



Staff Council Meeting Minutes
March 20, 2018 – UC 2218

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

- I. Call to Order – Meeting called to order at 2:02 pm by Travis Dickison.
- II. Guest Speakers – Nancy Lumley and Wendy Summers were unable to attend meeting and will speak with us at a later date.
- III. Approval of February 20 minutes – Heather Odom made a motion to accept the minutes, Shelby Jackson seconded. Minutes approved by council.
- IV. Officer Reports – Travis:
 - Travis thanked Stephanie Russell and Julie Whorl for their help with the Archie’s Closet signs on campus.
 - Our June meeting will include new council members, and Travis will invite our new university president to join us. If the president is unavailable, he or she will visit at a future meeting.
 - Staff Council retreat date is set for July 17. If you have any ideas for a retreat speaker or ideas on topics to be covered, let Travis know.
- V. Committee Reports:
 - Employee Relations - Shelby Jackson
 - Shelby shared that our first Employee Appreciation Day was a success with over 300 certificates sent out. The document itself and the process for sending certificates needs some tweaking before next year’s event.
 - May 23 is Employee Picnic date. Heather is creating a promotional flyer. Ice cream bar still being worked out with Sodexo. The committee feels we should not single out any retiree to honor at the picnic as this sets a precedent for future picnics. Council agreed with this decision.
 - Economic Benefits – David Huebner
 - David briefly reviewed minutes of EB’s March meeting, pointing out that the bookstore can now print logo wear and will be forming an advisory committee that will include support staff.
 - Subcommittees/University committees –
 - Nominating – Travis Dickison
 - Travis shared that as Nita Musich is now classified as administrative staff, she will no longer be a part of Staff Council. As she was serving on the committee as past chair, no replacement is needed.
 - Staff Council Election is May 7-14. Four weeks of nominations will precede the election along with a week for OPRA to set up the ballot. We have 13 open seats and 5 alternate positions. Please encourage coworkers to consider running for election.

-Employee Ambassadors – Travis met with Natalie Rascher, new HR Business Partner. Her plan is to develop a mentorship program in the fall that would assist with orientation/onboarding of new employees. This program would likely eliminate the need for Employee Ambassadors. David Huebner mentioned that our auto-generated Banner email notifications regarding new employees have been empty Excel sheets for quite some time although we have new employees, and Shelby explained that new employees are not always entered into this program in a timely manner.

VI. Unfinished Business – Catherine Vaughan contacted Amy Miller in HR regarding the possibility of the university offering mindfulness training as an employee benefit. Amy responded that the topic was discussed by HR but due to current workload would not be offered to employees at this time. Amy suggested those interested could contact the Counseling Center as a mindfulness program is in place through the RFWC.

VII. New Business –

- Amendment to the Bylaws – Bylaws Committee:
 - Council discussed the language and intent of amendment to Article VI, Section 4: Attendance and Participation. Committee agreed that the change, which shifts the decision to remove a member from the Executive Committee to the full council, is a good idea. Council voted unanimously to accept bylaws amendment.
- Proposal for 30-minute lunch:
 - Travis presented the proposed 30-minute lunch option for support staff. Discussion followed regarding permanency of the policy and the wording “The standard meal period shall be for one hour and be unpaid.” As some work groups on campus have a standard 30-minute lunch, such as some facilities employees, Travis has decided to rework the proposal and then review changes with the council.

VIII. Announcements – none

IX. Adjournment – meeting adjourned at 2:58. Next meeting is Tuesday, April 17 at 2 pm in BE 3024 (Romain Boardroom)