

## **Memo:**

To: President Richard F. Wilson

From: Staff Council

(Mary Anderson, Ken Detloff, Eric Gordon, Jenny Hand, Kelly Lawton (elect) Tim McKeown, Patrick McLane, Gaylynn Meek (elect), Ron Roth (elect), Scott Seibring, Missy Smock, Robyn Walter (elect))

Date: July 12, 2007

At our July 9<sup>th</sup> meeting, Staff Council discussed the request you made of us on May 29 regarding our involvement in the design of the Merit Pay program for staff. We concluded that there needs to be representation from Staff Council, but development of the program should not rest solely on Staff Council, given the time constraints of the request and the relative inexperience of our members in this Human Resources arena.

One suggestion that came from our discussion was that an ad hoc committee be constituted which would have Staff Council representation, but which might also include local experts in the subject, former members of the Human Resources work group of the SPBC as well as other interested members of the campus community. We look forward to hearing from you specifically what our role will be in the design and implementation processes.

Additionally, over the past few weeks there have been two important situations where the Council has fielded queries from colleagues about the state of communication—or lack thereof—on campus. The first addressed a payroll processing error and the second a counseling services topic, both of which are sensitive issues for employees, but both of which we believe could have been prevented with a pro-active communication from appropriate department heads.

The first topic, payroll, affected all employees who received holiday pay for Memorial Day. Instead of being listed as holiday pay on the pay stub, those hours were instead coded as housing allowance and were not included in taxable income for that pay period. Although the error was discovered the day before payday, no notice was sent to affected employees. If there had been a notice, we believe that many phone calls and much anxiety would have been eliminated. After email discussions between Human Resources, Staff Council and the Business Office, a notice was sent when the error was corrected on the next payday – a positive step!

The second issue, the misinformation regarding the discontinuance of on-campus counseling services for employees, has affected only one individual of whom we are aware, but has the potential to affect all of us. In this incident, a colleague in need called for help only to be told that CCS is no longer seeing IWU employees. This particular incident seems to be a miscommunication about the start/end date for this important benefit.

By including these examples, we hope to emphasize the need for you to encourage Cabinet members, and they in turn their respective department heads, to think about and foster the types of communication which will ultimately reduce some of the stress under which we labor.

And last but not least, we are continuing our discussion on the development topics you asked us to more fully define at our May meeting. We hope to have an update on those topics for you soon. In August, the newly elected members will fully transition into their roles as voting members as we say good-bye to the outgoing members (Mary Anderson, Eric Gordon, Scott Seibring and Missy Smock).