



Staff Council Meeting Minutes

March 19, 2019

UC 226/227

Members Present: Amy Doninger, Michelle Herrmann, Tina McCalment, Terri Alvey, Jeri Broshears, Lisa Wulff, Sherry Tynes, Sarah Will, Michelle Hahn, Jamie Little, Bryce Akers, Melissa Burch, Heather Odom, Travis Dickison, Will Pool, Melody Lemberg. **Also Present:** Sarah Will.

Members Absent: Sherry Dockery, Kathy Oeth, Ziporah Rascoe

- I. Call to Order – Meeting called to order at 2:02 pm by Will Pool.
- II. Approval of Minutes from 2/19/19 – Tina McCalment made motion to approve February minutes with Jeri Broshears seconding motion. Minutes approved by consensus of council with spelling error corrected.
- III. Officer reports - Will:
 - a. Credit hours for summer are up.
 - b. Fall 2019 freshman applications and admissions are up from previous year.
 - c. Volunteers are still needed for General Colin Powell on April 3 and the inauguration of President Rochon on April 4.
 - d. The new arena has security measures in place for events.
 - e. 2019/2020 Budgets - Dr. Rochon expressed plan to continue Lockton Study results implementation. Operating costs for the Stone Center and new arena are also budget considerations as well as new graduate programs.
 - f. Performance Evaluation Committee – surveys were sent out and committee will meet again on April 3rd. Thanks to all who participated in the survey.
 - g. On April 11 and April 15, Amy Chan Hilton is leading a presentation/discussion on student retention strategies from 11 -1. Lunch will be served, followed by remarks from Dr. Rochon and representatives from various campus groups. Small group discussions will follow with closing remarks by Dr. Khayum. Council members are encouraged to attend. Also, survey regarding student retention will be distributed before the meeting. Please fill out your survey.
 - h. New student orientation is next week – please wear USI apparel.
- IV. Committee Reports –
 - a. Executive Committee – nothing to report
 - b. Employee Relations - Terri Alvey reported that committee is in picnic planning mode, working on décor ideas and hoping to finalize menu once HR ok's our budget. Tentative menu: BBQ, baked beans, potato salad, vegetarian options, and ice cream or cookies to decorate, or both, depending on budget. Discussion of place to store décor in UC West as we must decorate Carter Hall on morning of picnic. Heather Odom will ask Cole Collier for access to storage space in basement of UC to house the decorating items.
 - c. Economic Benefits – David Huebner:
 - David recapped March meeting, beginning with thoughts that Lockton implementation will use any available budget funds, so any asks with a monetary value will likely not be considered.
 - The issue mentioned at February meeting regarding the inclement weather issue with Facilities and Operations employees still needs a resolution.
 - Can the university implement energy saving measures? This idea came about b as a response to the announcement of 3% budget increase for utilities.

- Committee brought up idea of developing a process for supervisor evaluations by employees, either as a part of Annual Performance Evaluation Review process or as a separate process.
 - d. Subcommittees/University Committees – Bylaws, Web, Nominating, Employee Ambassadors – nothing to report.
 - e. President’s Council/Board of Trustees – nothing to report
- V. Unfinished Business – none
- VI. New Business –
- a. Employee Volunteerism at USI proposal by Administrative Senate – Admin Senate has drafted a proposal that if implemented would permit benefit-eligible employees to use time during the workday to volunteer. 7.5 hours yearly would be designated for each employee to use to volunteer at a USI-sponsored event. 2019-2020 is targeted as the pilot year for the program. Council reviewed the proposal draft and by consensus gave its approval to proceed with proposal.
 - b. Jeri Broshears brought up the tornado warning of March 14 and the way that the university responded to the warning. Many questions and comments were raised in the discussion that followed, including:
 - Who is in charge of safety when a tornado warning is issued?
 - Does the university have an emergency weather policy?
 - Students should have the right to leave class to seek shelter in the event of a tornado warning without being penalty.
 - The campus needs a clear-cut policy that is thoroughly communicated to the USI community to ensure safety for employees, students, and visitors to campus when a warning is issued.

Will will contact Faculty Senate and Admin Senate chairs to get their thoughts on the events of the 14th and how to proceed in light of the questions and concerns voiced.
- VII. Announcements – Vaneta Becker visit to campus has been postponed.
- VIII. Adjournment – meeting adjourned at 2:42. Next meeting: April 16. 2019 at 2 pm in BE 3024.