



Approved Minutes  
September 24, 2007

Present: Becky Ball, Jeri Broshears, Brian Brown, Christine Crews, Samoa Hempfling, Rene' Koressel, Terry Martin, Pam Moore, Frank Nagy, Sheree Seib, Lisa Staples, Virginia Thomas, and Angela Torres

Guest: Donna Evinger

### **CALL TO ORDER**

Angela Torres called the meeting to order at 2:05 p.m.

### **APPROVAL OF MINUTES**

A motion to approve the July 31, 2007 Staff Council retreat minutes as amended was made by Sheree Seib and seconded by Becky Ball.

### **COMMITTEE REPORTS**

#### Economic Benefits

The committee met in September and has three proposals for 2007-2008. The proposals include a 4% pay increase with a 1% merit raise, university to hire its own police force, and an increase in shift differential for third shift. Research will be done to determine average support staff wages/benefits along with shift differential policies in area businesses. Support from Faculty Senate Chair and Student Government President will be sought for support of campus police. The committee will also continue to discuss issues related to support staff titles, training procedures for new employees, and the two hour pay procedure for staff in call back situations. The committee will meet again October 15 at 1:30 p.m.

#### Employee Relations

The committee met and will plan a food drive for Archibald's Closet in November. Plans are underway for the annual Giving Tree to help needy families of USI students and employees. The committee will meet the second Monday of the month at 2:00 p.m.

#### Nominating Committee

No report

#### Web Committee

No report. It was suggested that they look at the webpage and bring it up to date. Rose Scruggs can add the approved minutes each month.

## **Old Business**

Names tags or buttons were suggested for Staff Council representatives to wear to identify members so people know who the representatives are. Estimated costs for 20 tags included a \$45 setup charge and \$6.95 each for a total of \$184.

The adopt-a-spot location near the Forum Building needs new soil and specific flowers for shaded areas need to be considered. Bea Purcell has been caring for the spot this year. It was suggested we contact Don Fleming to find out what changes can be made to the area for next year. Angela will send out reminders about the need for help with maintaining the flowers in our adopt-a-spot.

## **New Business**

A lot of paper products were collected along with food at the Employee Picnic this year, but a recent inventory of Archibald's Closet shows no paper products and only a select amount of canned goods. Questions were raised as to what the policy is for distributing food and supplies to those in need. Procedures have changed and need to be posted so the volunteers taking people to the closet know exactly what to do. Suggestions were made during the discussion as to the procedures that need to be followed and Angela Torres agreed to contact Dr. Parrent, VP of Student Affairs, about who is in charge of the closet and what Staff Council can do to help stock and run the closet. Additional discussion included whether this is a project that Staff Council can assist with on a regular basis or only assist with food drives throughout the year.

Mandi Fulton's term has ended and Staff Council selected Becky Ball to serve a three year position on the University Equal Employment Opportunity Appeal and Hearing Board (07-10). This committee would convene if an appeal is made by a faculty or staff member.

Brian Brown asked that we, USI, check into partnering with Wish Upon A Star to help out a child or family connected to USI. Discussion continued on how USI would promote a non-profit. Other partnering ideas included New Haven subdivision/Habitat for Humanities. A group on campus must promote and distribute information related to this type sponsorship.

Questions have been brought to council members regarding why Dr. Hoops does not attend staff recognition luncheons or fall staff meetings. Also questioned was why an administrator is sitting in on Staff Council meetings. Suggestions included having the Executive Committee take issues forward to an administrator. Discussion between current members indicated that we do not object to an administrator being present and believe we can discuss any issue that is presented with administrative representation in the room. Our meetings are open and we invite anyone with concerns or interests to attend.

The next meeting will be October 29 in UC 214 at 2:00 p.m.

## **Adjournment**

A motion to adjourn the meeting at 3:15 p.m. was made by Virginia Thomas and seconded by Lisa Staples.