



Staff Council Meeting Minutes
October 17, 2017 – BE 3024

Members Present: Travis Dickison, Will Pool, Amy Doninger, Nicholas Bebout, Janet Ruddell, Shelby Jackson, Heather Odom, Gloria Butz, Vince Frazier, Danielle Artis, Tammy Oliver, Sherry Tynes, Stephanie Russell, Julie Whorl, Jeff Smith, Kathy Oeth, Samantha Hadley, Sherry Dockery, Cole Collier, Catherine Vaughn, David Huebner, Heather Odom, Tina McCalment, Nita Musich. Also present - Sarah Will (HR).

Members Absent: Jamie Little, Melissa Burch

- I. Call to Order – Travis Dickison called meeting to order at 2:01 pm.
- II. Approval of minutes of September 19 meeting – Minutes were reviewed with corrections made. Motion was made to approve by Will Pool, second by Stephanie Russell. Minutes were then approved with corrections.
- III. Officer reports:
 - Travis – Presidential search sessions were held on campus October 16. The Presidential Search Committee and the Board of Trustees will decide on the next president. The process will be very confidential, and no job description has been created as of yet. Candidates will not be visiting campus in an effort to protect themselves from any retaliation or consequence from current institution. The identity of applicants will not be made public.
 - Nita – Master Plan meetings have been held and a narrowing of plan choices will be made by end of October. A town hall meeting is set for November 8. Current plans include additional student housing, student apartments, more recreations spaces, and communal meeting space.
- IV. Committee Reports:
 - Compensation Study Steering Committee – The Lockton study should be complete in early December. Sarah Will reported that HR has weekly conversations with Lockton to finalize the study and is working out the procedures for next steps. Town Hall meeting is set for December and initial plan will be presented at that time.
 - Executive Committee – Will introduced ideas on improving efficiency and continuity within the council that will be implemented in the future. Will mentioned that unless someone knows of a better platform the council will use Google Docs and Excel for sharing documents.
 - ER –
 - Pumpkin Carving/Decorating Contest is October 27 outside of the UC. Volunteers needed – sign-up sheet is in Staff Council drive. Also, please donate \$1 to Stephanie Russell for purchase of prizes.
 - Giving Tree application open Oct. 16 – Oct. 27. Please spread the word, and flyers will be sent out to SC members to promote.
 - New spring event – National Employee Recognition Day, March 2 – ER will create a template for employees to use to send appreciation notes to fellow employees, and Staff Council will distribute the messages.

- EB
 - Lockton study nearly complete.
 - Committee is still narrowing what will be submitted to the budget committee this year. They are looking at relatively revenue-neutral items such as a full payout of sick hours accrued at retirement and increased tuition waivers for spouses and children.
 - Sarah Will commented on the question of offering a 30-minute lunch option rather than a full hour and on implementation of a 40-hour work week. She says that these are two separate proposals. HR can provide data to support any proposals brought forward by Staff Council, but it would be Staff Council's move to proceed and bring these proposals forward.

Vince asked if employees just need supervisor approval for a ½-hour lunch implementation. Sarah said yes, but if this is a permanent change, it should go through HR, as the job description should reflect the change. Sarah also warned about pursuing the 40-hr work week, as it is highly unlikely that both a 37.5 and 40-hr work week option would be offered to employees.

Vince stated that implementing 40-hour work week is not revenue-neutral and therefore would not be pursued.

- By-Laws - Committee met September 28 and discussed these revisions:
 1. Making standing committee chairs members of Executive Committee
 2. Clarify voting in council election process
 3. Remove redundancies
 4. Make Employee Ambassadors a subcommittee with elected chair

In addition, 2 points were discussed in By-Laws meeting:

1. Article 8 – Employee Relations – the list of events to be conducted each year – is this needed in by-laws? Decision to keep as is currently and not add any new items to by-laws.
2. Statement on Committee work – Travis expressed that committees need freedom to make decisions but also need the approval of Staff Council. Reporting of committee meetings needs to be clear in council meeting so all members can consider proposals.

Discussion of voting requirements: should employees be required to work 90 days before allowed to vote? Considerable discussion followed with determination that this should go back to the By-Laws committee for discussion.

Finally, Employee Ambassadors can work with the new HR Business partner to develop plan for working with new hires.

- V. Unfinished Business – Nick reported that the computer science program fee is still showing in employee accounts. Those with this issue should contact Cindy Miller in the bursar's office and should also check their myUSI student tab to determine if a bursar hold exists prior to registration for Spring/Summer.
- VI. New Business – Amy and Janet presented a parking resolution regarding a shortage of spaces and issues employees are experiencing. Amy read the resolution, which stated current conditions and proposed changes and a request for study. After council discussion, the resolution was approved. At this point, Faculty Senate and Administrative Senate will receive the resolution to review.
- VII. Announcements – Benefits Bash is October 24 from 9-3:30 in UC East 2217/2218.
- VIII. Adjournment – Meeting was adjourned at 3:10
- IX. Next Meeting: Tuesday, November 21 at 2 pm in UC East 2218

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