

# MINUTES

## Commission on Staff Policies and Affairs

*Date | time* 11/27/2018 2:00 PM | *Meeting called to order by* Tamarah Smith

### Approval of Agenda and Minutes

**Members Present:** Nicole Akers, Judy Alford, Cassidy Boyes, Lori Buchanan, LaTawnya Burleson, Mary Helmick, Bryan Garey, Teresa Lyons, Margaret Radcliffe, Susanna Rinehart, Sally Shupe, Hazem Sharaf, Tammie Smith, Betty Wilkins, Sue Teel, Robert Sebek, and Dani McNiel

**Minutes:** Approval of the minutes from the October 2018 was noted as approved through electronic approval.

**Agenda:** Approval of the agenda was moved and seconded. The agenda was approved.

### New Business

1. Tammie Smith introduced Dani McNiel as the new staff support for CSPA and expressed gratitude to Mary Helmick for her support up to this point.
2. **Subcommittee reports:** Each subcommittee briefed the commission on their reports and the work they have accomplished so far.
  - Pay Benefits
    - Full report in SharePoint
    - Additional discussion:
      - Regarding Divisional Directors, Bryan Garey added we have two Divisional Directors in place, another 3 lined up before the end of the year, aiming for 12-15 by the end of 2019.
      - Childcare addressed, but not gone into detail by this subcommittee since there is an existing Childcare Committee that just presented to the BOV in November.
      - Regarding the cash-match benefit, Dani McNiel mentioned the Employee Benefits Committee has also looked into benchmarking for this benefit.
  - Recruitment/Retention/Training
    - Full report in SharePoint
    - Additional discussion:
      - Lots covered in the report – subcommittees need CSPA’s input to determine priorities
      - One item that may be “low-hanging fruit” is improving communication of benefits, particularly to staff members
  - Mandatory Winter Closing subcommittee will be disbanding and deferring to the Employee Benefits Committee, which has taken up the issue as their main focus.
    - Dani McNiel gave a brief overview of the work the Employee Benefits Committee has done on the issue so far. The Employee Benefits Committee has done benchmarking research and began discussion regarding possible changes to the mandatory winter closing policy. The Committee is currently working to collect data, identify challenges, and propose a few possible solutions. Dani will keep CSPA updated on the work on this project as it continues.
3. Tammie Smith asked the commission to please thoroughly read each of the two reports and identify two priorities for each subcommittee before our next meeting.
4. Robert Sebek shared with the commission a memo from Dwayne Pinkney addressing compensation. The memo indicated that the BOV is requesting more information regarding compensation practices and that childcare, parking, and salary increases had been specifically identified as priorities.

The meeting was adjourned at 2:49 PM.

Respectfully submitted by Dani McNiel