



Approved Minutes  
June 26, 2007

Present: Jeri Broshears, Christine Crews, Deanna Engler, Yvonne Floyd, Chris Jines, René Koressel, Linda Lefler, Dave O'Grady, Bea Purcell, Lisa Staples, Angela Torres

New Members: Becky Ball, Brian Brown, Carol Evans, Samoa Hempfling, Kristin Lewis, Terry Martin, Pam Moore, Tammy Oliver

Guest: Donna Evinger

Call to Order

Chris Jines called the meeting to order at 1:35 pm.

Approval of Minutes

Dave approved and Lisa seconded the minutes of May 29, 2007, as amended.

Committee Reports

Economic Benefits

Dave reported that the committee is looking at the call back time policy for clarification. Donna is to get back with us on what she finds for USI's actual policy and how it is interpreted by different managers around campus.

Employee Relations

Yvonne reported that the committee did not meet this past month. The last big event was the employee picnic. René mentioned that we might want to check with car dealerships to see if one might loan us tents for next year. Linda reported that we did not receive a chargeback for the work performed by Physical Plant this year. We will need to remember to contact Miles Mann next year to ask about donating the work. We save about \$600 if the work is donated.

Nominating

Linda reported that everyone nominated agreed to serve on Staff Council for the two-year term. She will not be returning next year, so she has put together a notebook with instructions that she will pass on.

Old Business

Logo

The logo is finished and on disk. We would like to present it to the staff at the fall meeting. Annie Krug had said that she would be happy to present the logo. We will

need to decide at the retreat how we will want to present it. A suggestion was made to put the logo on mousepads and distribute them to the staff. Terry recommended that we not only put the logo but also the Staff Council website on whatever we hand out. We had also discussed using the logo to get buttons made for Staff Council members. The buttons would be passed down each year. Dave is to contact Printing Services to see if they are capable of printing up mousepads, and if so, how much it would cost. There are approximately 340 support staff members. Terry suggested getting additional mousepads printed so that we will have them to hand out to new hires. If Printing Services does not print mousepads, we should check with Annie as to where we can get the best deal.

### Recognition Award

Friday is the deadline for nomination forms to be turned in for the Support Staff Employee Recognition Award. We have received eight nominations so far. Dave asked about the time period that the award covers. It covers the previous year's work, so for this year, the nominations will be for work performed from July 2006 – June 2007. We will present the award at the fall luncheon that is scheduled for August 14<sup>th</sup>. Linda commented that we will need to let CJ Regin and Linda know the names of the nominees so that we can have a special table and nametags made up for them. We also want to make sure that reservations for the meals are not duplicated. Yvonne suggested that we not have special tables. She suggested we have the nominees stand up to be recognized.

We still need to get a trophy. Yvonne deals with Sue Ann at Tri-State Trophies when ordering for the Athletics Department. Chris will send out an e-mail to see who would be available to go get a trophy. She will aim at going sometime next week.

### Adopt-A-Spot

Bea moved the hose to a closer spot. She now has a key. Let her know if you want to help with watering the spot.

### Hotel Information Boards

Karen brought up the idea last fall about having hotel information boards posted around campus, especially during new student orientations. There is supposed to be someone in housing that is always on call and will get students who planned to stay on campus settled in after hours.

### Retreat Lunch

Angela will be contacting the members to find out preferences for the retreat lunch.

### New Business

#### Attendance

We have had poor attendance this year. Chris reminded everyone that we can be removed from Staff Council if we miss three meetings. After Chris gave the budget presentation, President Hoops said that he is pleased with Staff Council, so we are getting recognition. Chris encouraged everyone to make it to all the meetings. She also

suggested that HR send a note to all the members' supervisors stating the times and dates of the meetings to help encourage support of the members' attendance.

Chris passed out the annual report and a list of the Staff Council members serving on the 07-08 term. The report will be voted on for approval at the retreat.

Binders were handed out to new members.

#### Discussion/Announcements

Chris has four tickets to give away to a Staff Council member for the Otters game this Thursday.

The tentative agenda for the retreat is to start with an ice breaker by Dr. Joe Palladino. Mark Rozewski will talk to us about the USI master plan. Cindy Brinker will give us updates on the budget requests. Debbie Clark will discuss the duties of the Staff Council Chair. Dave will talk about the Economic Benefits Committee, Linda the Nominating Committee, and Sara the Employee Relations Committee. Chris will discuss the process of the Staff Recognition Award. In the afternoon we will vote for officers and approval of the annual report.

Donna handed out to the out-going Staff Council members certificates signed by President Hoops and Mark Rozewski. The following members received certificates: Deanna Engler (2005-2007), Yvonne Floyd (2003-2007), Chris Jines (2003-2007), Linda Lefler (2005-2007), Bea Purcell (2005-2007), Dave O'Grady (2005-2007), Karen Anderson (2005-2007), Gail Cummings (2005-2007), and Sara Rhoades (2005-2007).

The next meeting will be the annual retreat on Tuesday, July 31. The retreat will run from 9 AM – 4 PM in RL 0017.

#### Adjournment

A motion to adjourn the meeting at 2:21 PM was made by Yvonne and seconded by Deanna.