



**Staff Council Meeting Minutes
June 20, 2017**

Members Present: Heather Odom, Tammy Oliver, Kathy Oeth, Jamie Little, Shelby Jackson, Sherry Tynes, Danielle Artis, Cindi Kueber, Stephanie Russell, Lisa Wulff, Julie Whorl, Amy Doninger, Mary Scheller, Sherry Dockery, Denise Michael, Terri Alvey, Janet Ruddell, Nick Bebout, David Huebner, Vince Frazier, Catherine Vaughan, William Pool, Travis Dickerson, Nita Musich, Cole Collier, Tina McCalment

Members Absent: Jeffrey Smith, Gloria Butz

Alternates Absent:

Guests: Linda Bennett, Kate Rotramel

- I. Call to Order – Nita Musich opened the meeting at 2:00 p.m.
- II. Travis Dickison introduced the newly elected members Danielle Artis, Jamie Little, Sherry Dockery, Janet Ruddell, David Huebner, Catherine Vaughan, and William Pool and welcomed them to Staff Council.
- III. Nita Musich introduced guest, Dr. Linda Bennett, to give an update on the University. Dr. Bennett thanked the members of staff council for their service and spoke for several minutes about issues concerning USI including the 2017-2019 budget approved by the State Legislature, the tuition increase, growth in enrollment particularly for graduate programs and the study of staff compensation currently underway. She emphasized that education is a human activity, whether in person or online, and the University is about its people. She answered several questions from council members and concluding by stating that overall the University is in good shape.
- IV. Approval of Minutes – Nick Bebout moved to approve the minutes, Cindi Kueber seconded. The minutes of the previous meeting were approved.
- V. Kate Rotramel from Human Resources recognized members whose terms are ending and presented service recognition certificates to Terry Alvey, Cindy Kueber, Mary Scheller and Lisa Wulff. Kate also informed council members HR is introducing significant changes to the process for student payroll which will include new forms. There will be two training sessions to introduce the new processing procedure. Interested staff can register on the O & E website.
- VI. Committee Reports
 - A. Employee Relations – The ER committee reported that they had a very good year. The food drive for Archie’s Food Closet was very successful; several teams took part in the competition. There was a good turnout for the pumpkin decorating contest. Fewer families participated in the giving tree, but gifts were given to students staying on campus over the holiday break. The employee picnic was well attended and the committee asked for ideas for next year as well as more volunteers from staff council. There is a blood drive scheduled for June 27th.
 - B. Economic Benefits – The committee reported that several staff proposals for the budget made it to the final presentation. The Lockton study is ongoing and hopes are that it will produce good results.
 - C. Nominating – Travis Dickison thanked committee members for their participation. There were four resignations that were filled by alternates. The election went smoothly although turnout was down slightly from the previous year. The committee also presented an amendment to the bylaws that was approved by vote of the council members.
 - D. President’s Council – Nita indicated that Dr. Bennett presented the relevant information from President’s council.
 - E. Administrative Senate – There was nothing to report from Administrative Senate.
 - F. Faculty Senate – There was nothing to report from Faculty Senate.
- VII. Old Business – Mary shared flyers for the blood drive and reminded members to sign up to help. The staff council retreat will be held on July 19 from 9am – 4pm in HP 1027. Laura Alexander from Springleaf will do a presentation on generations in the workplace. There will also be a panel from HR to discuss benefits. If members have other ideas for the retreat please email Nita. McAlister’s Deli was selected for the lunch menu and a sign-up sheet was passed around for other items. Nita will send out an email with McAlister’s catering menu so members can make a selection. Binders from retiring members should be returned. New members will receive a binder at the retreat.
- VIII. Discussion/Announcements – Travis reminded members that questions for OPRA’s employee survey are due by June 28. Questions can be sent to Nita or Travis.

There is a new feature on USI today – Screagle Pride Shout Out. If you want to nominate someone contact Angie O’Nan. Catherine Vaughan announced that the Charter for Compassion course begins on June 21. The course is free; Nita has information.

New members were dismissed.

- IX. New Business – Nita provided the nominations for the Staff Performance Recognition award. There were 20 nominations this year. Members were given a ballot and asked to select three from those nominated. The award will be presented at the Support Staff Recognition luncheon on August 8th.
Nominations were held for Staff Council chair. Nita declined to serve another term. Nick Bebout nominated Travis Dickison; Tina seconded. Travis was elected by unanimous vote.
Lisa Wulff asked what procedure is in place in the case of an active shooter incident on campus. There is no campus-wide procedure; each building has its own procedure. Information is posted on the Department websites.
The Employee Relations committee asked about posting a survey to get feedback on the employee picnic. The suggestion was made to ask Angie O’Nan to include a question in USI Today.
- X. Staff Council Retreat and General Meeting: July 19 in HP 1027.
- XI. The meeting was adjourned at 3:52 p.m.