



Staff Council Meeting Minutes
December 18, 2018, 2:00 pm
UC 226/227

Members Present: Travis Dickison, Sherry Tynes, Tina McCalment, Michelle Herrmann, Jamie Little, Sherry Dockery, Amy Doninger, Melody Lemberg, Will Pool, Heather Odom, David Huebner, Amy Doninger, Kathy Oeth, Terri Alvey, Michelle Hahn, Jeri Broshears, Amanda Mitchell, Lisa Wulff, Sarah Will. **Guests Present:** Marna Hostetler, Ingrid Lindy. **Members Absent:** Ziporah Rascoe, Stephanie Fifer, Bryce Anker, Melissa Burch.

I. Call to Order at 2:05 pm by Will Pool.

II. Guest Speakers:

- Marna Hostetler, Rice Library - Marna provided a handout with an overview of library resources for USI employees and students.
- Ingrid Lindy, Chair of Administrative Senate – Ingrid discussed charge being brought forward by Admin Senate to increase family sick leave policy allowance of 75 hours per year to 150 hours per year and requested Staff Council support with the request. Staff Council will consider request and Will Pool will contact Ingrid with decision (made later in this meeting).

III. Approval of Minutes – Travis Dickison made motion to approve minutes of November 20 and Tina Mc Calment seconded motion. Minutes approved by consensus of council.

IV. Officer Reports:

Will Pool -

- Dean of Students search has begun.
- Facebook Class of 2023 Parent Page has been created.
- April 4 – General Colin Powell will speak on campus.
- April 5 – date set for Dr. Rochon 's inauguration as USI President.
- Support Staff Survey should be distributed mid-January.
- Caremark taking over insurance prescription program – be on the lookout for information in the mail.

Heather Odom –

- Heather, Will, and Michelle Hahn met to discuss improving Archie's Closet processes and will meet again in summer to streamline and finalize new plans for collecting food actually needed and wanted by closet users. Cash donations and personal hygiene items will be collected at Employee Picnic drive.
- HR Business Partner position – Natalie Rascher has left USI and there are no immediate plans to fill her position. Heather sees a need for a directory of department contacts to provide to USI employees as this would be incredibly helpful to all employees but especially new hires. Any ideas on creating such a directory should be forwarded to Heather.

- Employee Ambassadors – As the HR Business Partner position was taking over onboarding of new employees, the Employee Ambassador program was suspended. Travis suggested that we once again recruit volunteers if and when we restart program through Staff Council.
- Training and recruitment through HR – Shelby Jackson is now handling most of these functions for HR.

V. Committee Reports:

- Employee Relations – Michelle Herrmann reported that the Giving Tree program was successful, and a nice USI Today article featured the program. Staff Council will once again help sponsor the summer Red Cross Blood Drive. Michelle will reach out to Mary Scheller to get more information on the scholarship program associated with this summer blood drive. Employee picnic planning will begin in January.
- Economic Benefits – David Huebner recapped the minutes of last meeting, focusing on budget requests. David is working on addressing the support staff salary compression issue in our budget requests, striving to word it appropriately and include supporting data. Travis suggests that we request a cost of living adjustment of a flat amount, such as last year's \$500, rather than a fixed percentage increase. Will expressed concern that a common ask of a fixed dollar amount might alienate ourselves from faculty and admin senate as it would benefit lower wage earners such as support staff more than administrators and faculty. If the state gives the University all of the money we have requested, the second phase of the Lockton Study should be implemented. Will mentioned that he will schedule time with Dr. Rochon and Steve Bridges to discuss the benefits support staff will receive from state monies and hopefully have them speak to Staff Council in April or May about this. Information regarding the University's budget request can be found on the Government Relations web page.
- Traffic Appeals – Sherry Tynes explained the appeal process. Before an appeal is made in person, the individual found to be in violation will receive an email from the traffic appeals board asking for any information that should be considered prior to the final decision on the appeal being made by the board. As this gives the individual an opportunity to state his or her case before the actual appeal hearing, all decisions made by the board will be final and not eligible to be appealed.

VI. Unfinished business – Melody Lemberg and Ziporah Rascoe are now full members of Staff Council due to the resignation of Christy Gretencord, Terri McIntosh, and Susan Clouse.

VII. New Business:

- Will Pool discussed with Dr. Rochon the need and desire for professional development within support staff. Will has been investigating software packages with training modules in a variety of areas that would be beneficial to us. The council supports pursuing the implementation of such trainings and Will will relay the council's support to Dr. Rochon.
- Family sick – Council discussed Ingrid's presentation of Admin Senate's proposal and is in support of increasing this benefit. Will will pass this along to Admin Senate.
- Jeri Broshears asked if Staff Council has been contacted to participate in Dr. Rochon's inauguration in any way. Will Pool will reach out to Admin and Faculty Senates with the idea of partnering together in participation.

VIII. Adjournment – Meeting adjourned at 3:13 pm.