



Staff Council Meeting Minutes  
November 21, 2017 – UCE 2218

**Members Present:** Sherry Dockery, Sherry Tynes, Melissa Burch, William Pool, Travis Dickison, Vince Frazier, Julie Whorl, Danielle Artis, Heather Odom, Shelby Jackson, Stephanie Russell, Janet Ruddell, Catherine Vaughan, Tina McCalment, Jamie Little, Gloria Butz, David Huebner, Cole Collier, Nita Musich, Amy Doninger.

**Also Present:** Sarah Will

**Members Absent:** Nick Bebout, Kathy Oeth, Jeffrey Smith, Samantha Hadley, Tammy Oliver

- I. Call to Order - Meeting called to order at 2:01 pm by Travis Dickison
- II. Approval of minutes of October 17, 2017 – Catherine Vaughan made a motion to approve minutes, and Will Pool seconded motion. Minutes approved by council.
- III. Officer reports – Travis informed council that the Presidential Search Survey is still active if anyone would like to comment.
- IV. Committee reports-
  - Compensation Study Steering Committee – the committee recently met to finalize the compensation guide. A town hall meeting will be held in December to inform staff of survey findings and next steps. Nothing actionable is expected until at least January.
  - Executive Committee – nothing to report.
  - Employee Relations:
    - Giving Tree ornaments have been distributed and gifts are due back on December 5. Committee is working to find new applicants rather than continuing to help same people each year. Discussion on how to better publicize the event to the USI community followed. Possibilities include publicizing through Archie’s Closet and at the Wellness Fair in the fall. In addition, the council discussed including Sodexo employees in those eligible to participate in the Giving Tree. Shelby Jackson will check on this possibility.
    - ER needs a central storage location to house various items used for yearly events. Currently, committee members store these items in their offices and items are spread out all over campus. Cole Collier mentioned possible space in UC basement. Council members should contact Shelby with any ideas on space.
  - Economic Benefits – Still working on revenue neutral proposals (or nearly revenue neutral):
    - Proposing 100% of sick time payout at retirement as this would affect just a handful of people annually and would not be a large expenditure for the university. This proposal would require a budget request as it is not revenue neutral.
    - Gloria is working on proposal to donate sick pay to employees in need. Gloria reported that after meeting with Andrew Lenhart she feels that once logistics are worked out this is a real possibility. Gloria has reached out to Faculty and Administrative Senates with the idea and they are open to exploring the possibility.

- 30-minute lunch – Travis has drafted a sample contract for use in adjusting an hourly employee’s work schedule. Use of such a form would protect employees in the event that a supervisor agrees to a schedule revision. Discussion followed to determine items necessary in the body of the contract as well as specific scheduling changes which would require use of the form. Sarah Will expressed that the specific purpose of a schedule adjustment should be clear on the form and that the proposed new schedule should not only be helpful to employees but also be logistically viable from an HR/administrative standpoint. Discussion also included how limited the scope of the adjustments should be – are we just focusing on 30-minute schedule adjustments, or would we broaden the scope of scheduling adjustments and use this form much like the current flex schedule form is used for summer scheduling changes? We determined that 30-minute adjustments are the most logistically viable schedule changes. Travis introduced a motion to proceed with an employee schedule revision option and the creation of a contract and Tina McCalment seconded the motion. Motion carried.

- Subcommittees/University committees – nothing to report
- President’s Council/Board of Trustees – nothing to report

V. Unfinished Business – none

VI. New Business – None

VII. Announcements –

- Staff Council is on Facebook – Like Us!
- All SC members are encouraged to sign up to help with Giving Tree gift pickups – sign-up form is located in ER committee folder in Staff Council drive.
- AAA auction coming soon – raised money for scholarships.

VIII. Adjournment – meeting adjourned at 3:02 pm.

IX. Next meeting – Tuesday, December 19 at 2 pm in UCE 2218