “Students are already addressing their concerns about the fence.” (J. Baker) “How have student addressed their concerns?” (C. Coons Yates) “It has been mostly through SGA. Keith was hearing the majority of the concerns. I have not heard much of it yet.” (J. Baker) “Is it cosmetics or functional? (R. Allen) “Both. From my conversation with Keith, many students think the fence will take away the beauty of the lawn.” (J. Baker) “If students saw a drawing of the fence and the landscaping, it may help them visualize the fence instead of having to make assumptions. They might even like what the saw then.” (C. Coons Yates)
 - “Can we do the walkway on the left before the one on the right?” (H. Coppage) “Certainly.” (J. Black)
 - **DECISION**-Mark the pathway (right side) as is and Jeremy will take a look at the path and see if he feels it meets the spirit of his previous discussions with the President.

- **Information Item - Planning and Initiative Funding Update - (Dr. Christy Coons Yates)**
 - Recently, the BAC met and reevaluated some of the things that have been suggested for MRR funding. In anticipation that the MRR money would not be plentiful, several of the initiatives that were submitted through MRR were pulled back in the strategic funding. We were afraid if the MRR initiatives were not pulled back into the pending funding list, the initiatives would get lost.
 - “If the initiative is not paid for or encumbered by May 31st, we need to know.” (T. Martin)
 - There is a new module in the planning database. Now there is feature in the database that will let you update your progress (goals and initiatives). Select the goal, strategy, or initiative, scroll down to the bottom. There is a box that you can choose three items 1. In Progress, 2. Completed or 3. Suspended. Then you can add a narrative. This information will be used two-fold. The first is Kate and I will use this information immediately between now and the planning retreat. We are going to pull this information into a document so that we can update

the progress on the strategic plan. It is a way for us to track what we have been doing on the strategic plan. The second is we hope by this time next year, we may be able to import this information into a portion of your annual report. Eventually, the BAC will use this to double check goals or initiatives have been completed. You will have until June 13th to update all initiatives and goals.

- Kate and I will start educational pieces in June. There will be several dates that people can choose from. Anyone that has responsibility for the planning process in your area should attend. Now that we have gone through an entire year of the cycle, we are going to start from the very beginning and explain the entire process to the campus.
- The planning retreat is still in the planning process. Reserve July 24-25.
- Between now and the next meeting think about if you have specific issues that you think the consultant could help us address.
- SGA, COSA, and Faculty Senate- we need your five extra people to attend the retreat. Please forward them to Kate.
- “Has Faculty Senate decided on Wilson Huang’s replacement?” (C. Coons Yates) “I can start on it this week.” (Mike Meacham) “Jeremy we will also need a backup for your seat as well.” (C. Coons Yates) “He was supposed be at today’s meeting, but did not get back into town.” (J. Baker) “Mike, Christine James is welcome to attend the next meetings when she wants so that we start building a transition.” (C. Coons Yates)
- **Planning Refinement Discussion Continued** (Dr. Christy Coons Yates)
 - We will return to the strategic planning grid at a future meeting where we have sufficient time to devote to discussion.

Meeting adjourned at 4:45

Next meeting May 23th, 2006, 3:00-5:00 p.m. in the UC Magnolia Room #1

Attended:

Christy Coons Yates	Ralph Allen	Jeremy Baker	Jim Black
Denise Bogart	Honey Coppage	Greg Gordon	Charles Harmon
Wilson Huang	Kurt Keppler	Marsha Krotseng	Louis Levy
Traycee Martin	Mike Meacham	Joe Newton	Walter Peacock
Tim Yorkey			

Not Attending: Dr. Zaccari, Brad Bergstrom, , , Herb Reinhart, Scott Sikes, Maggie Viverette, Laverne Gaskins, Russ Mast

Guests: R. Kellner (Auxiliary Services)
Sementa Mathews (University Relations)
Jeanne Severns (Internal Audits)

Recorder: Kate Gurley