

Staff Representative Meeting Notes
March 13, 2008

Alana Davis, Staff Representative welcomed everyone to the meeting.

****President Lindgren presented the following report about the 2008-2009 budget highlights as of today:**

Total Budget - \$35,674,350 + 8.3%

- Assumption: 1163 full paying equivalent students (vs. 1145 this year) - this is the average number for the year – a projected record number
- Tuition: up 5.25% (vs. 6% for last year)
- Overall tuition, room, board and mandatory fees: up 5.75% (vs. 5.8% last year) – comparison benchmark Virginia colleges were up 6.69% this year
- Addition of \$100 student health service fee (to cover some of our existing expenses and some new services)
- Compensation increase: Pool of money that would allow up to a 4% increase in salaries (3% last year)
- Staffing increases (a total of 8 full-time and one part-time position – 4 of which replace current adjunct faculty):
 - ❖ Four visiting faculty in support of FYE Program – will reduce number of adjuncts used currently (by 7 adjuncts per new position)
 - ❖ Two part-time Campus Safety Officers for weekend night duty (equal to
 - ❖ One part-time Health Services assistant to cover expanded hours (covered by fee cited above)
 - ❖ Two housekeepers for better coverage of dorms and Greek houses
 - ❖ Split current academic lab/risk manager position into two positions

Some Additional Increases in Expenses

- Expenditures for FYE Program – absorbing FYE into annual operating budget
- New faculty start-up expenses
- More funding – student travel abroad
- Additional funds for the Library
- Expanded health services
- Higher Resident Assistant stipends

- Additional support for athletics – recruiting, team travel, athletic trainer support, upgraded field maintenance
- Increase in college-funded work study to address minimum wage increases
- Non-discretionary increases such as insurance, utilities, telephone, postage, debt service, etc.
- Funds for employee training programs
- Additional endowment drawdown requests for specific purposes (were approved last year for 7 years):
 - \$1 million – capital campaign
 - \$200,000 – marketing
 - \$100,000 – Admissions (one year only)

The budget has been presented to the Board of Trustees.

At the recent Board of Trustees Meeting, easing the housing shortage was discussed as the first priority of the Master Plan. The Board voted unanimously to go ahead with plans for a new dorm, primarily for seniors. At the next Board of Trustees meeting, the Board will discuss a new science center and remodeling of the athletic fields. There has been no new academic space built for some time.

President Lindgren opened the floor up for questions.

Barclay DuPriest noted that it seemed that there would not be a new student union for a while.

Barbara Dauberman asked what the location of the dorm would likely be. The response was that a couple of sites are being explored: (1) between the Business and Development offices or (2) next to Thomas Branch.

Saleema Ansari asked when there might be some work done for Mary Branch dormitory, noting that there were plumbing problems. President Lindgren responded that once the senior dorm is built, Mary-Branch could be taken “offline” for renovations, if financing is available.

****Alana Davis made the following announcements:**

- Dance Marathon – encouraged staff to dress casually in support of the students
- College Council –
 - Voting
 - VIP Applications
- Meeting w/ President Lindgren – we have discussed this information already

- There will be a family picnic this year in addition to Summerfest for faculty, staff, and their families.
- Admissions Statistics –
 - 3,507 applications
 - 71 deposits
 - Most diverse applicant pool to date – 40% of applicants are from ethnic minorities
- Enrollment Statistics –
Spring 2008 – 1,109 students enrolled

OLD BUSINESS

**Discussed additional computer training

**Kim Fish has arranged training on Office 2007

**Summer Hours – A proposal to reduce summer hours for staff will be discussed at the April Cabinet meeting. It is possible that the same arrangement will be in place during the coming summer as has been in place for the past two years.

NEW BUSINESS

**There was an announcement from Craig Collins that there will be a test of the emergency drill on campus Thursday, March 20th at 1:45 PM for twenty minutes. There will be a test of the “electronic wail sound” and the “text” and “email” alert systems.

If you are inside a building, you should stay inside until the “all clear”. If you are outside, you should go inside.

**Alana Davis has put the “Anonymous Contact” form back out on the R-MC website. Staff members who wish to raise issues anonymously may wish to choose this method.

**Barclay DuPriest expressed her gratitude to President Lindgren and the Board for the projected 4% salary increase.

**Sharon Jackson introduced the following new employees:

Ellen Stack – Associate Director of Annual Giving
Deborah White – Director of Institutional Research
Megan Hodge – Circulation Supervisor at McGraw-Page Library

**Alana Davis announced that Marilyn Gibbs, Registrar, will be retiring this June. She will be greatly missed.

--Minutes prepared by Sally A. Gudas