



Staff Council Meeting Minutes
September 18, 2018, UC 2218

Members Present: Melody Lemberg, Amy Doninger, Sherry Dockery, Michelle Herrmann, Jamie Little, Melissa Burch, Michelle Hahn, Will Pool, Stephanie Fifer, Heather Odom, Amanda Mitchell, Sherry Tynes, Tina McCalment, Susan Clouse, Jeri Broshears, Sarah Will, Travis Dickison, Terri Alvey, David Huebner. **Members Absent:** Bryce Anker, Christy Gretencord, Terry McIntosh, Kathy Oeth, Ziporah Rascoe, Lisa Wulff. **Also Present:** Sarah Will, Wendy Seitz, and Ingrid Lindy.

- I. Call to Order: Meeting called to order at 2:00 pm by Will Pool.
- II. Guest speakers: Wendy Seitz and Ingrid Lindy – Human Resources
 - Wellness Fair is September 26. 8:30 – 9:00 is designated for employees only.
 - Workshops offered this week on retirement, debt reduction, etc. Schedule of workshops is listed on HR benefits website.
 - Benefits Bash is Oct 23 – open enrollment for insurance begins.
 - Benefits summary is now available online (thanks to Vince Frazier’s suggestion). Give Ingrid any feedback on this.
- III. Approval of 7/17/2018 minutes – motion to approve by Travis Dickison, 2nd by Stephanie Fifer. Approved by consensus.
- IV. Officer Reports:
 - Will: Lockton study update – admin guides are still in development. President’s Council meeting update - finalist for government relations officer position as well as provost finalist will visit campus. More updates forthcoming as progress is made towards this point. Also, biennial budget approved with increases in tuition, housing, and food plans. Finally, Will stressed the need for officer attendance at committee meetings. If officers are unable to attend, ample notice should be given and a delegate selected to run the meeting, or meeting needs to be rescheduled.
 - Heather: Elevating Spirit committee update – committee is working to maintain close contact with Stone Family Center faculty and staff and is developing ideas to achieve this. Also, caps and visors should arrive in October for employees.
- V. Committee Reports:
 - Executive Committee – Committee discussed formation of an advisory committee for Archie’s Closet to be comprised of representatives from the Rec, SGA, Faculty Senate, Admin Senate, Dean of Students, and Staff Council. Creation of this committee would encourage greater collaboration of campus groups and ease the burden of Staff Council as well as create better opportunities for marketing the closet to the USI community. Travis asked for a decision from the council whether to pursue this change with Dean of Students/Rec. David Huebner made a motion to pursue this change, Jamie Little seconded. Travis will proceed. Travis will also be contacting Admin Senate to suggest partnering on Employee Picnic with Staff Council.

- Employee Relations – Michelle Herrmann discussed success of Archie’s Closet Food Drive. BEC won contest with 3470 points, CNHP 1855, Rice Library 1222, Enrollment Mgmt. 588. Traveling trophy will be located and taken to BEC. Next meeting is Oct 9.
- Economic Benefits – David Huebner summarized meeting of September 13, with attention brought to Lockton implementation of bringing salaries to midpoint for employees. Sarah Will clarified that the recommendation of Lockton for the next phase is to use the years to proficiency standard to determine those who should be brought to midpoint. Years to proficiency have been determined for jobs.
- Bylaws – nothing to report
- Web – nothing to report
- Nominating – nothing to report
- Employee Ambassadors – nothing to report
- Traffic Appeals – Sherry Tynes reported that committee has had one meeting and will meet again in a few weeks. They are currently working to see if an appeal of the appeals process needs to be created.

VI. Old Business: none

VII. New Business:

- Employee Recognition Award – Andy Wright suggested to Will that all former and future winners of the award be given a smaller trophy to keep as well as receiving the large trophy to display for a year. Council decided that we would implement this addition moving forward but not retroactively.
- Performance Evaluation Steering Committee - Newly formed committee will use information obtained from employee surveys, focus groups, and support staff interviews to create new performance evaluation process. Current timeline is for a December completion but is subject to change.
- Wellness Fair - Michelle Herrmann announced that we will have an Archie’s Closet table at the fair and circulated a volunteer sign-up sheet. Will Pool also discussed the need for volunteers at the fair for various duties and encouraged members to volunteer for these positions as well.
- Guest Speaker suggestions – Steve Bridges was mentioned as a possible speaker. Will will contact Steve to set up.

VIII. Announcements – Catherine Vaughan’s retirement part is Sept 21 from 2:30 – 4:00 in the 2nd floor Rice Library lounge.

IX. Meeting adjourned at 3:16 pm.