

8-26-2004

Minutes, Arts & Sciences Finance and Service Committee Meeting, Thursday, August 26, 2004

Arts & Sciences Finance and Service Committee

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Recommended Citation

Arts & Sciences Finance and Service Committee, "Minutes, Arts & Sciences Finance and Service Committee Meeting, Thursday, August 26, 2004" (2004). *Finance and Service Committee Minutes*. Paper 59.
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**Finance and Service Committee
School of Arts and Sciences**

MINUTES for August 26, 2004
Bush 105, 12:30-1:30 pm

Committee Members Present: Don Griffin (Chair), Martina Dow (Secretary),
Gloria Child, Joe Siry, Dick James, Dorothy Mays, Udeth Lugo
Guests: George Herbst, Maria Martinez

- I. Call to Order – 12:38 pm
- II. Minutes of April 20, 2004 meeting were approved without change
- III. Old Business

A Review of the expectations of the committee for the coming year was introduced.

The Schedule was discussed; it was mentioned that additional meetings may be required.

Maria Martinez from Human Resources discussed mid-level exempt staff salary. Human Resources finished a study of the salary scale for this group of employees, and as a result, adjustments will be made that will affect a total of 50 employees. Some of the departments affected are Hamilton Holt, Admissions, and Financial Aide. Overall the staff salaries were found to be competitive.

Don Griffin asked about turnover in Admissions. Maria Martinez's reply was that most of the positions in that department are entry-level jobs and after about two years the people don't want to do all the traveling that is involved. Admissions have two associate directors, which are higher salary positions, two assistant directors and two councilors. Most Admission councilors at other colleges are non-exempt and travel the most. Our councilors are exempt because they do more than just travel.

When asked about job descriptions for exempt staff, Maria Martinez stated that 50% of exempt staff has job descriptions. The Human Resources department is working with Athletics and the NCAA to complete descriptions for that department. The law has changed in regards to the guidelines for exempt personnel.

Rumors regarding housekeeping staff being required to go on the night shift or face termination were considered. George Herbst informed the committee that Facilities is developing a night staff, but no staff member will be forced to work this shift. Working the night shift is purely by choice and Facilities will add up to six new people to cover the open positions. This move would save money due to the fact that the College would no longer have to outsource this work. It also assures that the salary and benefit program will be the same for the both night and day shifts.

Don Griffin commented on the wonderful job done by all departments involved before and after the hurricane. He asked what the College was going to do the thank everyone.

George Herbst said that the College is going to have an ice cream social for everyone, non-exempt staff who worked through it all will be paid double time, all exempt staff will get a day off down the road, and bonuses will be provided for everyone working from Friday thru Tuesday. The committee will issue a proclamation regarding the outstanding work done by the staff during the hurricane.

Don Griffin introduced Udeth Lugo as the new staff member for the committee. Three students are yet to be appointed as well as one faculty member.

IV. New Business

Don, Griffin, Martina Dow, and Dick James will attend the Budget Sub-Committee meeting which is scheduled for September 7, 2004 at 1:00 pm.

A joint meeting will take place, involving the Profession Standard Committee and members of our committee concerning the Faculty Salary Model. The two members from this group will be Joe Siry and Gloria Childs. D. Larry Eng-Wilmot will also sit on this sub-committee.

The Financial report and a discussion of budget procedures are scheduled for October meeting.

Les Lloyd will be attending the September meeting and filling us in on what has happened over the summer and how orientation worked this year.

George Herbst talked about the Facilities website; work orders are now available on line. This will help get things taken care of sooner. Campus Safety also has a website that should be coming out soon.

Insurance issues will be discussed at the January meeting, at which time, the Committee will get feedback on the current plan.

The relationship between Campus Safety and Residential Life was brought up. Guidelines are needed concerning levels of authority and responsibility when situations arise which involve staff from both Campus Safety and Residential Life. Dorothy Mays volunteered to work on this issue. She and one student member will attend one or more joint meetings with representatives from Campus Safety and Residential Life. Dorothy will set up the first meeting.

Les Lloyd will let the Committee know how the IT Master Plan is developing and a report will be presented by November. Les will bring in a written summary of their work at that time. Udeth is co-chair on IT Master Plan and will keep the Committee informed of their work.

The meeting was adjourned at 1:30 pm

Respectfully submitted,

Martina Dow, Secretary.