



Staff Council Meeting Minutes
February 20, 2018 – UC 2218

Members present: Shelby Jackson, Sherry Tynes, Amy Doninger, Jamie Little, David Huebner, Melissa Burch, William Pool, Tammy Oliver, Julie Whorl, Heather Odom, Stephanie Russell, Kathy Oeth, Samantha Hadley, Tina McCalment, Janet Ruddell, Nita Musich, Gloria Butz, Sherry Dockery, Catherine Vaughan, Vince Frazier, and Sarah Will. **Absent:** Travis Dickison, Cole Collier

- I. Call to Order – meeting called to order at 2:00 by Will Pool.
- II. Approval of January 16 minutes - motion to approve by Samantha Hadley, seconded by Kathy Oeth. Minutes approved with spelling corrections to committee members' names.
- III. Officer Reports – Nothing to report
- IV. Committee Reports:
 - a. Compensation Study Steering Committee - Town Hall meetings were held and letters sent out to support staff notifying of job classification and salary change if any. HR is meeting individually with employees to address any issues or concerns. Also, FAQs regarding the Lockton study and results are posted on the Support Staff Compensation Study page on the USI website. Council members reported that employees who have been with USI for several years and saw no increase have expressed dissatisfaction with results as well as those who are affected by salary compression, which was not addressed in the study. Sarah Will explained that these complaints will be addressed in 2-3 years, and all increases will be determined by budget availability.
 - b. Executive Committee – committee met last week to discuss bylaws changes – Nita gave more information in her report.
 - c. Employee Relations –
 - USI's Employee Picnic is set for May 23 with a "USI Under Construction" theme. \$6600 is left in SC budget, and all can be used for the picnic if needed. Committee is finalizing catering and creating a Family Feud game, and stressed the need for Staff Council members to be available to run the picnic, as this is a labor-intensive event to pull off. Dr. Bennett will be honored at the picnic, and the council discussed honoring Cindy Brinker. Council will discuss this further at next month's meeting
 - Employee Appreciation event – Heather has a print/email certificate on the SC webpage for employees to share with coworkers to show appreciation. This will be advertised prior to Employee Appreciation Day, which is Friday, March 2.
 - Archie's Closet – Heather Odom reported that after discussing donations and needs with Michelle Hahn, SC will collect hygiene items at the picnic to donate. In the fall, 20 items will be accepted in our Archie's Food Drive, 10 food items and 10 hygiene items. This change is to ensure that items received are items actually wanted and needed by students. Discussion followed on how best to advertise Archie's Closet to students and possibilities of distributing items from the closet in alternate locations.

- d. Economic Benefits – New business: In the future, EB will be looking into the possibility of offering medical and dental benefits for part-time employees as well as tuition reimbursement. Action towards possible changes to travel reimbursements will be tabled indefinitely as the Travel department is in the midst of changes.
 - e. Bylaws – Bylaws committee was asked to address these issues:
 - Removal policy due to lack of meeting attendance for SC members
 - Expectations of council members regarding participation in SC sponsored events
 - Discussion of member removal policy followed, specifically how stringent the wording of this policy should be and the resulting actions SC is committing to by changing the bylaw. Sarah Will provided input regarding choice of wording (“will” vs. “may”). Nita will change wording to and send SC members proposed change prior to March meeting. Council will vote on proposed changes next month.
 - Council discussed need for meeting attendance record keeping. Amy offered to include this in the tasks of council secretary and will create an Excel attendance chart.
 - f. Nominating Committee: Tina McCalment is now committee chair as Nick is no longer a SC member. SC members should encourage coworkers to consider running for a council seat.
 - g. Traffic Appeals – Sherry attended committee meeting and says the committee will now meet regularly as it has not met in quite some time. Sherry suggested the council members look over the USI traffic rules and regulations in the employee handbook.
- V. Unfinished business – none
- VI. New Business – Will presented updated budget request proposal – rather than requesting 100% payout of total accrued sick hours at retirement, SC would instead request 100% of sick time accrued up to 60 days. Discussion followed with Nita making motion to continue with new proposal of 100% of sick time up to 60 days with Vince Frazier seconding. Motion carried, and proposal will be changed and presented next week at budget hearing.
- VII. Announcements – none
- VIII. Meeting adjourned at 3:26. Next meeting is March 20 at 2:00 pm in UC 2218.