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Staff Senate

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The meeting was called to order by President Bingham-Porter at 1:15 p.m., BOG Room, Library.

Present: Sandy Bingham-Porter; Jean Liggett; Bev Pederson; Terry Tomer; Teresa Sims; Jone Zieren; Arlene Kraft; Doug Sloat; Bev Newcomb; Elmer Puller; John Flynn; Kathy Cartwright; Bob Thomas; Anita Thomas

Absent: Maggie Dell; Sherry McKee; Adam Due

Visitors: Director Human Resources, Paul Michaud; Sandi Ramsay

Minutes approved: April 22, 1996 minutes. Motion (Sims/Zieren) to approve as corrected in May.

I. Correspondence: None

II. Old Business
   A. Search
      1. Admissions Counselor for St. Louis area (Zieren) This search is chaired Klingenberg.
   III. Reports
      1. Task Force on Integration of Lower-Division Student Service (Kraft) Still waiting on response.
      2. Sick Leave Committee (Due) No report.
      3. Constitution Committee (Bingham-Porter) No report; Members were given a copy of the constitution.
      4. Liaison Committee (Zieren) Renaming BOG Room to Dr. Frances M. Pollard Room is the suggestion. Senator Zieren reported that the committee tried to get lots of information. Motion (Tomer/Sims) to send recommendation to President to rename the BOG Room to the Dr. Frances M. Pollard Room. Motion passed.
      5. Election Committee (Liggett) See election under new business.
      6. CUPB (Bingham-Porter/Flynn) No report.
      7. Employment Task Force (Liggett): Next meeting to be scheduled.
     10. Dress Code. Discussion was held. Senator Cartwright suggested a committee look into the communication style. Volunteers are Senator Cartwright; Senator Zieren; and Senator Tomer to come up with a statement to come back to the senate.
IV. New Business

A. Election of Executive Board:
   1. President Nominations:
      a. John Flynn
      b. Jean Liggett
      Arlene Kraft moved President nominations closed; seconded by Teresa Sims. Motion carried.
   2. Vice-President Nominations:
      a. Sandy Bingham-Porter
      b. Jean Liggett
      Motion to close nominations. Motion carried.
   3. Secretary Nominations:
      a. Anita Thomas
      Motion to accept nomination by acclamation.
   4. Treasurer Nominations:
      a. Teresa Sims
      Motion to accept nomination by acclamation.
   5. Those elected were: President, John Flynn; Vice-President, Sandy Bingham-Porter; Secretary, Anita Thomas; Treasurer, Teresa Sims.

B. Sandi Ramsay, Payroll Supervisor
   1. Split Deductions: CMS asked Payroll to make monthly Insurance payments, so they put the other deductions on the 2nd paycheck. Since 1983 they have been working to take other deductions: five was maximum and one of those was dental. BOG in 1983 made a decision to come up with common payroll system known as PPP. Payroll did not make enhancements under this plan until a crisis situation in 1993. Payroll was released from PPP system when the Board of Trustees was put in place. Many things are have been done but there is no time line to put this in place. Senator Flynn asked if split deductions were voluntary. They are not.
   2. Electronic transfer is the primary system in place now and is the item that is most important. Senator Sims asked if this would be mandatory. Ms. Ramsay stated that at present it is voluntary and will try to get 100% within two years. Senator Kraft asked about people who do not deal with banks. Most systems will set up debit system where people go to a bank and receive their check. This system will make Payroll more efficient; 800 checks are physically taken care of now with at least 10-15 separate steps. Payroll will give individuals an "Advise" notice; can put any benefit information on the
"Advise" notice. "Advise" notices cost $.07 as opposed to $.22. Senator Flynn stated that TSA deposits were not always timely. Ms. Ramsay stated that the TSA's were electronically transferred before the actual check is cut. CMS states that they do not get deposit until after pay date because EIU does not have money until pay date. There is a lag date of six days from Comptroller (CMS) to TSA credit deposits if you do not involve EIU's Benefit Office. If you involve the EIU Benefit's Office, the transfer is done before the pay date. Ms. Ramsay has stated that all of the deposits she has checked have been transferred before the actual pay date. Senator Tomer stated that CMS states that there is a lag time. Ms. Ramsay stated that if there is a time lag, please call Judy in Benefits and tell her so that action can be taken. Senator Kraft asked if Peace Meal will have to mail the checks out as they have in past; the Peace Meal department wanted to know about the error process. Ms. Ramsay stated that this would continue to be the process. The Peace Meal office will have to let Payroll know immediately if there are any errors. Senator Tomer wanted to know if there would be safeguards on errors; Payroll will probably not stop a check if there is an error until individual is notified. There has never been an occasion that Ms. Ramsay could think of but she wanted to leave that option open. Senator Newcomb asked if the individual bank would give her a deposit slip. Ms. Ramsay stated that Payroll has not heard from the individual banks. Her advice is do not write checks until the individual bank notifies the individual. Advise notices will break out all deductions; eventually the advise notices will be enhanced to include a number of other things. The advise notice will have more information than is now on the check stubs at the beginning of this process. Everyone that is now on direct deposit will receive a notice about electronic transfer. Absolute earliest that everybody can go on electronic transfer will be October. Senator Thomas asked if there would be an incentive to sign up for electronic transfer. Ms. Ramsay stated that there were numerous ideas for the campaign. Senator Kraft asked if Payroll will contact the individual banks. Ms. Ramsay stated that the individuals will be given forms. Ms. Ramsay asked that individual questions not be directed to Payroll at this particular time. Please wait until the
campaign is launched. Senator Cartwright asked about when the benefits would be posted thru. Ms. Ramsay stated they would be posted from the past pay check and not from current benefits earned. This may be a condition of new hires. Senator Flynn asked about students. Ms. Ramsay stated that a committee has discussed student ability to use electronic transfer; Ms. Ramsay is opposed because the student population is so fluid. Senator Zieren pointed out that under the federal Student Work program, this cannot be mandatory. Senator Newcomb asked what if you didn't like electronic transfer, could you stop. Ms. Ramsay stated that it was a one way door and they would let you change banks but once using electronic transfer that would be what it would be. "Advise" notices will have to be distributed in the same way as checks are distributed now. Senator Sloat asked if this would save banks money. Ms. Ramsay wrote down question; she would send a letter to local banks asking them if they currently do a verification of electronic transfer and that EIU employees have stated that this is a concern.

C. Preference of Staff Senate meetings. Senator Zieren handed out a survey to be returned to Jone before the next meeting.

Agenda Items Aug. 12, 1996 in BOG Room, Library
1. Sick leave bank
2. Dress Code Statement from Staff Senate

VI. Adjournment 3:00 p.m.

Respectfully submitted,

Jean Liggett, Secretary