



Staff Council Meeting  
Minutes  
October 25, 2013

**Members Present:** Lesley Attebury, Bobbie Brown, Gloria Butz, Brandan Garrison, Stephanie Hawes, Stephanie Higgins, Amanda Mitchell, Betsy Mullins, Nita Musich, Britney Orth, Michelle Simmons, Lisa Wulff

**Members Absent:** Jeri Broshears, Gyneth Fehribach, Erin Hollinger, Sarah Howard, Tammy Johnson, Kim Jost, Cindi Kueber, Pam Moore

**Guests Present:** Donna Evinger

Betsy Mullins opened the meeting.

**Approval of Minutes:** The Minutes from the September 27, 2013 meeting were reviewed. Nita Musich moved that the minutes be approved and Lisa Wulff seconded. Motion passed.

**Committee Reports**

**Economic Benefits:** No report given.

**Employee Relations:** Lesley stated that the Giving Tree had 13 applications at the time of the meeting and that she is waiting to hear from International Programs on the number of international students staying on campus during the winter break. Dates have been set as follows: Applications due by November 1<sup>st</sup>, extension date is set for November 8<sup>th</sup>, department trees to be set up on November 15<sup>th</sup>, ornaments delivered by November 18<sup>th</sup>, gifts due by December 4<sup>th</sup>, sorting of gifts to be December 5-6, and pick-up of gifts will be December 9-10. Gifts will be stored in the library near Lesley's office. Pick-up will be at the loading dock.

Stephanie Higgins gave the update for Archie's closet. We collected 3,327 items this year. This was less than last year by 331 items. It was still a great collection. The ROTC helped this year by picking up all boxes that could not be delivered by the departments. It was discussed that we should get a card for the ROTC to say thank you.

We opened the topic of benches at the bus stops around campus. Amanda Mitchell said she would get with Steve Helfric to look into this.

**Nominating:** No report was given, however, Lisa Wulff joined the committee.

**Other University Committee Reports:** No other reports were given.

**New Business:** Betsy Mullins brought up the topic of a "campus closed" day during Fall Break. Michelle Simmons suggested changing that from Fall Break to Spring Break. This was given to the Economic Benefits Committee to discuss.

Betsy also brought the wording of the bereavement section of the employee handbook to the attention of the council. It was discussed to either clarify what is already written or to amend the section to include first cousins. At this time, it is unclear in the wording whether cousins are included, but according to HR, they are not. It was decided to look into clarifying the wording first then consider a change in the future to possibly include first cousins.

Miekka Cox has accepted a new position that removes her from qualifying for Staff Council. Erin Hollinger becomes a full member of staff council to finish Miekka's term of 2012-2014. Erin will need to run again next year to continue with the staff council. Betsy will get with the Nominating Committee about new alternates.

**Discussion/Announcements:** There will be a guest speaker for the next meeting. We will hear from Dr. Frank about the strategic plan.

There will also be a presentation from Kiessling and Coleman. The meeting date for the month when this presentation is scheduled may need to be adjusted to accommodate the presenters.

It was discussed that the Support Staff Trophy be re-thought. The trophy is large and does not fit easily on recipients' desks/work spaces. It was noted that maybe a plaque with many names to show all recipients along with a smaller non-monetary award be used along with the award check. Betsy will check with Chris Jines who helped start the award on Donna's recommendation.

Other Business: It was asked of Donna if there was any way that Family Sick could be tracked on MyUSI. Donna will look into this.

There being no further business, Bobbie Brown motioned to close and Stephanie Higgins seconded. The meeting was adjourned at 3:00PM.

Respectfully Submitted,

Michelle Simmons  
Secretary