



Staff Council Meeting Minutes
December 19, 2017 – UC 2218

Members Present: Amy Doninger, Sherry Dockery, Sherry Tynes, Tina McCalment, Nita Musich, Will Pool, Travis Dickison, Tammy Oliver, Danielle Artis, Julie Whorl, Shelby Jackson, Stephanie Russell, Catherine Vaughan, Janet Ruddell, Jamie Little, Samantha Hadley, Kathy Oeth, Cole Collier, Nick Bebout, Gloria Butz.

Members Absent: Vince Frazier, Jeff Smith, Melissa Burch, Heather Odom

- I. Travis Dickison called meeting to order at 2:01 pm.
- II. Approval of Minutes – Council reviewed November meeting minutes. Motion was made by Nick Bebout to approve, 2nd by Nita. Minutes were approved as written.
- III. Officer reports: Travis -
 - In January, Travis will speak with Sarah Will regarding next steps in pursuing the 30-minute lunch option.
 - Travis spoke about the years of service gift options and will suggest that all retirees are automatically ordered a watch, as there was confusion as to whether retirees could receive a watch in addition to the years of service gift.
 - Attendance policy for Staff Council members – Travis will contact members who are at risk of losing their seats on the council due to meeting absences. Travis also reminded members to contact him by email at least 24 hours prior to meetings if we are unable attend.Will, Amy – nothing to report.
- IV. Committee Reports:
 - Compensation Study Steering Committee – will meet tomorrow and set town hall meeting date. The results of the study will hopefully be presented at this meeting. Kathy Oeth mentioned that staff should be notified about this upcoming meeting ASAP as employees are wondering when this meeting will be held (it was originally announced we would meet before winter break). Travis said that the meeting will be announced as soon as it is scheduled.
 - Employee Relations –
 - A new Kindness/Appreciation event is scheduled for early March to coincide with National Employee Appreciation Day. Stephanie Russell is creating a template for employees to create messages to spread kindness and express appreciation to fellow employees.
 - Student worker appreciation week is in February. Website information with suggestions for ways to show student workers our appreciation will be updated, and each department can run with it.
 - Giving Tree was a success as all gifts and one bag of food per family were distributed. Shelby shared just how labor intensive this event is to pull off and believes we may need to change the distribution location to help alleviate the work on distribution days – we are looking at the RFC as an option. Shelby continued by expressing the frustration ER is feeling trying to take care of all Staff Council event staffing, as there is very little council participation outside of the ER committee.

-Archie's Closet signs will go back up on campus in January.

- Economic Benefits-

-Budget Requests: EB would like to put forward a 3% raise for all staff and 100% sick time payout at retirement. Discussion on the raise request included thoughts that the request submission should be postponed until after Lockton's results are announced, and at that time, the request should be made with a qualifier that the 3% is for those not monetarily benefitting from Lockton's proposal. Nick Bebout made motion to table the 3% raise portion of the proposal until the Lockton announcement is made. Tammy Oliver seconded this motion. The vote resulted in all but one council member in favor of temporarily tabling the 3% request. Request will be tabled until Lockton announcement is made. Staff Council voted to approve the 100% sick time payout at retirement proposal.

- Inclement weather discussion – if the university is open but weather prevents a staff employee from traveling to work, the handbook does not address options for employees. Through discussion, we determined that vacation days can be used, but sick days can only be used with supervisor approval.

V. Unfinished Business – none

VI. New Business – Consent Agenda: Bylaws Amendments- Bylaws amendments were approved by council. Mention was made that Employee Ambassadors were not added to bylaws as a subcommittee. Due to the new HR Business partner hire, which will affect the Employee Ambassador program, the bylaws committee decided not to include this in the bylaws. Changes to the bylaws are attached to this document.

VII. Announcements – Cole Collier reported that basement storage area in UC is available for Staff Council storage space. Cole will clean area and it should be ready sometime in January.

VIII. Meeting adjourned at 2:35 pm. Next meeting is January 16, 2018 at 2pm in UC 2218.

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Article I. NAME

The name of this organization shall be the University of Southern Indiana Staff Council.

Article II. PURPOSE

The Staff Council represents the non-exempt staff of this institution. Its purpose is to support the University and assist in making the managerial process more effective by encouraging the enhancement of the work environment and work life of employees, fostering staff involvement in University matters as appropriate, and uphold and strengthen the mission of the University of Southern Indiana.

Article III. MEMBERSHIP

Eligibility for membership in this organization shall be limited to all regular full-time non-exempt support staff employees with at least 90 days of service. Ex-officio, non-voting members will include the immediate past Staff Council chair, those elected as alternate representatives, the president of the University and any other persons so designated by the president.

Article IV. OFFICERS

Section 1. The Officers

The officers shall consist of ~~of the~~ chair, vice chair, ~~and~~ secretary and; ~~past chair shall constitute the Executive Committee.~~

Section 2. The Elections

An annual election of officers shall be held. A majority of eligible Staff Council members need to submit a vote for an election to be valid. All elections shall be by secret ballot, and results of elections are to be kept on file for two years. The Nominating Committee shall review for availability and submit candidate names for the office of chair, which will be elected by eligible Staff Council members at the June meeting. The elected chair will assume duties at the July Staff Council meeting. The election of vice chair, ~~and~~ secretary, and all committee chairs will be held at the July Staff Council Meeting, and will assume duties immediately.

Section 3. Term of Office

The term of an office shall be for one fiscal year (July through June). No elected Executive Committee member shall serve in any office more than two consecutive terms. However, in the event no candidate other than the incumbent, who has served the maximum terms in an office, is willing to stand for election, the Council may vote to suspend the term of office limit and accept a nomination for said incumbent to run for the same office for another term.

Section 4. Filling of Vacancies

In the event an executive officer cannot complete their term, the remaining Executive Committee members shall, with advice and consent from Council, appoint an elected representative from the Staff Council to fill that position to the conclusion of the term.

Section 5. Duties

The chair shall preside at Council and Executive Committee ~~all~~ meetings, ~~appoint replacement chairs for committees~~, act as the official Staff Council representative and, together with the vice

chair and secretary, prepare the annual report to the Council. The report shall be presented by the chair at the last meeting of the term.

The vice chair shall assume the duties of the chair in his/her absence and be prepared to assume the office of chair in the event of a vacancy. In the event the vice chair is unable to assume the duties, a new election will be held in accordance to the existing Staff Council rules. The vice chair also serves as a liaison with all standing committees. The vice chair coordinates the training of new members and committee chairs, prepares placards for new members or members with new titles or roles and assists with other internal council organization, such as preparing binders for members and calendar of meetings and events for the Staff Council website. The vice chair, together with the chair and the secretary, shall prepare the annual report for the council. This report shall be presented by the chair at the last meeting of the term.

The secretary shall record the minutes of all meetings. Approved copies of the minutes will be posted on the Staff Council web page. The secretary will work with the chair, vice chair and committee chairs to schedule rooms for meetings and events. The secretary, together with the chair and the vice chair, shall prepare an annual report for the Council. This report shall be presented by the chair at the last meeting of the term.

Article V. ORGANIZATION OF STAFF COUNCIL

Section 1. Representatives

~~The total number of representatives will be proportionately dependent upon the total number of eligible employees.~~ Staff Council membership shall be limited to a maximum comprised of 20 voting representatives elected from the eligible population. ~~and at least two but No more than five non-voting~~ alternate, non-voting ~~representatives may serve on the Council~~

Section 2. Elections

There shall be an annual election of representatives to be held during the month of May. Nominations for candidates may come from any eligible non-exempt staff and must be forwarded to the Nominating Committee. All benefit-eligible support staff employees with atleast at least 30 days of service may vote for candidates nominated for open seats on the Council. The candidates receiving the highest number of votes shall be Council representatives. The newly elected representatives shall assume their duties July 1. Election shall be by secret ballot. At least one candidate for each vacancy shall be submitted by the Nominating Committee. The results of the election shall be retained for two years. Candidates not elected for a voting seat, will be considered alternate representatives ranked by the number of votes received. ~~If an elected member resigns, the open seat with its complete term will be offered to the highest ranked alternate.~~

Section 3. Term of Office

The term of office for a representative shall be two fiscal years (July 1 through June 30). A representative may not serve more than two consecutive terms. Any alternate who steps into a relinquished representative's role will serve out that representative's remaining term. The alternate's replacement term will be considered his/her first term. The term of office for an alternate shall be one fiscal year (July 1 through June 30).

Section 4. Filling Vacancies

~~In the event a~~ If an elected representative cannot complete their term, the highest ranked alternate shall be offered that position to the conclusion of the term, provided such appointment conforms to other provisions of these bylaws will fill the open seat and complete the remainder of the term. ~~In the event that there becomes an insufficient number of alternates on the Council,~~ The Nominating Committee, with the guidance of the Executive Committee, ~~in the event of insufficient candidates from the alternate pool,~~ will canvass the affected area for a replacement to serve out the term of the resigning representative recruit and nominate candidates for the Council to elect to serve.

Section 5. Duties

The Council shall serve in an advisory capacity to the administration. All matters appropriate for action shall be submitted in writing to the Staff Council. Proposals for consideration by the Staff Council may be presented by any eligible employee. ~~All proposals must be in written form.~~

The Staff Council shall prepare revisions of the bylaws; serve as a channel of communication between represented areas and the Council; make recommendations on matters of concern to the Council; fill unexpired terms, vacancies and special committees appointed by the chair; supervise Council/committee elections and communicate with new employees.

Article VI. MEETINGS

Section 1. Regular Meetings

The representatives of the Staff Council shall meet at least once a month during the fiscal year at such time and place as the Council approves. All meetings of the Staff Council are open meetings. All alternates are highly encouraged to attend meetings in order to be knowledgeable on Staff Council matters.

Section 2. Special Meetings

The Staff Council may be called into a special session by its Chair. All representatives must be notified in writing, by email or by telephone at least 24 hours prior to a special meeting.

Section 3. Quorum

A majority, (50 percent plus one), of representatives shall constitute a quorum to conduct official business at any regular meeting or special meeting of Staff Council.

Section 4. Attendance

Any Council member who is absent from more than two Council meetings without sufficient cause during any six month period will be removed as a representative. Written or email notification by the Chair to the representative will be given.

Article VII. EXECUTIVE COMMITTEE

Section 1. Members

The Executive Committee shall be chair, vice chair, secretary, ~~and~~ immediate past chair, and standing committee chairs.

Section 2. Duties

The Executive Committee shall arrange all Council meetings, establish committees for research, study and any other legitimate purpose consistent with expressed or perceived interest of the eligible employees at the University, ~~and~~ prepare recommendations on behalf of the Council to the administration, and collaborate with other representative bodies of the University.

Article VIII. STANDING COMMITTEES

Section 1. Description of Committee

Standing committees will be chaired by elected representatives. The number of standing committee members should consist of a minimum of three-seven representatives ~~plus any other eligible employee~~. Representatives, except for the officers, are required to serve on at least one standing committee and may also serve on a subcommittee. The standing committees are as follows:

- a. Economic Benefits
- b. Employee Relations

The Subcommittees are as follows:

- a. Bylaws
- b. Nominating
- c. Web

d. Employee Ambassador

The members of each ~~C~~committee shall elect each a Committee-committee Chairchair, vice chair, and secretary. If the ~~C~~committee ~~c~~Chairperson position becomes vacant, then the Chair with the approval of the Executive committee shall appoint the Committee Chair to serve for the remainder of the fiscal year the committee's vice chair will assume the duties of committee chair and the committee will elect a new vice chair. Each Standing Committee should meet at least once a month. Each Subcommittee will meet as needed.

Section 2. Duties

The Nominating Committee shall prepare a slate of eligible candidates who have consented to serve if elected, and to prepare ballots for the annual election and any other special elections.

The Economic Benefits Committee shall, in consultation with the Administrative staff, review and study matters with economic impact and make recommendations to the Council.

The Employee Relations Committee shall address appropriate matters and other concerns of Staff Council and plan several annual events, including but not limited to, The Giving Tree, Archie's Food Closet, Student Worker Appreciation Week and the Employee Picnic.

The Bylaws Committee shall review amendments to these Bylaws to ensure language, grammar and conformity. The Committee shall also recommend to the Council whether the amendment be approved or denied and give a reason for the recommendation. A recommendation to deny an amendment by the Committee does not prevent the amendment from being considered by the Council. The Committee shall also interpret these Bylaws when questions arise and make recommendations on clarifying amendments.

The Web Committee shall maintain the Council's website and any social media accounts

Section 3.

Special Committees

The ~~chair, with the approval of the~~ Executive Committee, can appoint any special committees as deemed necessary.

Section 4. Authority

a. No standing committee, subcommittee, or special committee of Staff Council, except the Executive Committee, has the authority to act independently of the Council.

b. Committees must receive approval from the Council before finalizing any actionable projects or plans. The Council may grant pre-authorization to act, if needed. If Council approval or pre-authorization is not possible, the Executive Committee must approve the action.

Article IX. PROCEDURES

The Staff Council shall abide by the current edition of *Robert's Rules of Order, Newly Revised*. These rules shall govern the Council in all cases to which they are applicable.

Article X. AMENDMENTS

These bylaws may be amended by a two-thirds majority vote of the total Council, subject to approval by the authorizing body at any regularly scheduled meeting, provided that a written

proposal for the amendment was submitted to the members of the Council at last one week prior to the meeting.

amended: 09/26/01

amended: 06/09/09

amended: 04/20/15

amended: 05/16/17

[amended: 12/19/17](#)