

University of Kentucky
College of Agriculture Staff Liaison Committee
May 12, 1998 Meeting

MEMBERS PRESENT: Emily Campbell; Kathy Scahill; Barbara Nevius; Nancy Strang; Rita Parsons; Sandra Parrish; Carl King; Carl Harper; Representative for Pat Tackett; Barbara Coughlin; Malinda Cooper; Cindy Rigsby; Dave Harover; Pan VanMeter; Jerry Warmouth; Rapal Patel.

**** CORRECTIONS of Minutes from Previous Meetings ****

March 10, 1998: Clarification was received via E-mail from Pam Poe, Dean Little's office, regarding our request to "decrease the number of official parking spots around Ag North." She said, several spots have now been designated "E" parking spots.

April 1, 1998: Susan Sponcil sent a clarification regarding top of range salaries and possible pay increments for these people. She said, "In the new system, if an employee is at the top of the salary range for his/her grade, he/she would be eligible to receive a salary increase when the salary scales (ranges) are adjusted based on market data, contingent upon the employee's receipt of a satisfactory performance evaluation. Mr. DeBin gave the following example: If UK has a salary increase pool of 4%, and the market data dictates that UK's salary scales should be adjusted upward by 2%, then the employees at the top of the range would be eligible to receive 2% salary increases, contingent upon their having received a successful performance evaluation. If the salary scales are not adjusted that year, then employees at the top of the range would not receive a salary increase. Mr. Wilson interjected that even if there is no money for increases, the structure would be adjusted."

April 16, 1998: Dr. Little's office provided the following clarification regarding Extension county clerks' involvement in It's About Staff: "Dr. Little pointed out that clerks in county offices are UK employees but are paid from county funds and are not included in the system."

April 16, 1998: Sandra Parrish said that the July 1 pay raise would be based on salary prior to May 1.

**** AGRICULTURE STAFF DAY ****

Carl Harper gave a brief report on the progress of plans for the Agriculture Staff Day. The planning committee is confused regarding information they have received about the revised scope of the event and which employees will participate. Sandra Parrish sent an e-mail to Dean Little's office to get clarification. She has not had a response. The group encouraged Carl to get an answer so that his committee can move on this.

**** IT'S ABOUT STAFF ****

Lee Meyer and Clair Hicks, College of Agriculture faculty, were guests at today's meeting. They discussed their May 6 meeting with Dr. Wethington and George DeBin. Faculty representatives

(including Meyer, Hicks, Glenn Collins, Craig Infanger, Joe Ross, Charles Issel and Lori Garkovich) met with the President on May 6 to express their concerns with It's About Staff.

The faculty shared four recommendations made to the President:

Recommendations to President Wethington regarding: "It's About Staff" from College of Agriculture Faculty May 6, 1998

By implementing the first recommendation immediately, morale will be improved and the counterproductive impacts of the new system, which is damaging the productivity of the University, will be reduced. Implementation of recommendations two, three and four will demonstrate a good-faith effort that staff (and faculty) are involved in the new staff system and that any problems will be dealt with equitably.

1. Much of the concern among staff comes from the fact that the "top of the range" may create an effective cap on salaries. Current staff should be exempted, i.e. "grandfathered out," from the top of the range salary limitation. Data show that relatively few staff will be affected by the top of range, so this will have little impact on personnel expenditures.
2. Concerns about manipulation and arbitrary setting of pay scales can be reduced by providing detailed information about the process for benchmarking pay scales and the process for adjusting pay scales in the future.
3. Under the new system, the appeals process requires staff to deal with their current supervisors. Faculty have an appeals process which is independent of their direct supervisors and staff similarly need an independent and impartial alternative appeals system. The appeals committee should be able to make decisions and should have a majority of members outside of administrative channels.
4. Much concern about "It's About Staff" came about because promises of involvement of faculty and staff were not realized. A review committee should be established to study the implementation of the program as of November 1 (after six months of implementation) to assess the program's success and to make recommendations for improvement. Faculty and staff should comprise the majority of members of this review committee. The Administration should make a commitment to give serious consideration to the Committee's recommendations.

Meyer and Hicks indicated that the meeting with Wethington was a positive one and hope that #'s 3 and 4 above will be accomplished. They said their hope is that Dr. Wethington responds to them within a week. Dr. Wethington made no promises for major changes. Meyer and Hicks will meet again with the faculty to see where to go from here and how to distribute more detailed meeting notes (from the May 6 meeting with Wethington).

The CASLC discussed the importance of a review committee and decided to write a letter to Dr. Little and Wethington requesting that staff members be placed on such a review committee. Malinda Cooper and Jerry Warmouth will work on a draft of that letter and share with members.

At the April 16 meeting, Dr. Little and Mr. DeBin promised to look into establishing job family committees. Dave Harover will check on progress of this. Dave has information from Texas A&M on this topic.

CASLC members have heard several questions about appeals process. There is no official appeals process for staff who feel they have been incorrectly classified. The procedure now is for the employee to discuss this with departmental chair. If that doesn't resolve it, the employee should keep track of the requests he/she makes and the outcomes. This information may help staff in establishing an independent and impartial alternative appeals system.

Cindy Rigsby said that several employees have expressed their dismay that, after 20-25 years of service, their salaries are below the top of range--some not even at mid-point. With the information out now about salaries, they are learning that many employees are at or above their salary range. So, now they are wondering if they were "cheated" out of decent raises through the years.

Jerry Warmouth shared some information pertinent to It's About Staff. She had correspondence from the College of Law and Medical Center regarding staff study problems. It seems there is much interest across campus to share information. CASLC asked Jerry to invite these two people to a special meeting. She'll contact them and get back with CASLC. Also, we will plan to invite the Ag faculty group that met with Dr. Wethington.

There was a discussion about staff liaison committees on campus. Jerry and Dave, who served on the Chancellor's Lexington Campus Staff Council before it was disbanded, thought Dr. Zinser's intent was for colleges and units to form individual staff liaison committees, like our College did. On March 30, Jerry asked Laurie West in Dr. Zinser's office for the names of the other staff liaison committee chairs around campus. Laurie responded that that information was not available. The reason for requesting the names was so that CASLC could share and communicate with other staff liaison committees about staff issues, including It's About staff. Pat VanMeter volunteered to call individual units and colleges for the information. Jim Lawson said that he first would again ask Laurie for the information.

**** ORGANIZATION FOR EXTENSION SUPPORT STAFF ****

Dr. Paul Warner came to the meeting to say he is supportive of the Agricultural Staff and involvement in Ag Staff Day. His office would be happy to help in this event.

He said some other states have formed staff support organizations. He spoke favorably of the possibility of forming such an organization for Kentucky CES. He suggested that a committee be formed of key individuals to look into this. He will discuss with Area Program Directors. Malinda Cooper will contact Ohio State about their organization.

**** BOARD OF TRUSTEES Staff Position ****

Jerry Warmouth asked if anyone knew of updated or current information about the election of a staff member to the BOT. No one did. Jerry proposed that once this is underway that we invite

candidates to speak at a forum sponsored by CASLC. Kathy Scahill volunteered to check on the progress of the time frame and method for this election. The statute takes affect July 1.

**** COMMUNICATION WITH STAFF ****

Jerry asked if sending the meeting notes via e-mail (fax to Pat VanMeter) is adequate in helping to get information to our co-workers. Everyone said the current system is working O.K.

**** INSURANCE RATE INCREASE ****

Malinda Cooper presented a draft letter for T. Lynn Williamson, Benefits, regarding the sharp increase in insurance rates. This especially affects some employees in Western Kentucky who don't have access to the UKHMO or United Healthcare and, therefore, are forced into paying the higher health insurance rates. CASLC approved Malinda's letter. She will clear it with the Dean's office and send it.

**** GARRIGUS/AG NORTH BUILDING CONCERNS ****

Emily Campbell said that staff members have told her there is a problem with the sidewalk behind Garrigus. We suggested that Emily or those concerned send Dr. Hiatt an E-mail or call him at 7-7249 requesting that the sidewalk be completed.

Have these physical problems been resolved? From the 3/10 meeting, Carl Harper had brought up concerns about the need for bulletin boards in elevator areas in Ag Sci North. It was suggested at that time that Dr. Hiatt be contacted. Has this been resolved? Also, at the 3/10 meeting, employees had expressed concern about right-of-way in Structure #1. Has Don Thornton been contacted on this?

**** NEXT MEETING ****

The next regular meeting will be Tuesday, July 14 at 1:30 (note new starting time). Sandra Parrish has reserved the Weldon Suite in the Good Barn.

Watch for announcement of special meeting with faculty representatives and concerned others from various units/colleges around campus.

Notes by Jerry Ann Warmouth, CASLC Secretary

For questions about the [CASLC web pages](#), please contact CASLC-www@jv.uky.edu. For other questions about CA Staff concerns or about CASLC, please contact any of the [committee members](#).