



Approved Minutes
February 27, 2007

Present: Jeri Broshears, Christine Crews, Gail Cummings, Yvonne Floyd, Chris Jines, Linda Lefler, Tony Morgan, Frank Nagy, David O'Grady, Virginia Thomas, Angela Torres, Julie Weinzapfel

Guest: Donna Evinger

Call to Order

Chris Jines called the meeting to order at 1:36pm.

Approval of Minutes

Dave approved and Virginia seconded the minutes of January 30, 2007 as amended.

Committee Reports

Economic Benefits

Dave discussed the comments and critiques that Pres. Hoops offered during the budget presentations. The Economic Benefits committee should start now on researching information for next year's budget presentation. Dave provided the council with a list of peer institutions that we should use to gather data. Those comparative institutions are Ball State, Indiana State University, Indiana University-Kokomo, Indiana University/Purdue University-Ft. Wayne, Purdue University-Calumet.

Employee Relations

Yvonne announced that the Student Appreciation e-mail went out and the week of February 12th went well. Sara is planning on getting the committee together soon in order to discuss plans for the Staff Picnic.

Nominating

The committee will meet sometime next week. There are currently 8 people on the ballot. We have 10 spots that will need to be filled for the 07-08 term, so we still need more names. Linda asked that the staff nominate anyone they wish. The committee members will contact the person to see if he/she would be interested in running for Staff Council. Chris asked Linda to send out a reminder e-mail to the staff that we are still accepting nominations.

Old Business

Adopt-a-Spot

Don Fleming had the rocks removed and mulch put in our adopt-a-spot. Chris and Bea are planning to get flowers together and plan to plant them some time in April and have asked for volunteers to help.

Staff Council Logo

Dave passed around different shapes and sizes of the 4 logos the council chose. Donna took the logos and will seek approval from Sherrienne Standley and Pres. Hoops for the council to use the logos. Once we have approval, we will send out the logos to all staff and ask them to vote on their favorite. The winning logo will be the one used to represent Staff Council.

Recognition Award

Chris and Donna met and revised the wording of the criteria for the recognition award. The name has been changed to "Employee of the Year." Staff Council will recognize the winner at the fall Employee Recognition Luncheon. This year the lunch will be on August 14th. Nominations would be open April 1 – June 30 so that we can vote on the winner at the July meeting. We would invite and recognize all nominees to the luncheon and then present the award to the winner. Dave suggested that the nominees be given a special nametag indicating he/she was nominated. It was suggested that the sentence "If the winner is upgraded or leaves the university after the award is given, then the award prizes will be turned over to the Staff Council" be added at the end of the paragraph under the section *Who May Be Nominated*.

Ambassador Program

Debbie Clark oversees the Ambassador program. The program starts with a new hire. HR gives the name of the new hire to Debbie who then contacts one of the Ambassadors from the pool. The Ambassador takes the new hire on a tour of campus and gives some information about the University and different sites. The information is provided to the Ambassador in advance and includes information on Staff Council, the Administrative Associates Club, and discounts for courses, among other information. The tour can take ½ hour to an hour depending on the amount of time the new hire would have away from the office.

The Staff Council budget presentation went well.

Jeri has not had a chance to talk to Carmen Stoen about picking up the trash along Schutte. Jeri plans to talk to Nickelaziena Clarkson, the Greek advisor, about this project as an opportunity to use if a Fraternity or Sorority is on probation. It was also mentioned that picking up cigarette butts around campus could be a project. Jeri explained that this would be a possibility but it would not be a regular solution for keeping campus clean from the cigarette butts.

Donna spoke to Steve Helfrich about the smoking in front of the Rice Library. The urn will be moved as requested. As for the sign, Steve will try to think of a different option so that we do not detract from the beauty of the University grounds. Jeri mentioned that someone should check with Linda Cleek in Extended Services regarding telling the BOP classes about the smoking policy. Maybe the person on duty in the UC could ask the person in charge of the class to tell the group about the smoking policy on campus.

New Business

Dave brought up the idea of the Committee Chairs developing guidelines about what they do and when for their position as Committee Chair for Staff Council. If the Chairs can put together a list of responsibilities and time-lines for projects and research, then we can put together packets to distribute to each member at the July retreat. Dave will put something together for the Economic Benefits Committee, Yvonne will work with Sarah on the Employee Relations Committee, and Linda will work on the information for the Nominating Committee. It would be a good idea to put information in the document on how to do things like scheduling rooms for meetings, including the Banner code that should be used.

Jeri asked about getting t-shirts for the council members to wear at the Staff Picnic. Unfortunately Staff Council does not have a budget to draw from. Dave suggested that someone contact Mike Goelzhauser in the bookstore to see what kind of pricing we could get to have t-shirts made. Dave also suggested that we could make buttons. Chris asked Dave to check on the cost of the materials for the buttons.

Chris mentioned that there is interest in the results from the Higher Learning Commission site visit. The results are not in, but once they are, Dr. Bennett will have them posted on the web.

We need to choose a date and location for the July retreat. It will be the last Tuesday in July. Angela is to check on the availability of the auditorium in Rice Library from 9 AM – 4 PM. Chris suggested we ask Mark Rozewski to report on the quad, the new College of Business, and maybe the Fitness Center. We could also ask Debbie to talk about Staff Council in general; Lois Stevens, Karen Anderson, or Chris Jines could talk about the Employee Relations Committee, and maybe Don Broshears could talk about the Economic Benefits Committee. It was suggested that Joe Palladino be invited as a motivational speaker. The tentative schedule for the retreat would be for Dr. Palladino to start the day with a motivational talk/ice breaker, followed by Mark Rozewski, then Debbie, then voting for officers, then lunch, and then we split into committees. This tentative schedule will be adjusted as we confirm the speakers. The suggested budget for the lunch is around \$5-\$6 per person. We need to make sure that we offer lunch to the previous Staff Council Chair and the guest speakers.

Discussion/Announcements

Dave thought that sending out reminders on both the Friday and the Monday before the council meeting was helpful and allowed those members who do not have constant computer access time to see the reminder.

The next meeting will be Tuesday, March 27, 1:30 PM in LA 3001.

Adjournment

A motion to adjourn the meeting at 2:27pm was made by Yvonne and seconded by Dave.