



Staff Council Meeting Minutes
February 18, 2020
UC East 2207

Members present: Terri Alvey, Sherry Dockery, Michelle Hahn, Sharri Herriott, Michelle Herrmann, David Huebner, Melody Lemberg, Jamie Little, Amanda Mitchell, Rhonda Moore, Kathy Oeth, Greg Orth, Ziporah Rascoe, Sarah Will, Lisa Wulff

Members absent: Bryce Anker, Jeri Broshears, Paul Davies, Stephanie Fifer, Tyler Rapp, Shawn Williams

- I. **Call to Order** – meeting called to order at 2:04 by Terri Alvey.
- II. **Approval of Minutes** – There were no minutes from the last meeting to approve. They will be sent via email at a later date and everyone will be asked to approve or suggest changes electronically.
- III. **Welcome**
- IV. **Committee Reports:**

Executive Committee:

1. Terri asked that everyone review the Strategic Plan. This can be found on My USI.
2. Upcoming Town Halls are: David Bower, Foundation – March 11 and Dr. Rochon – The State of the University – April 8.
3. It was decided that we need to establish a Nominating Committee. Those that agreed to be on this committee were: David Huebner and Ziporah Rascoe.
4. It was decided that we need to establish a By-Laws Committee to review by-laws on a regular basis. Those that agreed to be on this committee were: Terri Alvey, Michelle Hermann, Sharri Herriott, Kathy Oeth, Ziporah Rascoe, Sherry Dockery, and Jamie Little.

Employee Relations:

1. The food drive for Archie's Closet went very well. The cube trucks worked great for the pick-up of collected donations. It was suggested that in the future, we pick up multiple times throughout the campaign instead of one large collection at the end. Everyone is welcome to come to Archie's Closet to help organize the donations. It was brought up that maybe more advertising needs to be done regarding Archie's Closet so that students are more aware of it.

2. There is money allotted for the Employee Picnic. Some themes discussed were: Summer Social, Take Me Out to the Ballgame, Fiesta. Dates and more information will be sent soon.

Economic Benefits

1. David reported that the Committee reviewed the Tuition Waiver Policy and that there are some restrictions based on IRS definition of a dependent. The policies of other universities were looked into and USI is pretty much in line with them. There are a couple of universities, however, that make one exception: If a dependent starts a degree and has to drop out for a legitimate reason (i.e., medical) then returns but is no longer deemed a dependent (i.e. they married), they would be allowed to finish their degree under a dependent status. It might be worth investigating this as an option for USI.
2. The Committee also discussed the cashing in of unused vacation time, but found that along with IRS restrictions, consideration should also be given to the issue of an employee cashing in their unused vacation time and then being in a bind should they need it later for an emergency and then be forced to take unpaid leave.
3. The Committee is planning to send a survey to all eligible employees regarding Summer Flex Hours to see if any changes / accommodations can be or need to be made.
4. The Committee is going to change their meeting time to 11:30-12:30 in the future to accommodate all members better.

V. Other

1. President's Council was a success with 567 people in attendance.
2. Changes to upcoming commencements include: allowing other special groups to wear colored cords or stoles, and allowing graduates with two degrees (not one degree and one minor) to have both of those degrees announced (they currently have to choose which ONE degree they would like announced).
3. Lisa Wulff announced that Staff Council will shortly have a storage area in the Penthouse of the Liberal Arts building. This will allow us to house all of our materials in one central location.
4. It was suggested that we attempt to have an equal number of council members on each of the sub-committees (Economic Benefits and Employee Relations).
5. The issue of committee member non-attendance was discussed. Everyone should make every possible attempt to come to the monthly meetings and to help out with all events. The Employee Relations Committee members are not the only ones responsible for running the events. We need everyone's help. It was suggested that we might invite all employees to help with certain events. This could generate more help as well as show others what we do and how we do it which might also generate interest in them becoming future committee members.

VI. Adjournment

Melanie Lemberg made a motion to adjourn the meeting. Sherry Dockery seconded the motion. The meeting was adjourned at 2:57 pm

VII. Next Meeting: