



## ***Support Personnel Policy Development Council***

### ***Meeting Minutes***

August 13, 2019

#### **I. Call to order**

Teressa Looper called to order the first meeting of the Support Personnel Policy Development Council for 2019 – 20 at 5:35 p.m., August 13, 2019, at Shoemaker Center Auditorium.

#### **II. Roll call by Sign-in-Sheet**

The following persons were present:

Lorrie Barnes, Lois Barrett, Kathryne Berry, Pam Brisolara, Linda Capuccio, Laquinta Chambers, Mary Cosby, Paula Grayer, Brenda Hatch, Lamont Hill, Patty Hill, Deborah Liggins, Teressa Looper

**Members absent:** Dr. Baden, Lynn Cordes, David Erwin, Brittany File, Karon Flewellen, Barbara Holcomb, Leeniece Powell, Sheila Sheppard, Teresa Stewart, Dominique Torres

**Guests:** Sherry Cargill, Josh Cargill, Andrea Paust, Ablene Pendergrass, Diana Stalnaker, Suzy Swann, Jackie Taylor, Tiana Tyson

#### **III. Approval of May 7, 2019 Minutes**

- Motion made by Laquinta Chambers to accept minutes and seconded by Pam Brisolara. Motion carried.

#### **IV. Unfinished Business**

##### **▪ Proposal #7: Pay for Summer School and Activity Runs**

Lorrie Barnes questioned the Proposal #7 from Transportation. She thought she changed it to include all summer workers. It was said that the proposal was tabled.

##### **▪ Proposal: Revision of DEC – SICK LEAVE**

Patty Hill reported the proposal went before the financial committee. She said David Erwin ran the numbers for before and after the policy changed in 2016. He reported that the difference was about \$30,000. Linda Capuccio said we used to get sick leave up front but now it is awarded monthly. The change was made because of new hires coming in and working a few days and then taking 10 sick days and quitting. The proposal is to change it back to receiving sick days up front at the beginning of the new fiscal year. The amount of sick days are determined for support employees by the number of months contracted (10, 11, 12 days per year). Sick leave not used by any employee during the current contract year will be accrued under past sick leave. However, all new employees until they reach their third contract year will continue to receive their sick days once a month.

- Capuccio motioned to send the proposal to the Superintendent for his approval and seconded by Laquinta Chambers.

- Patty Hill suggested we were not ready to present the proposal since Erwin worked the expense figures and he is not present to explain the cost factors involving the proposal change.

## **V. New Business**

- Teresa Looper introduced Brenda Hatch as the administrator representing the council this evening.
- Looper said she was speaking to Mary Cosby about what we are trying to accomplish as a council. She remembers Barbara Ellis saying we are trying to change policies NOT procedures. Procedures are an administrative issue that you need to make your administration aware of changes you think need to be made. Looper said some good policy changes were made last year and she is looking forward to a new year.
- If you want to see a change in policy a proposal needs to be submitted and can be submitted by any support member. If any one wants to write a proposal and needs help the council members would be glad to help. She reminded everyone if they were present and not on the council they would need to refrain from voting, this is only a right of a committee member.
- Looper introduced Peggy Whittington as the new recording secretary.
- Looper then talked about the SPPDC Policy Proposal change that was proposed last year. She said it needs to be sent out, a majority of votes need to be received before the policy submitted. Again, David Erwin was working on this proposal so no one is sure of how he was going to get a vote. Patty Hill suggested a Google Doc and that she could create one. Looper said every support person has an email address but may not use it. She suggested everyone could get their email be phone if they don't use a computer daily. She said a lot of hours were put in to revise the SPPDC Policy. Looper asked Patti Hill about the form that David Erwin had rewritten for the SPPDC Policy. She suggested before it is sent to the Superintendent it needed to be sent out for a vote on the changes. Patti Hill will work on a google doc to send to every support employee.
- Capuccio suggested the policy could be printed off to show the support workers as well. Everyone is required to use a computer to do their GCN training so they could do it for the policy change as well.

## **VI. Announcements and Scheduled Meetings**

Next scheduled meeting is Tuesday, September 3, 2019 starting time is 5:30 p.m. and is to be held downstairs at Shoemaker Center Room 203. It is very important if you are on the committee to attend monthly meetings and to encourage others to participate.

### **Dates for 2019-20 Meetings:**

September 3, 2019	January 7, 2020
October 1, 2019	February 4, 2020
November 5, 2019	March 3, 2020
December 3, 2019	April 7, 2020
	May 5, 2020

- Chambers wants to encourage everyone to vote and help others to vote when the document is sent out.

## **VII. Adjournment**

Teresa Looper opened the floor to adjourn the meeting at 5:55 p.m. Motion by Mary Cosby to adjourn and seconded by Lamont Hill. Motion carried.