

Macalester Academic Office Professionals Meeting Minutes February 14, 2006

The Meeting started at 10:00 sharp – led by Herta Pitman
Unfortunately I didn't take attendance but know there were a couple of people missing.

Agenda:

1. Dan Balik will de-mystify the Leonard Fund
 - a. The Fund will be used to reimburse expenses related to entertaining students, preferably for events held in faculty homes or on campus. Please note: restaurant meals are not eligible for reimbursement. (Occasional exceptions may be made with written request to the Associate Provost in advance.)
As faculty live further away or have smaller homes – on campus is very acceptable. If a staff person hosts an event with faculty present the funds can be used
 - b. The fund will be used to reimburse expenses incurred by faculty while recruiting prospective students in the seven – county metropolitan area. Coaches of athletics teams are eligible to use this Fund.
 - c. The Fund may not be used for regular class meetings. The Fund may be used for special class meetings – contact the Assoc. Provost for further information. – this would include faculty meeting with class outside of regular class time.
 - d. Reimbursement will be for food and non-alcoholic beverages only, up to a limit of \$15.00 per individual. Exceptions to this limit must be approved in advance by the Assoc. Provost. Primarily social does not include cost of flowers, decorations etc. No limit to the number of times the fund is used.
 - e. Upon request to the Associate Provost, reimbursement may be authorized in advance for a departmental or divisional event. – this would include major/minor events, picnics etc. Does not include department retreats.
2. Lynn Hertz will enlighten us about the job evaluation and merit pay processes

PERFORMANCE EVALUATION:

Performance Evaluations for Academic line staff are due March 1st.
Reminders have been sent to supervisors and employees.
Both employee and supervisor complete the written evaluation and sign it.
Evaluation is then reviewed and signed by Provost and sent to HR for review.
Copies of previous evaluations are available in HR, forms are available at
<http://www.macalester.edu/hr/forms/perfevalinteractive.pdf>
Please contact Lynn Hertz with questions or concerns about evaluation process.

SALARY INCREASE FOR STAFF

Salary year begins June 1, 2006
The salary pool for 2006-07 will be 3.75%
2.75% base increase will be distributed so that lower paid employees will get higher percentage increases . Higher paid employees will get base increase of 2.25%, lowest paid employees will get increase of 3.65%
.50% for merit increases for approximately 25-35% of staff

About 90% of academic line employees are given “exceeds requirements” rating by their supervisors
.50% for market adjustment and promotions during the year

ADDITIONAL POSITIONS:

The 2006-07 budget includes \$318,000 to fund (7) additional staff positions
Library and Academic line receive \$30,000 of this additional funding for incremental increases to existing staff position,.

One portion of the funds will go to increase a very low FTE staff position

One portion will go to increase hours for one or two library staff members

One portion will go to fund minimal summer hours for academic staff employees

Summer building support positions will no longer exist, and the funding for those positions, plus a portion of the additional \$30,000, will go to fund 80-100 hours of summer staff support for academic departments which do not already have ongoing summer support.

MERIT PAY

Merit pay will be offered again this year. Diane will be sending letters to our chairs in March asking for recommendations. Letters of recommendation from chairs should note any special accomplishments that have been achieved by the recommendee in the past year. Many recommendees will not receive merit pay. Diane will have to decide from among many exceptional staff.

Lynn talked about the HR is still looking into fixing the pay grade system. – takes some time and money to get this started. – Lynn will talk to Nels (HR interim director)

Mary Claire asked she hoped this wouldn't get on the back burner and Lynn assured the group it has been noted and it is being looked at.

3. Clearing up the class schedule cross-listing confusion
 - a. Jayne and Julie know which classes are cross-listed and the Registrar's office automatically lists the cross-listed classes as such on the schedule. If the professor is in your department, try to remember to put the corresponding cross-list numbers in the column provided on the form. The registrar's office will add the class to the other departments' lists.
 - b. If the course offered is a topics course, the chairs of both departments must inform the registrar's office of the cross-listing.
4. Planning retreat
 - a. Previous proposal – bringing in a speaker for our group is just us too expensive – any future proposals should include other clerical people.
 - b. Anyone interested in planning a retreat? – we'll talk about it again future meeting.
5. A question from Deanna about athletics recruitment tours – she has asked what is the best way for her to get prospective student athletes to visit departments. E-mail Deanna at cahoon@macalester.edu with suggestions.

I (Toni) told her to let me know if there is a student interested in either department and I will be happy to see which professor has office hours or a class on the day the recruit is here.

Herta suggested that Athletics note the visitor's areas of interest, look on the course schedules on the registrar's site to see what's offered on the day(s) of the visit, and contact the professor to arrange for a class visit and appointment. It might be helpful for Athletics to have a student worker involved.

6. Other items – inter-departmental envelopes, more – we ran out of time.
7. March meeting who? Humanities Building Department Coordinators When? Tuesday, March 21 10:00 in the Fine Arts Lounge. Nels Erickson, Interim Director of H.R. will come and talk about the pay grading system and we'll be able to address our concerns to him.
8. Carryover topics suggestions that we couldn't squeeze in. (Nancy Eastham about Banner, Kathy Johnson about Cliqbook)

We adjourned at 11:15.

Minutes prepared by Toni Schrantz.