



**Staff Council Meeting Minutes  
November 15, 2016**

**Members Present:** Vince Frazier, Sherry Tynes, Terri Alvey, Nick Bebout, Nita Musich, Travis Dickison, Denise Michael, Rebecca Lutton, Kathy Oeth, Mary Scheller, Tammy Oliver, Lisa Wulff, Cole Collier, Gloria Butz, Stephanie Russell, Cindi Kueber, Shelby Jackson.

**Members Absent:** Jeffrey Smith, Heather Odom, Julie Whorl

**Alternates Absent:**

**Guests Present:**

- I. Call to Order – Nita Musich opened the meeting at 2:02 p.m.
- II. Approval of Minutes – Terri Alvey motioned to accept minutes with no changes and Travis Dickison seconded. The minutes were approved.
- III. Committee Reports
  - A. Employee Relations – Terri Alvey reported the response to the Giving Tree has been good. There were 168 ornaments in addition to food requests. Most of the ornaments have been claimed; some departments have a few left. The committee will distribute the remaining ornaments and send an email informing where they can be claimed. There was an issue with the Eastland Mall gift cards – purchasers are required to pay a service fee. The suggestion was made to ask participants if they would like to choose something else. The card may be removed as an option for next year.
  - B. Economic Benefits – Vince Frazier accepted the chairmanship of the committee upon Mary Ann Bernard’s resignation; Gloria Butz will serve as vice-chair and secretary. Gloria presented proposed survey questions for discussion. She explained that the committee categorized them into four basic groups with Likert Scale type answers. They also felt it is important to leave some questions open ended so that staff can offer more detailed responses. After consideration of the questions, the decision was made to reformat the questions and send to members through Survey Monkey for review and comment.

There was considerable discussion regarding how much discretion is given to supervisors to interpret the employee handbook, leaving policies up to the departments rather than Human Resources. This is a problem particularly as it relates to overtime compensation. A need to clarify the grievance procedure for support staff was expressed. The issue of salary compression was also introduced.

Members supported the committee’s plan to continue to press for the University to provide prescription safety glasses to employees who require them to perform their duties.

- C. Nominating – Travis introduced Shelby Jackson, Senior Employment Assistant in Human Resources, and moved that we make her first alternate. Nick seconded the motion. The motion passed. The members welcomed Shelby to Staff Council. Nick indicated that he is trying to recruit from IT. Other areas that are underrepresented are Physical Plant and Public Safety. Members were encouraged to invite staff to participate in Staff Council.
- IV. Other University Committee Reports
  - A. President’s Council - Nita Musich reported that the dates for Winter Recess will remain as stated in the calendar. Friday will not be included in the break. There was talk of implementing a floating holiday for non-Christian observations. She also reported on the Bystander Intervention Training, and that Oscar Salazar, founder of Uber, will be on campus March 21.
  - B. Administrative Senate – Travis reported that Administrative Senate is considering the fee waiver issue that faculty senate proposed and that we discussed at the last meeting.
  - C. Faculty Senate – There was nothing to report from Faculty Senate.
- V. Old Business - There was no old business.
- VI. New Business – There was no new business.

VII. Discussion/Announcements

- A. Nita reminded us of the Employee Holiday Reception Open House at the University Home on Wednesday, November 30 from 2 – 4 p.m. Shuttle vans will leave from the UC.
- B. The Holiday Lunch is scheduled for Tuesday December 6 from 11 a.m. to 1 p.m. in Carter Hall.
- C. Next Staff Council General Meeting will be Tuesday, December 20, 2016 at 2:00 p.m. in UC 227.

The meeting was adjourned at 2:58 p.m.