



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

Members Present: Travis Dickison, Nita Musich, Stephanie Russell, Lisa Wulff, Sherry Tynes, Denise Michael, Nick Bebout, Amy Doninger, Mary Scheller, Terri Alvey, Shelby Jackson, Rebecca Lutton, Kathy Oeth, Julie Whorl, Jeff Smith, Cole Collier, Vince Frazier, Gloria Butz, Tina McCalment

Members Absent: Cindi Kueber, Heather Odom, Tammy Oliver

Alternates Absent:

Guests Present: Steve Bridges, Andrew Lenhardt, Jalane Weber

- I. Call to Order – Nita Musich opened the meeting at 2:02 p.m. and introduced Steve Bridges, Vice President for Finance and Administration, and Andrew Lenhardt, Executive Director of Human Resources. Steve and Andrew requested the opportunity to address Staff Council about a proposal to engage a consultant to perform a comprehensive study on Support Staff compensation and benefits.

Mr. Bridges indicated that in conversations with University Administrators the issue of staff compensation and benefits has been brought up continuously, with an emphasis on identifying problems and generating possible solutions. With regard to benefits, he wants to explore if USI is offering those benefits that are a priority to this group of employees. He emphasized that this needs to be a transparent process and wants to work together with Staff Council to develop ideas for how to move forward. He opened the floor for comments and questions.

Discussion included the following items:

- Cafeteria plan for flexibility in selecting benefits
- Process for replacing employees who are leaving
- Turn-over rate as an indicator of job satisfaction
- Employee orientation/training
- Job Classification/descriptions
- Salary compression
- Staff evaluation process
- Employee handbook – supervisor discretion to enforce/interpret policies
- Complaint resolution – who advocates for staff

Steve stated that he anticipates the process will start in early spring. He couldn't predict how long the process would take but wants the process done right rather than quickly. He asked the Council to consider whether the proposal makes sense and if members of Staff Council want to work with Administration to conduct the study.

Cole Collier moved that Staff Council accept the offer from University Administration to participate in the process of selecting a consultant to conduct a comprehensive study of support staff salary and benefits and work with Administration to determine the course and content of the study. Nick Bebout seconded. The motion carried.

- II. Approval of Minutes – Julie Whorl indicated one correction to the minutes. Nick Bebout moved to approve the minutes from the last meeting with corrections. Gloria Butz seconded. The minutes were approved with corrections.
- III. Committee Reports
- A. Employee Relations – Terri Alvey reported the Giving Tree project was concluded. International students were provided snack food since there is no food service over the break. Everyone was very appreciative.
- B. Economic Benefits – Vince Frazier indicated that he thinks the Economic Benefits committee should still conduct its survey. There were questions that did not address salary and benefits. The committee will discuss at their meeting later this week.
- C. Nominating – Travis Dickison introduced Amy Doninger from Food and Nutrition and moved that she be elected to the position of second alternate. Nick Bebout seconded. The motion carried. The Council welcomed Amy.

- IV. Other University Committee Reports
 - A. President's Council – There was nothing to report from President's Council.
 - B. Administrative Senate – There was nothing to report from Administrative Senate.
 - 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
 - Next Staff Council General Meeting: Tuesday, January 17, 2017 at 2 p.m. in UC 227.

The meeting was adjourned at 3:10 p.m.