



Approved Minutes
October 28, 2009

Present: Chris Jines, Cynthia York, Julie Bordelon, Angie Goebel, Donna Dippel, Jacqueline Spainhour, Debbie Whiteside, Terrie Alvey, Lorie Van Hook, Kim Jost, Shannon Hoehn, Charlene Kaufman, Samoa Hempfling, Frank Nagy, Kim Shelton, Catherine Vaughan and Donna Evinger with guests Sheree Seib, Donna Moore, Karen Alstadt and Rose Scruggs

CALL TO ORDER

Chris Jines called the meeting to order at 2:02 p.m.

Guest Presentation: Rose Scruggs presented for the USI Diversity Committee. The committee replaces the Affirmative Action Committee with a focus on legislative mandates regarding recruitment and retention of faculty, staff and students. Creation of the committee starting with a survey was outlined. The vision statement was distributed, read and reviewed. Ideas about how the Diversity Committee may dovetail with the University Strategic Planning Committee were shared. A website will be forthcoming. Diversity Committee members left the meeting at the conclusion of the presentation.

Approval of September 23, 2009 minutes with corrections, motion by Charlene Kaufman, seconded by Shannon Hoehn.

Economic Benefits Committee: Reported by Shannon Hoehn. The committee's current focus is the upcoming compression study. Scheduling conflicts have caused the committee meeting to be rescheduled three times but the meeting is to take place tomorrow, October 29, 2009. Chris Jines urged the committee to narrow priorities for the budget presentation. Ideas include pay raises, retirement options, short term disability and more sick hours paid out.

Employee Relations: Reported by Kim Shelton. Staff Council 20th Anniversary is the event theme for all 2010 activities. An effort will be made to have a council table to honor Staff Council founders and first officers at the employee appreciation lunch.

There were 547 items collected during the Archibald's Closet food drive. A thank you was offered to Michelle Herrmann, Kathi Goen, Donna Dippel and Debbie Whiteside for their work with the food drive.

Closing date to submit applications for the Giving Tree is November 06, 2009. To date, three applications have been received and the closing date may need to be extended to November 13. Suggestion was made to check with International Programs, Counseling and the Children's Center for applicants. Ornaments will be made the week of November 08, 2009 with gifts due back by December 09, 2009. Gift sorting will take place December 10 & 11, 2009. Gift pick-up is scheduled for December 14 & 15, 2009. Vehicles and volunteers to transport gifts may be needed.



Nominating Committee: No report.

Web Committee: No report.

Old Business: Reported by Shannon Hoehn. Per Safety and Security meeting, Building Coordinators are no longer needed due to safety innovations such as Rave, clock alarms and Simon monitors.

The Science and Education building now have signs to indicate location of the security phone. Records indicate that the phone in that area has been used once.

Discussion of safety packs was introduced. There is no university safety pack policy. Each department is responsible for compiling a safety pack if desired. Steve Woodall and Brian Morris are available to help set up a university-wide meeting on disaster preparedness and disaster kit preparation presented by the Red Cross. Donna Evinger suggested that this effort be sponsored by Staff Council and coordinated with Extended Services.

Tobacco-free campus program was discussed. Donna Evinger has been asked to reconvene the University Smoking Committee.

Donna Dippel reported on traffic appeals. Twelve citations were heard on October 23, 2009 concerning eight faculty and four staff. Eight appeals were approved.

A reminder was made regarding Inauguration parking for the installment of Dr. Linda Bennett. Buses will be running every fifteen minutes to and from the old west-side Walmart parking lot.

New Business: Chris Jines reported that Extended Services is looking at offering Certificate programs for staff, i.e., Certificate of Leadership and Certificate in Management. Discussion of what impact a Certificate would have on wages and/or reclassification followed. Donna Evinger clarified that classification is based on differences in job duties rather than employee qualifications. Personal development was noted to be one of the advantages of the program. It was agreed that an invitation would be extended to Julie Brauser to speak to Staff Council regarding Certificate programs. Council members will compile questions.

Discussion/Announcements: Debbie Whiteside and Samoa Hempfling both recounted situations where employees attempting to fill out PERF forms for retirement were unhappy with the level/quality of assistance provided by Human Resources. Donna Evinger will address with Brandyn Smith.

Meeting adjourned with motion by Julie Bordelon and seconded by Shannon Hoehn.

Respectfully submitted,
Cynthia York, Secretary