



Staff Council Meeting Minutes  
May 15, 2018 – UC 2218

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

**Members Absent:** Vince Frazier

I. Call to Order – Travis Dickison called meeting to order at 2:01 pm.

II. Approval of Minutes – Shelby Jackson made motion to approve April meeting minutes, Sherry Dockery 2<sup>nd</sup>. Minutes approved by consensus.

III. Officer Reports –

- Travis reminded committee chairs to turn in year-end report to him as soon as possible.
- At our June meeting, we will elect the council chair for the 2018-19 year.
- Please submit any questions you would like to see included in the next support staff survey to Travis by June 1.
- Steve Bridges has received the 30-minute lunch proposal. Travis has also submitted the university committee appointment resolution, and Dr. Bennett was very receptive to the proposal.
- Dr. Rochon has been invited to next month's Staff Council meeting.
- Volunteer USI – Caylin Blockley would like to include Staff Council's volunteer hours spent on Staff Council activities in the volunteer total for the University. Amy agreed to compile our hours and submit them to Caylin.
- Join us in HP 2023 on Friday the 18<sup>th</sup> to practice the Family Feud game prior to the picnic.

IV. Committee Reports:

- Employee Relations –
  - Employee Picnic is next Wednesday, June 23, and Travis Dickison will serve as the MC for our USI Family Feud game. Set-up for the picnic is next Tuesday the 22<sup>nd</sup> from 2-4 in Carter Hall.
  - Staff Council has been approached to sponsor a blood drive on June 26. Council discussed the lack of committee members to serve as volunteers and how that would impact the drive. Travis will contact Administrative Senate and ask them to co-sponsor drive with us.
- Economic Benefits –
  - Human Resources is looking at forming a committee to examine our evaluation process that may include supervisors and support staff.
  - The committee is looking at the following situation brought to ER's attention regarding an employee issue with salary compensation. At the time of hire, a new employee received paperwork stating there would be a pay increase after 90 days but did not receive the increase, as the 90-day increase has been removed from new hire packages because of the salary adjustments made as a result of the Lockton study. Apparently, this employee's hiring process fell during a time when old policy was being phased out

and new policy implemented. After bringing this to HR's attention, the new employee was denied the salary increase. Discussion followed regarding the need to investigate to see if multiple employees experienced the same issue, as Cole Collier is aware of another instance of this happening with a new hire. Sarah Will suggested bringing the issue to Andrew Lenhart or Steve Bridges. Travis said that he and Vince Frazier would approach Andrew with this situation.

- Nominating Committee – Election results were presented to the council. New members will be invited to our June meeting and to our July retreat. Tina expressed the need for more alternates to serve on the council. If council members know of anyone interested in serving, forward their information to Travis.

V. Unfinished Business – none

VI. New Business – None

VII. Announcements – None

VIII. Meeting adjourned at 2:42 pm. Next meeting is Tuesday, June 19 at 2 pm in UC 2218.