



Staff Council Retreat Meeting Minutes
July 17, 2018 – HP 1025

Members (current and exiting) Present: Terri Alvey, Bryce Anker, Jeri Broshears, Melissa Burch, Gloria Butz, Susan Clouse, Travis Dickison, Sherry Dockery, Amy Doninger, Stephanie Fifer, Christy Gretencord, Michelle Hahn, Michelle Herrmann, Melody Lemberg, Tina McCalment, Terry McIntosh, Heather Odom, Kathy Oeth, Will Pool, Ziporah Rascoe, Sherry Tynes, Lisa Wulff. **Members Absent:** Cole Collier, David Huebner, Amanda Mitchell.

- I. Retreat began at 8:45 with breakfast snacks and binder/document distribution, followed by an introduction/icebreaker activity.
- II. Wendy Summers Seitz presented FMLA training and a benefits Q&A session.
- III. Travis Dickison hosted "USI Jeopardy" as a team builder activity.
- IV. Will Pool led a discussion of questions/topics to discuss with Steve Bridges during his afternoon session with the council.
- V. Lunch break – McAlister's Deli
- VI. Election of Vice Chair – Heather Odom was the only nominee and was named SC Vice-Chair
- VII. Election of Secretary – Amy Doninger ran unopposed – named SC Secretary
- VIII. Committee Selection and Assignments –
 - A. Employee Relations: Michelle Herrmann, chair; Jeri Broshears, vice-chair; Terry McIntosh, secretary; Terri Alvey, Jeri Broshears, Susan Clouse, Sherry Dockery, Amy Doninger, Stephanie Fifer, Michelle Hahn, Melody Lemberg, Jamie Little, Amanda Mitchell, Ziporah Rascoe, Lisa Wulff.
 - B. Employee Benefits: David Huebner, chair; Kathy Oeth, vice-chair; Melissa Burch, secretary; Bryce Anker, Cole Collier, Christina Gretencord, Tina McCalment.
 - C. Subcommittees:
 1. Bylaws – Travis Dickison, Will Pool
 2. Nominating – Michelle Herrmann
 3. Web – Stephanie Fifer and Terry McIntosh
 - D. University Committees:
 1. Wellness – Terri Alvey
 2. Substance Abuse – David Huebner
 3. Traffic Appeals – Sherry Tynes
 4. Safety – Susan Clouse
 5. Equal Employment Opportunity – Tina McCalment
- IX. Call to Order – Will Pool called meeting to order at 2:15.
- X. Approval of Minutes – Susan Clouse moved to approve June minutes, Michelle Herrmann 2nd motion. Minutes approved by consensus of council.
- XI. Committee reports:
 - A. Economic Relations – Michelle Herrmann, Chair; Jeri Broshears, Vice-Chair; and Terry McIntosh, Secretary. Meetings will be 2nd Tuesday of the month with first

meeting on August 14 at 2 pm. ER will divide event responsibilities and form subcommittees for Archie's Closet, Giving Tree, and Employee Picnic events and work together for Pumpkin Carving Contest, Student Worker Appreciation Week, Employee Appreciation Day, and the American Red Cross Blood Drive.

- B. Economic Benefits – David Huebner, Chair; Kathy Oeth, Vice-Chair; and Melissa Burch, Secretary. Meetings will be 2nd Thursday of the month with first meeting on September 13 at 2 pm. EB goals are to sponsor meeting to help employees understand retirement benefits as well as increase the comp time cap, offer more flex time options, explore employee birthday off with pay, and look at offering wellness incentives to lower insurance premiums for employees. Will Pool offered to reach out to HR to get comprehensive information on employee benefits offered at USI.

XII. Unfinished Business – none

XIII. New Business –

- A. Fall Support Staff meeting is August 2 with Support Staff Recognition Luncheon on August 7. Council selected menu choices and Will will contact catering with our picks.
- B. At President's Council, Dr. Rochon requested that 30 support staff employees attend the university meeting for administration and faculty on August 14. Email your nominations of employees to attend to Will by Friday, July 20.

XIV. Meeting adjourned at 3:13 pm followed by cleanup/dismissal.