



Staff Council Retreat/Meeting Minutes
July 19, 2017 – HP 1027, ED 2123

Members Present: Danielle Artis, Melissa Burch, Amy Doninger, David Huebner, Tina McCalment, William Pool, Sherry Tynes, Samantha Hadley, Jamie Little, Janet Ruddell, Catherine Vaughan, Nita Musich, Travis Dickison, Terry Alvey, Nick Bebout, Gloria Butz, Cole Collier, Vince Frazier, Heather Odom, Kathy Oeth, Tammy Oliver, Stephanie Russell, Mary Scheller, Lisa Wulff, Shelby Jackson

Members Absent: Julie Whorl, Denise Michael, Jeff Smith, Cindy Kueber, Sherry Dockery

Guests Present: Nancy Lumley, Sarah Will, Jamie Schaefer, Melanie Kendrick, Lee Ann Shafer, Steve Bridges

- I. Retreat began at 9 am with Ice Breaker/Breakfast and Snacks/Binder distribution and updated documents
- II. HR Panel Discussion held with Nancy Lumley, Sarah Will, Jamie Schaefer, and Melanie Kendrick.
- III. Change Management presentation by Lee Ann Shafer
- IV. USI Jeopardy team building activity with Terri Alvey
- V. Compensation Study update and discussion with Steve Bridges
- VI. Election of Vice Chair and Secretary:
 - A. **Vice Chair** – nominations of Nick Bebout, Heather Odom, and William Pool. William Pool elected as Vice Chair.
 - B. **Secretary** – nominations of Nick Bebout, Amy Doninger, and Heather Odom. Amy Doninger elected as Secretary.
- VII. Committee Selections:
 - A. **Employee Relations:** Shelby Jackson, Chair; Heather Odom, Vice-Chair; Nick Bebout, Secretary; Sherry Dockery (Alt), Julie Whorl, Tammy Oliver, Stephanie Russell, Amy Doninger, Sherry Tynes, Danielle Artis, Janet Ruddell (Alt).
 - B. **Economic Benefits:** Vince Frazier, Chair; no Vice-Chair selected; Gloria Butz – Secretary; Cole Collier, Catherine Vaughan (Alt), Tina McCalment, Samantha Hadley (Alt), Kathy Oeth, David Huebner, Melissa Burch, Will Pool, Jamie Little (Alt).
 - C. **Subcommittees:**
 1. Bylaws – Nita Musich (chair), Tina McCalment, Nick Bebout
 2. Nominating – Nick Bebout (chair), Gloria Butz, Nita Musich
 3. Web – Heather Odom (chair), Catherine Vaughan
 4. Employee Ambassadors – David Huebner, Shelby Jackson, Samantha Hadley, Amy Doninger, Nick Bebout
 - D. **University Committees:**
 1. Wellness (1 needed) – Vince Frazier, Jamie Little
 2. Substance Abuse (1 needed) – Nick Bebout
 3. Traffic Appeals (1 needed) – Sherry Tynes
 4. Safety (1 needed) – Vince Frazier, Gloria Butz
 5. Equal Employment Opportunity (2 needed) – Tina McCalment, Tammy Oliver.
- VIII. Call to Order – Travis Dickison opened council meeting at 3:01 pm.
- IX. Approval of Minutes - Travis Dickison moved to approve June minutes, Nick Bebout 2nd motion to approve. June 2017 minutes were approved with spelling corrections.
- X. Committee Reports:

- A. **Employee Relations:** Shelby Jackson reported that meetings will be every 2nd Thursday at 2 pm. Goals for the year include: keeping pumpkin decorating contest but updating the voting system, solving the ice cream issue with Sodexo and its malfunctioning ice cream machine, adding a February or March event TBD, implementing a “Welcome Wave” for back to school, and continuing the game portion of the employee picnic. A goal was also set to involve all members of Staff Council in events we sponsor.
- B. **Economic Benefits:** Vince Frazier reported that meetings will be every 2nd Thursday at 2 pm. New members of EB were briefed on past and current projects of the committee.
- XI. Travis Dickison initiated discussion of new Economic Benefits committee projects/goals:
 - A. Shelby Jackson proposed that employee flex time be more flexible and offered at different times in the year for departments that are unable to participate in flex during the summer. Concern was expressed as to whether this is a viable option for many departments in terms of coverage. Further investigation/discussion needed on this idea.
 - B. Travis Dickison proposed offering employees the option of a 30-minute lunch rather than an hour, which would in turn shorten the workday by 30 minutes. Discussion followed on how practical this option is for certain departments and if this would constitute a “flex schedule”. Travis proposed that interest in this option be gauged through including a question on this possibility in the fall Support Staff survey.
- XII. Board of Trustees meeting highlights discussed.
- XIII. Administrative Senate Ice Cream Social July 27th. Career Services will be collecting career clothing items that day.
- XIV. New Business:
 - A. General Meeting August 3- Volunteers needed to distribute nametags. Tammy Oliver, Stephanie Russell, Danielle Artis, Samantha Hadley will volunteer.
 - B. Employee Recognition Luncheon August 8 – Volunteers needed at check-in. Nita Musich, Tina McCalment, Tammy Oliver, David Huebner, Stephanie Russell will volunteer.
- XV. Meeting adjourned at 3:28 pm. Next meeting scheduled for August 15 at 2 pm.
- XVI. Family Feud with Terri Alvey
- XVII. Dismissal and Clean up at 4 pm.