



**Staff Council Meeting Minutes**  
**August 15, 2017, UC 2220**

**Members Present:** Travis Dickison, Will Pool, Amy Doninger, Tina McCalment, Nita Musich, Janet Ruddell, Catherine Vaughan, Jamie Little, Danielle Artis, Sherry Tynes, Shelby Jackson, Stephanie Russell, Sherry Dockery, Vince Frazier, Gloria Butz, Tammy Oliver, Julie Whorl, Jeff Smith, Heather Odom,

**Members Absent:** Denise Michael, Melissa Burch, Nick Bebout, Cole Collier, David Huebner, Kathy Oeth, Samantha Hadley.

- I. Call to Order - Travis Dickison called Meeting to order at 2:00 pm.
- II. Approval of Minutes - Minutes of July 19 meeting reviewed by council. Motion made to approve minutes by Sherry Tynes, second by Tina McCalment. Minutes approved as written.
- III. Officer reports:
  - Travis:
    - All Staff Council members were assigned Title IX training with an email link sent to access training. Training is not mandatory but will be helpful to council members. Members who have completed training concurred that training is beneficial.
    - Amy will distribute meeting minutes within a couple of days of our meetings so that review can occur when meeting is fresh in our minds.
    - Any council members available will bring Linda Lefler her Support Staff of the Year trophy and express congratulations after she returns to campus next week. Travis will email us with a time.
  - Nita:
    - Human Resources is offering retirement workshops on Wednesday, September 13. Employees have received an email with workshop information and Nita distributed printed copies of the workshop offerings.

No officer reports from Will or Amy.
- IV. Committee Reports:
  - **Compensation Study Steering Committee report** – Employee survey: Nita reported that the Lockton survey results show that support staff need more information on retirement benefits. Also, Lockton survey results are back – jobs are still being benchmarked. Next meeting with Lockton is scheduled for 21<sup>st</sup> but will be rescheduled due to start of classes.
  - **Employee Relations** – Committee is working on Archie’s Closet Food Drive scheduled for September 11-22 and will be ordering yard signs to advertise. Also, Staff Council will have a table at the Wellness Fair on Sept. 27 to promote the services of Archie’s Closet to students and staff.
  - **Economic Benefits** –
    1. Gloria reported that David Huebner will serve as vice chair. Vince would like to step down as chair if another member is willing to assume responsibilities.
    2. Lockton findings show that USI’s benefits are above average for the area but pay is definitely below the average. EB is requesting access to actual comments from survey results and council agreed this is appropriate and needed.
    3. Council brought forward ideas for EB to consider:
      - Corporate membership at Bob’s Gym.
      - Also, allowing families to access the Rec (this has recently been addressed and denied as the Rec is primarily a benefit to students and cannot accommodate additional patrons.)

- Look at difference in retirement plans: Currently TIAA-CREF is 7%, PERF is 11%.
- Change bereavement policy to include cousins.
- Increase sick time payout at retirement to 100%.
- Raise comp time maximum to 75 hrs from the current 52.5 hrs.

4. Ideas for EB proposals were requested with the deadline approaching in a couple of months, as budget proposals will be due shortly after the first of the year.

- **Web Committee** – Heather has updated Staff Council page to include a “Submit a Question or Concern” form. Vince asked if a confidentiality statement is included on the page. Council agreed that a statement be added to the web form. Heather will add statement.
- **Wellness Committee** – Wellness Fair is Sept. 27. Sign-up sheet is on the O: drive for volunteers to work the fair.
- **President’s Council** – Performance funding and the new IT security policy were discussed (employee training coming for IT security policy). In the meeting, Travis requested transparency regarding any breaches and information on who to contact should you become the victim of IT security breach.

V. Unfinished business – none to report

VI. New Business – none to report

VII. Meeting adjourned at 2:32 pm.