



Staff Council Meeting Minutes
September 19, 2017 – UC 2218

Members Present: Travis Dickison, Will Pool, Amy Doninger, Tina McCalment, Nita Musich, Janet Ruddell, Jamie Little, Danielle Artis, Shelby Jackson, Stephanie Russell, Sherry Dockery, Vince Frazier, Gloria Butz, Tammy Oliver, Julie Whorl, Heather Odom, Melissa Burch, Nick Bebout, Cole Collier, David Huebner, Samantha Hadley

Members Absent: Catherine Vaughan, Sherry Tynes, Jeff Smith, Kathy Oeth

- I. Call to Order – Travis Dickison called meeting to order at 2:00 pm.
 - II. Approval of minutes of August 15 meeting – Minutes of August 15 meeting were reviewed by council. Motion made to approve minutes by Nick Bebout, second by Stephanie Russell. Minutes approved as written.
 - III. Officer reports:
 - Travis explained use of Staff Council email: Members of Economic Benefits and Employee Relations committees have “read only” access to emails. The Executive Committee will acknowledge receipt of emails and forward emails to appropriate committee chairs to consider and respond. For those who read an email, please mark as unread after reading unless you are an executive committee member and are handling a request or concern.
 - Executive Committee will meet next week to discuss Will’s ideas regarding improving efficiency of Staff Council methods and procedures as well as improvements and possible restructuring of Employee Ambassadors program. Council should forward any ideas regarding the Employee Ambassador program to Travis.
 - Will asked if we have “best practices” in place – documentation on event histories and initiatives taken by Staff Council, their outcomes, and ideas for future improvements. No such documentation is in place.
 - Travis announced HRBP candidate presentations and urged members to attend if possible.
 - IV. Committee Reports
 - Compensation Study Steering Committee – Friday, September 22 is the next meeting with Lockton. Committee is waiting on Steve Bridges and Andrew Lenhardt to finalize work on classifications. Also, committee needs to determine how Lockton fits into future decisions in the area of compensation.
 - Employee Relations –
 - Shelby Jackson reported on Archie’s Food Drive progress. Committee will have a table promoting Archie’s Closet to students at Wellness Fair on September 27.
 - Pumpkin Carving Contest for faculty, staff, and students set for October 27.
 - Giving Tree applications are due October 27, and Amy Doninger will be receiving the applications.
 - Giving Tree ornaments will be delivered to departments on November 6.
- ER is looking for ideas for a new spring event – contact Heather or Shelby with ideas.

-Shelby and ER committee are concerned with lack of opportunity to share information with the university regarding upcoming events as USI Today is the preferred method of transmitting information and many people do not read it. Nick reported that he has investigated the university policy on sending campus-wide emails and has found nothing in writing prohibiting it. Nita shared that when she last spoke with University Communications they were ok with the use of such email blasts once per event. Travis and Nita concurred that it is ok to send an email on the Food Drive, in part because USI Today has buried this story.

-Discussion of how the Giving Tree program is advertised to students and faculty. Question came up – do we need to advertise this more? As there have been issues with getting all the ornaments picked up and items purchased, it was decided an advertising push isn't necessary.

- Employee Benefits –

-Nick corrected the previous meeting notes regarding \$75 computer lab fee assessment for employees and dependents – this fee is actually a computer science program fee per course. Who do we talk to regarding waiving this? (UPDATE: Nita spoke with Steve Bridges on the issue. He and Jeff Sickman recently had a meeting regarding all the “new” program fees (CS, Health Informatics, and Social Work program fees) and these fees are subject to waivers for employees and their dependents. Corrections should be made to employee/dependent accounts.)

-Discussion of Comp Time max of 52.5 - Vince reported that questions exist on why comp time and overtime cannot be accrued during same period. Cole is pursuing an answer to this question. Nita shared that according to Nancy Lumley; years ago, the max was 37.5 hours. Staff Council requested 75 hours, and 52.5 was the compromise.

-30 minute lunches – 59% of survey respondents are interested in 30-minute lunch option. Shelby shared that Sarah Will can give more information on possibility of 30 minutes lunch if she is given more information on why we are interested in changing to a 30 minute lunch. Discussion continued regarding 37.5-hour work week. Jamie Little asked if we will really gain anything by pursuing a 30-minute lunch or a 40-hour work week or if we will actually be hurting some people by the result.

- Nominating committee – Nick reported that due to Denise Michael's resignation from the university, Jamie Little is now a full member of Staff Council.

- Bylaws – No news. This committee will be meeting soon.

- Web – Heather requested that members check the Staff Council website for accuracy (name, committee memberships, etc.) and report any corrections to her.

- President's Council/Board of Trustees –

-Dr. Bennett and Cindy Brinker met to justify our tuition hike, citing the small size of our university as a factor in instituting the increase.

-First draft of the new master plan is online.

-Board of Trustees will hold meeting October 4 regarding presidential search.

General meeting is November 2.

V. Unfinished Business – none

VI. New Business – Council approved appointment of Travis to Presidential Search Committee – Executive Committee made nomination.

VII. Announcements – Tammy Oliver will meet with Jeannie at Archie's Closet Monday to collect close-dated items for Wellness Fair. Anyone available to help please come.

VIII. Adjournment – Meeting was adjourned at 2:51.

IX. Next Meeting: Tuesday, October 17 at 2 pm in BE 3024. (Romain Boardroom)