



**Staff Council Meeting Minutes
September 20, 2016**

Members Present: Travis Dickison, Gloria Butz, Mary Scheller, Nicholas Bebout, Mary Ann Bernard, Terri Alvey, Sherry Tynes, Vince Frazier, Stephanie Russell, Cindi Kuebler, Nita Musich, Tina McCalment, Heather Odom, Tammy Oliver, Julie Whorl, and Lisa Wulff.

Members Absent: Cole Collier, Denise Michael, Kathy Oeth, Jeff Smith

Alternates Absent: Rebecca Lutton

Guests Present: Sarah Will

- I. Call to Order – Nita Musich opened the meeting at 2:00 p.m.
- II. Approval of Minutes – Motion was made and seconded to approve the minutes from the previous meeting. The motion carried.
- III. Committee Reports
 - A. Employee Relations – Terri Alvey reported that Archie’s Closet food drive was very successful. The Giving Tree application webpage is under construction and will be sent to staff council members for review and comments. Applications will be taken starting on October 3.

Two suggestions were made for future projects:

 - Hosting a yard sale/swap meet in late May for students who are moving and want to get rid of some things. Rather than just abandoning household items they could be sold and proceeds used to stock Archie’s closet. Currently Housing commissions donation trucks from Goodwill/Salvation Army during move out.
 - Students who have unused Munch Money could be encouraged use the funds to purchase items from the Eagle Express for donation to Archie’s closet. There could be a donation box in the store.

There was also a discussion of allowing employees to contribute through payroll deduction and purchasing items in bulk through Sodexo. Both ideas would need to be proposed to Steve Bridges and/or Lamar Patterson.
 - B. Economic Benefits – Mary Ann Bernard reported that the committee is in the process of creating a survey that will be distributed to staff asking what they know about benefits and what benefits they would like to see implemented. Kat Draughon in OPRA is helping to design the survey. Initial results would be discussed among staff only.
 - C. Nominating – Erin Hollinger and Chris Hogue resigned from the Council making Tina McCalment and Sherry Tynes full voting members serving the remainder of those terms vacated by Erin and Chris. The nominating committee also is looking into what areas might be under-represented on Staff Council as they think about nominations for 2017.
- IV. Other University Committee Reports
 - A. President’s Council - Nita Musich reported that there was a presentation by Higher Ed lawyers on the benefits of in-house counsel vs. outside counsel. Higher Ed legal issues include Title IX, ADA, and freedom of expression. USI does not presently have in-house counsel.
 - B. The HLC concluded their on-site evaluation of USI. Many staff members attended the open discussion sessions. Overall, it went well.
 - C. Administrative Senate – Procurement is now responsible for the employee discount webpage. There was a discussion of USI’s outside employment policy.
 - D. Faculty Senate – A proposal to increase tuition waiver from 75% to 100% is under consideration.
- V. Old Business
 - A. Nick reported that the Staff Council email has been set up and explained how to access the folder. There was a discussion of who can send and/or receive email. It was decided that all council members will be able to receive email through the folder but only Officers will have the ability to send broadcast email on behalf of Staff Council.
- VI. New Business
 - A. Denise Michael has resigned the position of secretary. Tina McCalment was elected to fill the position.
- VII. Discussion/Announcements
 - A. The Library is celebrating ten years in the new building. There will be a party from 1-3 p.m. tomorrow, September 21.
 - B. After discussion of the survey contents, Vince moved that council members send 3-5 questions to the Economic Benefits committee that they would like to appear on the survey. Stephanie seconded the motion and it carried. Members can submit questions to Mary Ann Bernard through Staff Council email.
 - C. Next Staff Council General Meeting will be Tuesday, October 18, 2016 at 2:00 p.m. in OC 2020.

The meeting was adjourned at 2:52 p.m.