



Staff Council Meeting
Approved Minutes
September 29, 2011

Members Present: Terri Alvey, Julie Bordelon, Bobbie Brown, Garry Culver, Sylvia Dillworth, Betsy Farley, Brandan Garrison, Angie Goebel, Shannon Hoehn, Jennifer Jones, LaVerne Jones, Terry Martin, Katie Mathew, Amanda Mitchell, Kimberly Sullivan, Debbie Whiteside, Catherine Vaughan

Guest Present: Donna Evinger

Members Absent: Mary Ann Bernard, Steve Owens, Julie Pendergrass, Josh Pietrowski

Call to Order: September 29, 2011, 2:35pm UC206

Minutes Approval: The Minutes from the August 25, 2011 meeting were approved for content. Should anyone have any grammatical corrections, please email Kim Sullivan and she will correct. Catherine Vaughan moved that the minutes be accepted and Julie Bordelon seconded. Motion passed

Committee Reports:

Economic Benefits: Julie Bordelon reported that one focus of the committee will be a Retirement Plan for Support Staff. No surveys are planned at this time. The committee missed Donna Evinger at their last meeting on September 19th. Donna did say that there is a Retirement Fair held each year that features 1.5-2 hours PERF Sessions.

Employee Relations: Archie's Food Closet Drive met and exceeded our goal of 500 items. The Children's Center requested to be part of the collection drive next year.

Locations have been arranged and the applications have been updated for the Giving Tree. Tree Locations: Admissions, College of Business, Dean of Students, Health Professions, Liberal Arts, Travel, Residence Life, Rice Library, University Division and University Relations.

Giving Tree Calendar:

Oct 7: Advertising to begin

Nov 4: Application deadline (though it may be extended to Nov 11)

Nov 10: Email reminder to tree locations to have trees up by Nov 14

Nov 14: Ornaments to be delivered

Dec 2: Gifts to be collected from tree locations

Dec 5-7: Gifts sorted

Dec 12-13: Gifts Picked-up

Nominating Committee: No Report

Other University Committee Reports: Shannon Hoehn did attend some meetings, she will report at another time.

Old Business:

The Professional Development Program was discussed. Thirteen employees including Bobbie Brown, Shannon Hoehn and Terry Martin graduated at a ceremony. The current session has been filled with 25 participants: 3 administrators and 22 support staff. If this is to be offered after this session, we will need to research grant funding.

New Business:

IT Changes: Shannon Hoehn made a report about the merge of the Computer Center, Instructional Technology Services and Distance Education and the creation of an IT Helpdesk.

Service Day/ Service with Staff Council: Employee Relations is researching. The United Way Day of Caring was not well publicized this year. A Service Day would fit well with the USI Mission Statement.

Resignation of Julie Pendergrass: Her husband has accepted a position in North Carolina and they are moving within the next few weeks. Terry Martin will become a full member, we need to find another alternate.

Staff Council Binders: A discussion about purchasing binders for Staff Council members occurred.

Future Dates:

October 6: Wellness Fair – contact Jamie Schaefer to volunteer

October 17: 3pm Economic Benefits Meeting UC 2206 (May be changed to accommodate Donna Evinger's schedule)

October 20: 2pm Employee Relations Meeting UC 2205

October 25: 2:30pm Staff Council Meeting UC 206

There being no further business, Terri Alvey moved that we be adjourned and Terry Martin seconded. Meeting Adjourned at 3:50pm.

Respectfully Submitted,

Kimberly Sullivan, Secretary