



Staff Council Retreat/Meeting Minutes
July 19, 2017 – HP 1027, ED 2123

Members Present: Danielle Artis, Melissa Burch, Amy Doninger, David Huebner, Tina McCalment, William Pool, Sherry Tynes, Samantha Hadley, Jamie Little, Janet Ruddell, Catherine Vaughan, Nita Musich, Travis Dickison, Terry Alvey, Nick Bebout, Gloria Butz, Cole Collier, Vince Frazier, Heather Odom, Kathy Oeth, Tammy Oliver, Stephanie Russell, Mary Scheller, Lisa Wulff, Shelby Jackson

Members Absent: Julie Whorl, Denise Michael, Jeff Smith, Cindy Kueber, Sherry Dockery

Guests Present: Nancy Lumley, Sarah Will, Jamie Schaefer, Melanie Kendrick, Lee Ann Shafer, Steve Bridges

- I. Retreat began at 9 am with Ice Breaker/Breakfast and Snacks/Binder distribution and updated documents
- II. HR Panel Discussion held with Nancy Lumley, Sarah Will, Jamie Schaefer, and Melanie Kendrick.
- III. Change Management presentation by Lee Ann Shafer
- IV. USI Jeopardy team building activity with Terri Alvey
- V. Compensation Study update and discussion with Steve Bridges
- VI. Election of Vice Chair and Secretary:
 - A. **Vice Chair** – nominations of Nick Bebout, Heather Odom, and William Pool. William Pool elected as Vice Chair.
 - B. **Secretary** – nominations of Nick Bebout, Amy Doninger, and Heather Odom. Amy Doninger elected as Secretary.
- VII. Committee Selections:
 - A. **Employee Relations:** Shelby Jackson, Chair; Heather Odom, Vice-Chair; Nick Bebout, Secretary; Sherry Dockery (Alt), Julie Whorl, Tammy Oliver, Stephanie Russell, Amy Doninger, Sherry Tynes, Danielle Artis, Janet Ruddell (Alt).
 - B. **Economic Benefits:** Vince Frazier, Chair; no Vice-Chair selected; Gloria Butz – Secretary; Cole Collier, Catherine Vaughan (Alt), Tina McCalment, Samantha Hadley (Alt), Kathy Oeth, David Huebner, Melissa Burch, Will Pool, Jamie Little (Alt).
 - C. **Subcommittees:**
 1. Bylaws – Nita Musich (chair), Tina McCalment, Nick Bebout
 2. Nominating – Nick Bebout (chair), Gloria Butz, Nita Musich
 3. Web – Heather Odom (chair), Catherine Vaughan
 4. Employee Ambassadors – David Huebner, Shelby Jackson, Samantha Hadley, Amy Doninger, Nick Bebout
 - D. **University Committees:**
 1. Wellness (1 needed) – Vince Frazier, Jamie Little
 2. Substance Abuse (1 needed) – Nick Bebout
 3. Traffic Appeals (1 needed) – Sherry Tynes
 4. Safety (1 needed) – Vince Frazier, Gloria Butz
 5. Equal Employment Opportunity (2 needed) – Tina McCalment, Tammy Oliver.
- VIII. Call to Order – Travis Dickison opened council meeting at 3:01 pm.
- IX. Approval of Minutes - Travis Dickison moved to approve June minutes, Nick Bebout 2nd motion to approve. June 2017 minutes were approved with spelling corrections.
- X. Committee Reports:

- A. **Employee Relations:** Shelby Jackson reported that meetings will be every 2nd Thursday at 2 pm. Goals for the year include: keeping pumpkin decorating contest but updating the voting system, solving the ice cream issue with Sodexo and its malfunctioning ice cream machine, adding a February or March event TBD, implementing a "Welcome Wave" for back to school, and continuing the game portion of the employee picnic. A goal was also set to involve all members of Staff Council in events we sponsor.
- B. **Economic Benefits:** Vince Frazier reported that meetings will be every 2nd Thursday at 2 pm. New members of EB were briefed on past and current projects of the committee.
- XI. Travis Dickison initiated discussion of new Economic Benefits committee projects/goals:
 - A. Shelby Jackson proposed that employee flex time be more flexible and offered at different times in the year for departments that are unable to participate in flex during the summer. Concern was expressed as to whether this is a viable option for many departments in terms of coverage. Further investigation/discussion needed on this idea.
 - B. Travis Dickison proposed offering employees the option of a 30-minute lunch rather than an hour, which would in turn shorten the workday by 30 minutes. Discussion followed on how practical this option is for certain departments and if this would constitute a "flex schedule". Travis proposed that interest in this option be gauged through including a question on this possibility in the fall Support Staff survey.
- XII. Board of Trustees meeting highlights discussed.
- XIII. Administrative Senate Ice Cream Social July 27th. Career Services will be collecting career clothing items that day.
- XIV. New Business:
 - A. General Meeting August 3- Volunteers needed to distribute nametags. Tammy Oliver, Stephanie Russell, Danielle Artis, Samantha Hadley will volunteer.
 - B. Employee Recognition Luncheon August 8 – Volunteers needed at check-in. Nita Musich, Tina McCalment, Tammy Oliver, David Huebner, Stephanie Russell will volunteer.
- XV. Meeting adjourned at 3:28 pm. Next meeting scheduled for August 15 at 2 pm.
- XVI. Family Feud with Terri Alvey
- XVII. Dismissal and Clean up at 4 pm.



Staff Council Meeting Minutes
August 15, 2017, UC 2220

Members Present: Travis Dickison, Will Pool, Amy Doninger, Tina McCalment, Nita Musich, Janet Ruddell, Catherine Vaughan, Jamie Little, Danielle Artis, Sherry Tynes, Shelby Jackson, Stephanie Russell, Sherry Dockery, Vince Frazier, Gloria Butz, Tammy Oliver, Julie Whorl, Jeff Smith, Heather Odom,

Members Absent: Denise Michael, Melissa Burch, Nick Bebout, Cole Collier, David Huebner, Kathy Oeth, Samantha Hadley.

- I. Call to Order - Travis Dickison called Meeting to order at 2:00 pm.
- II. Approval of Minutes - Minutes of July 19 meeting reviewed by council. Motion made to approve minutes by Sherry Tynes, second by Tina McCalment. Minutes approved as written.
- III. Officer reports:
 - Travis:
 - All Staff Council members were assigned Title IX training with an email link sent to access training. Training is not mandatory but will be helpful to council members. Members who have completed training concurred that training is beneficial.
 - Amy will distribute meeting minutes within a couple of days of our meetings so that review can occur when meeting is fresh in our minds.
 - Any council members available will bring Linda Lefler her Support Staff of the Year trophy and express congratulations after she returns to campus next week. Travis will email us with a time.
 - Nita:
 - Human Resources is offering retirement workshops on Wednesday, September 13. Employees have received an email with workshop information and Nita distributed printed copies of the workshop offerings.

No officer reports from Will or Amy.
- IV. Committee Reports:
 - **Compensation Study Steering Committee report** – Employee survey: Nita reported that the Lockton survey results show that support staff need more information on retirement benefits. Also, Lockton survey results are back – jobs are still being benchmarked. Next meeting with Lockton is scheduled for 21st but will be rescheduled due to start of classes.
 - **Employee Relations** – Committee is working on Archie’s Closet Food Drive scheduled for September 11-22 and will be ordering yard signs to advertise. Also, Staff Council will have a table at the Wellness Fair on Sept. 27 to promote the services of Archie’s Closet to students and staff.
 - **Economic Benefits** –
 1. Gloria reported that David Huebner will serve as vice chair. Vince would like to step down as chair if another member is willing to assume responsibilities.
 2. Lockton findings show that USI’s benefits are above average for the area but pay is definitely below the average. EB is requesting access to actual comments from survey results and council agreed this is appropriate and needed.
 3. Council brought forward ideas for EB to consider:
 - Corporate membership at Bob’s Gym.
 - Also, allowing families to access the Rec (this has recently been addressed and denied as the Rec is primarily a benefit to students and cannot accommodate additional patrons.)

- Look at difference in retirement plans: Currently TIAA-CREF is 7%, PERF is 11%.
- Change bereavement policy to include cousins.
- Increase sick time payout at retirement to 100%.
- Raise comp time maximum to 75 hrs from the current 52.5 hrs.

4. Ideas for EB proposals were requested with the deadline approaching in a couple of months, as budget proposals will be due shortly after the first of the year.

- **Web Committee** – Heather has updated Staff Council page to include a “Submit a Question or Concern” form. Vince asked if a confidentiality statement is included on the page. Council agreed that a statement be added to the web form. Heather will add statement.
- **Wellness Committee** – Wellness Fair is Sept. 27. Sign-up sheet is on the O: drive for volunteers to work the fair.
- **President’s Council** – Performance funding and the new IT security policy were discussed (employee training coming for IT security policy). In the meeting, Travis requested transparency regarding any breaches and information on who to contact should you become the victim of IT security breach.

V. Unfinished business – none to report

VI. New Business – none to report

VII. Meeting adjourned at 2:32 pm.



Staff Council Meeting Minutes
September 19, 2017 – UC 2218

Members Present: Travis Dickison, Will Pool, Amy Doninger, Tina McCalment, Nita Musich, Janet Ruddell, Jamie Little, Danielle Artis, Shelby Jackson, Stephanie Russell, Sherry Dockery, Vince Frazier, Gloria Butz, Tammy Oliver, Julie Whorl, Heather Odom, Melissa Burch, Nick Bebout, Cole Collier, David Huebner, Samantha Hadley

Members Absent: Catherine Vaughan, Sherry Tynes, Jeff Smith, Kathy Oeth

- I. Call to Order – Travis Dickison called meeting to order at 2:00 pm.
 - II. Approval of minutes of August 15 meeting – Minutes of August 15 meeting were reviewed by council. Motion made to approve minutes by Nick Bebout, second by Stephanie Russell. Minutes approved as written.
 - III. Officer reports:
 - Travis explained use of Staff Council email: Members of Economic Benefits and Employee Relations committees have “read only” access to emails. The Executive Committee will acknowledge receipt of emails and forward emails to appropriate committee chairs to consider and respond. For those who read an email, please mark as unread after reading unless you are an executive committee member and are handling a request or concern.
 - Executive Committee will meet next week to discuss Will’s ideas regarding improving efficiency of Staff Council methods and procedures as well as improvements and possible restructuring of Employee Ambassadors program. Council should forward any ideas regarding the Employee Ambassador program to Travis.
 - Will asked if we have “best practices” in place – documentation on event histories and initiatives taken by Staff Council, their outcomes, and ideas for future improvements. No such documentation is in place.
 - Travis announced HRBP candidate presentations and urged members to attend if possible.
 - IV. Committee Reports
 - Compensation Study Steering Committee – Friday, September 22 is the next meeting with Lockton. Committee is waiting on Steve Bridges and Andrew Lenhardt to finalize work on classifications. Also, committee needs to determine how Lockton fits into future decisions in the area of compensation.
 - Employee Relations –
 - Shelby Jackson reported on Archie’s Food Drive progress. Committee will have a table promoting Archie’s Closet to students at Wellness Fair on September 27.
 - Pumpkin Carving Contest for faculty, staff, and students set for October 27.
 - Giving Tree applications are due October 27, and Amy Doninger will be receiving the applications.
 - Giving Tree ornaments will be delivered to departments on November 6.
- ER is looking for ideas for a new spring event – contact Heather or Shelby with ideas.

-Shelby and ER committee are concerned with lack of opportunity to share information with the university regarding upcoming events as USI Today is the preferred method of transmitting information and many people do not read it. Nick reported that he has investigated the university policy on sending campus-wide emails and has found nothing in writing prohibiting it. Nita shared that when she last spoke with University Communications they were ok with the use of such email blasts once per event. Travis and Nita concurred that it is ok to send an email on the Food Drive, in part because USI Today has buried this story.

-Discussion of how the Giving Tree program is advertised to students and faculty. Question came up – do we need to advertise this more? As there have been issues with getting all the ornaments picked up and items purchased, it was decided an advertising push isn't necessary.

- Employee Benefits –

-Nick corrected the previous meeting notes regarding \$75 computer lab fee assessment for employees and dependents – this fee is actually a computer science program fee per course. Who do we talk to regarding waiving this? (UPDATE: Nita spoke with Steve Bridges on the issue. He and Jeff Sickman recently had a meeting regarding all the “new” program fees (CS, Health Informatics, and Social Work program fees) and these fees are subject to waivers for employees and their dependents. Corrections should be made to employee/dependent accounts.)

-Discussion of Comp Time max of 52.5 - Vince reported that questions exist on why comp time and overtime cannot be accrued during same period. Cole is pursuing an answer to this question. Nita shared that according to Nancy Lumley; years ago, the max was 37.5 hours. Staff Council requested 75 hours, and 52.5 was the compromise.

-30 minute lunches – 59% of survey respondents are interested in 30-minute lunch option. Shelby shared that Sarah Will can give more information on possibility of 30 minutes lunch if she is given more information on why we are interested in changing to a 30 minute lunch. Discussion continued regarding 37.5-hour work week. Jamie Little asked if we will really gain anything by pursuing a 30-minute lunch or a 40-hour work week or if we will actually be hurting some people by the result.

- Nominating committee – Nick reported that due to Denise Michael's resignation from the university, Jamie Little is now a full member of Staff Council.

- Bylaws – No news. This committee will be meeting soon.

- Web – Heather requested that members check the Staff Council website for accuracy (name, committee memberships, etc.) and report any corrections to her.

- President's Council/Board of Trustees –

-Dr. Bennett and Cindy Brinker met to justify our tuition hike, citing the small size of our university as a factor in instituting the increase.

-First draft of the new master plan is online.

-Board of Trustees will hold meeting October 4 regarding presidential search.

General meeting is November 2.

V. Unfinished Business – none

VI. New Business – Council approved appointment of Travis to Presidential Search Committee – Executive Committee made nomination.

VII. Announcements – Tammy Oliver will meet with Jeannie at Archie's Closet Monday to collect close-dated items for Wellness Fair. Anyone available to help please come.

VIII. Adjournment – Meeting was adjourned at 2:51.

IX. Next Meeting: Tuesday, October 17 at 2 pm in BE 3024. (Romain Boardroom)



Staff Council Meeting Minutes
October 17, 2017 – BE 3024

Members Present: Travis Dickison, Will Pool, Amy Doninger, Nicholas Bebout, Janet Ruddell, Shelby Jackson, Heather Odom, Gloria Butz, Vince Frazier, Danielle Artis, Tammy Oliver, Sherry Tynes, Stephanie Russell, Julie Whorl, Jeff Smith, Kathy Oeth, Samantha Hadley, Sherry Dockery, Cole Collier, Catherine Vaughn, David Huebner, Heather Odom, Tina McCalment, Nita Musich. Also present - Sarah Will (HR).

Members Absent: Jamie Little, Melissa Burch

- I. Call to Order – Travis Dickison called meeting to order at 2:01 pm.
- II. Approval of minutes of September 19 meeting – Minutes were reviewed with corrections made. Motion was made to approve by Will Pool, second by Stephanie Russell. Minutes were then approved with corrections.
- III. Officer reports:
 - Travis – Presidential search sessions were held on campus October 16. The Presidential Search Committee and the Board of Trustees will decide on the next president. The process will be very confidential, and no job description has been created as of yet. Candidates will not be visiting campus in an effort to protect themselves from any retaliation or consequence from current institution. The identity of applicants will not be made public.
 - Nita – Master Plan meetings have been held and a narrowing of plan choices will be made by end of October. A town hall meeting is set for November 8. Current plans include additional student housing, student apartments, more recreations spaces, and communal meeting space.
- IV. Committee Reports:
 - Compensation Study Steering Committee – The Lockton study should be complete in early December. Sarah Will reported that HR has weekly conversations with Lockton to finalize the study and is working out the procedures for next steps. Town Hall meeting is set for December and initial plan will be presented at that time.
 - Executive Committee – Will introduced ideas on improving efficiency and continuity within the council that will be implemented in the future. Will mentioned that unless someone knows of a better platform the council will use Google Docs and Excel for sharing documents.
 - ER –
 - Pumpkin Carving/Decorating Contest is October 27 outside of the UC. Volunteers needed – sign-up sheet is in Staff Council drive. Also, please donate \$1 to Stephanie Russell for purchase of prizes.
 - Giving Tree application open Oct. 16 – Oct. 27. Please spread the word, and flyers will be sent out to SC members to promote.
 - New spring event – National Employee Recognition Day, March 2 – ER will create a template for employees to use to send appreciation notes to fellow employees, and Staff Council will distribute the messages.

- EB
 - Lockton study nearly complete.
 - Committee is still narrowing what will be submitted to the budget committee this year. They are looking at relatively revenue-neutral items such as a full payout of sick hours accrued at retirement and increased tuition waivers for spouses and children.
 - Sarah Will commented on the question of offering a 30-minute lunch option rather than a full hour and on implementation of a 40-hour work week. She says that these are two separate proposals. HR can provide data to support any proposals brought forward by Staff Council, but it would be Staff Council's move to proceed and bring these proposals forward.

Vince asked if employees just need supervisor approval for a ½-hour lunch implementation. Sarah said yes, but if this is a permanent change, it should go through HR, as the job description should reflect the change. Sarah also warned about pursuing the 40-hr work week, as it is highly unlikely that both a 37.5 and 40-hr work week option would be offered to employees.

Vince stated that implementing 40-hour work week is not revenue-neutral and therefore would not be pursued.

- By-Laws - Committee met September 28 and discussed these revisions:
 1. Making standing committee chairs members of Executive Committee
 2. Clarify voting in council election process
 3. Remove redundancies
 4. Make Employee Ambassadors a subcommittee with elected chair

In addition, 2 points were discussed in By-Laws meeting:

1. Article 8 – Employee Relations – the list of events to be conducted each year – is this needed in by-laws? Decision to keep as is currently and not add any new items to by-laws.
2. Statement on Committee work – Travis expressed that committees need freedom to make decisions but also need the approval of Staff Council. Reporting of committee meetings needs to be clear in council meeting so all members can consider proposals.

Discussion of voting requirements: should employees be required to work 90 days before allowed to vote? Considerable discussion followed with determination that this should go back to the By-Laws committee for discussion.

Finally, Employee Ambassadors can work with the new HR Business partner to develop plan for working with new hires.

- V. Unfinished Business – Nick reported that the computer science program fee is still showing in employee accounts. Those with this issue should contact Cindy Miller in the bursar's office and should also check their myUSI student tab to determine if a bursar hold exists prior to registration for Spring/Summer.
- VI. New Business – Amy and Janet presented a parking resolution regarding a shortage of spaces and issues employees are experiencing. Amy read the resolution, which stated current conditions and proposed changes and a request for study. After council discussion, the resolution was approved. At this point, Faculty Senate and Administrative Senate will receive the resolution to review.
- VII. Announcements – Benefits Bash is October 24 from 9-3:30 in UC East 2217/2218.
- VIII. Adjournment – Meeting was adjourned at 3:10
- IX. Next Meeting: Tuesday, November 21 at 2 pm in UC East 2218

DRAFT



Staff Council Meeting Minutes
November 21, 2017 – UCE 2218

Members Present: Sherry Dockery, Sherry Tynes, Melissa Burch, William Pool, Travis Dickison, Vince Frazier, Julie Whorl, Danielle Artis, Heather Odom, Shelby Jackson, Stephanie Russell, Janet Ruddell, Catherine Vaughan, Tina McCalment, Jamie Little, Gloria Butz, David Huebner, Cole Collier, Nita Musich, Amy Doninger.

Also Present: Sarah Will

Members Absent: Nick Bebout, Kathy Oeth, Jeffrey Smith, Samantha Hadley, Tammy Oliver

- I. Call to Order - Meeting called to order at 2:01 pm by Travis Dickison
- II. Approval of minutes of October 17, 2017 – Catherine Vaughan made a motion to approve minutes, and Will Pool seconded motion. Minutes approved by council.
- III. Officer reports – Travis informed council that the Presidential Search Survey is still active if anyone would like to comment.
- IV. Committee reports-
 - Compensation Study Steering Committee – the committee recently met to finalize the compensation guide. A town hall meeting will be held in December to inform staff of survey findings and next steps. Nothing actionable is expected until at least January.
 - Executive Committee – nothing to report.
 - Employee Relations:
 - Giving Tree ornaments have been distributed and gifts are due back on December 5. Committee is working to find new applicants rather than continuing to help same people each year. Discussion on how to better publicize the event to the USI community followed. Possibilities include publicizing through Archie’s Closet and at the Wellness Fair in the fall. In addition, the council discussed including Sodexo employees in those eligible to participate in the Giving Tree. Shelby Jackson will check on this possibility.
 - ER needs a central storage location to house various items used for yearly events. Currently, committee members store these items in their offices and items are spread out all over campus. Cole Collier mentioned possible space in UC basement. Council members should contact Shelby with any ideas on space.
 - Economic Benefits – Still working on revenue neutral proposals (or nearly revenue neutral):
 - Proposing 100% of sick time payout at retirement as this would affect just a handful of people annually and would not be a large expenditure for the university. This proposal would require a budget request as it is not revenue neutral.
 - Gloria is working on proposal to donate sick pay to employees in need. Gloria reported that after meeting with Andrew Lenhart she feels that once logistics are worked out this is a real possibility. Gloria has reached out to Faculty and Administrative Senates with the idea and they are open to exploring the possibility.

- 30-minute lunch – Travis has drafted a sample contract for use in adjusting an hourly employee’s work schedule. Use of such a form would protect employees in the event that a supervisor agrees to a schedule revision. Discussion followed to determine items necessary in the body of the contract as well as specific scheduling changes which would require use of the form. Sarah Will expressed that the specific purpose of a schedule adjustment should be clear on the form and that the proposed new schedule should not only be helpful to employees but also be logistically viable from an HR/administrative standpoint. Discussion also included how limited the scope of the adjustments should be – are we just focusing on 30-minute schedule adjustments, or would we broaden the scope of scheduling adjustments and use this form much like the current flex schedule form is used for summer scheduling changes? We determined that 30-minute adjustments are the most logistically viable schedule changes. Travis introduced a motion to proceed with an employee schedule revision option and the creation of a contract and Tina McCalment seconded the motion. Motion carried.

- Subcommittees/University committees – nothing to report
- President’s Council/Board of Trustees – nothing to report

V. Unfinished Business – none

VI. New Business – None

VII. Announcements –

- Staff Council is on Facebook – Like Us!
- All SC members are encouraged to sign up to help with Giving Tree gift pickups – sign-up form is located in ER committee folder in Staff Council drive.
- AAA auction coming soon – raised money for scholarships.

VIII. Adjournment – meeting adjourned at 3:02 pm.

IX. Next meeting – Tuesday, December 19 at 2 pm in UCE 2218



Staff Council Meeting Minutes
December 19, 2017 – UC 2218

Members Present: Amy Doninger, Sherry Dockery, Sherry Tynes, Tina McCalment, Nita Musich, Will Pool, Travis Dickison, Tammy Oliver, Danielle Artis, Julie Whorl, Shelby Jackson, Stephanie Russell, Catherine Vaughan, Janet Ruddell, Jamie Little, Samantha Hadley, Kathy Oeth, Cole Collier, Nick Bebout, Gloria Butz.

Members Absent: Vince Frazier, Jeff Smith, Melissa Burch, Heather Odom

- I. Travis Dickison called meeting to order at 2:01 pm.
- II. Approval of Minutes – Council reviewed November meeting minutes. Motion was made by Nick Bebout to approve, 2nd by Nita. Minutes were approved as written.
- III. Officer reports: Travis -
 - In January, Travis will speak with Sarah Will regarding next steps in pursuing the 30-minute lunch option.
 - Travis spoke about the years of service gift options and will suggest that all retirees are automatically ordered a watch, as there was confusion as to whether retirees could receive a watch in addition to the years of service gift.
 - Attendance policy for Staff Council members – Travis will contact members who are at risk of losing their seats on the council due to meeting absences. Travis also reminded members to contact him by email at least 24 hours prior to meetings if we are unable attend.Will, Amy – nothing to report.
- IV. Committee Reports:
 - Compensation Study Steering Committee – will meet tomorrow and set town hall meeting date. The results of the study will hopefully be presented at this meeting. Kathy Oeth mentioned that staff should be notified about this upcoming meeting ASAP as employees are wondering when this meeting will be held (it was originally announced we would meet before winter break). Travis said that the meeting will be announced as soon as it is scheduled.
 - Employee Relations –
 - A new Kindness/Appreciation event is scheduled for early March to coincide with National Employee Appreciation Day. Stephanie Russell is creating a template for employees to create messages to spread kindness and express appreciation to fellow employees.
 - Student worker appreciation week is in February. Website information with suggestions for ways to show student workers our appreciation will be updated, and each department can run with it.
 - Giving Tree was a success as all gifts and one bag of food per family were distributed. Shelby shared just how labor intensive this event is to pull off and believes we may need to change the distribution location to help alleviate the work on distribution days – we are looking at the RFC as an option. Shelby continued by expressing the frustration ER is feeling trying to take care of all Staff Council event staffing, as there is very little council participation outside of the ER committee.

-Archie's Closet signs will go back up on campus in January.

- Economic Benefits-

-Budget Requests: EB would like to put forward a 3% raise for all staff and 100% sick time payout at retirement. Discussion on the raise request included thoughts that the request submission should be postponed until after Lockton's results are announced, and at that time, the request should be made with a qualifier that the 3% is for those not monetarily benefitting from Lockton's proposal. Nick Bebout made motion to table the 3% raise portion of the proposal until the Lockton announcement is made. Tammy Oliver seconded this motion. The vote resulted in all but one council member in favor of temporarily tabling the 3% request. Request will be tabled until Lockton announcement is made. Staff Council voted to approve the 100% sick time payout at retirement proposal.

- Inclement weather discussion – if the university is open but weather prevents a staff employee from traveling to work, the handbook does not address options for employees. Through discussion, we determined that vacation days can be used, but sick days can only be used with supervisor approval.

V. Unfinished Business – none

VI. New Business – Consent Agenda: Bylaws Amendments- Bylaws amendments were approved by council. Mention was made that Employee Ambassadors were not added to bylaws as a subcommittee. Due to the new HR Business partner hire, which will affect the Employee Ambassador program, the bylaws committee decided not to include this in the bylaws. Changes to the bylaws are attached to this document.

VII. Announcements – Cole Collier reported that basement storage area in UC is available for Staff Council storage space. Cole will clean area and it should be ready sometime in January.

VIII. Meeting adjourned at 2:35 pm. Next meeting is January 16, 2018 at 2pm in UC 2218.

	Page
Article I. NAME	2
Article II. PURPOSE	2
Article III. MEMBERSHIP	2
Article IV. OFFICERS	2-3
Section 1. The Officers	2
Section 2. The Elections	2
Section 3. Term of Office	2
Section 4. Filling of Vacancies	3
Section 5. Duties	3
Article V. ORGANIZATION OF STAFF COUNCIL	3-4
Section 1. Representatives	3
Section 2. Elections	4
Section 3. Term of Office	4
Section 4. Filling of Vacancies	4
Section 5. Duties	4
Article VI. MEETINGS	5
Section 1. Regular Meetings	5
Section 2. Special Meetings	5
Section 3. Quorum	5
Section 4. Attendance	5
Article VII. EXECUTIVE COMMITTEE	5
Section 1. Members	5
Section 2. Duties	5
Article VIII. STANDING COMMITTEES	6-7
Section 1. Description of Committee	6
Section 2. Duties	6
Section 3. Special Committees	7
Article IX. PROCEDURES	7
Article X. AMENDMENTS	7

Article I. NAME

The name of this organization shall be the University of Southern Indiana Staff Council.

Article II. PURPOSE

The Staff Council represents the non-exempt staff of this institution. Its purpose is to support the University and assist in making the managerial process more effective by encouraging the enhancement of the work environment and work life of employees, fostering staff involvement in University matters as appropriate, and uphold and strengthen the mission of the University of Southern Indiana.

Article III. MEMBERSHIP

Eligibility for membership in this organization shall be limited to all regular full-time non-exempt support staff employees with at least 90 days of service. Ex-officio, non-voting members will include the immediate past Staff Council chair, those elected as alternate representatives, the president of the University and any other persons so designated by the president.

Article IV. OFFICERS

Section 1. The Officers

The officers shall consist of ~~of the~~ chair, vice chair, ~~and~~ secretary and; ~~past chair shall constitute the Executive Committee.~~

Section 2. The Elections

An annual election of officers shall be held. A majority of eligible Staff Council members need to submit a vote for an election to be valid. All elections shall be by secret ballot, and results of elections are to be kept on file for two years. The Nominating Committee shall review for availability and submit candidate names for the office of chair, which will be elected by eligible Staff Council members at the June meeting. The elected chair will assume duties at the July Staff Council meeting. The election of vice chair, ~~and~~ secretary, and all committee chairs will be held at the July Staff Council Meeting, and will assume duties immediately.

Section 3. Term of Office

The term of an office shall be for one fiscal year (July through June). No elected Executive Committee member shall serve in any office more than two consecutive terms. However, in the event no candidate other than the incumbent, who has served the maximum terms in an office, is willing to stand for election, the Council may vote to suspend the term of office limit and accept a nomination for said incumbent to run for the same office for another term.

Section 4. Filling of Vacancies

In the event an executive officer cannot complete their term, the remaining Executive Committee members shall, with advice and consent from Council, appoint an elected representative from the Staff Council to fill that position to the conclusion of the term.

Section 5. Duties

The chair shall preside at Council and Executive Committee ~~all~~ meetings, ~~appoint replacement chairs for committees~~, act as the official Staff Council representative and, together with the vice

chair and secretary, prepare the annual report to the Council. The report shall be presented by the chair at the last meeting of the term.

The vice chair shall assume the duties of the chair in his/her absence and be prepared to assume the office of chair in the event of a vacancy. In the event the vice chair is unable to assume the duties, a new election will be held in accordance to the existing Staff Council rules. The vice chair also serves as a liaison with all standing committees. The vice chair coordinates the training of new members and committee chairs, prepares placards for new members or members with new titles or roles and assists with other internal council organization, such as preparing binders for members and calendar of meetings and events for the Staff Council website. The vice chair, together with the chair and the secretary, shall prepare the annual report for the council. This report shall be presented by the chair at the last meeting of the term.

The secretary shall record the minutes of all meetings. Approved copies of the minutes will be posted on the Staff Council web page. The secretary will work with the chair, vice chair and committee chairs to schedule rooms for meetings and events. The secretary, together with the chair and the vice chair, shall prepare an annual report for the Council. This report shall be presented by the chair at the last meeting of the term.

Article V. ORGANIZATION OF STAFF COUNCIL

Section 1. Representatives

~~The total number of representatives will be proportionately dependent upon the total number of eligible employees.~~ Staff Council membership shall be limited to a maximum comprised of 20 voting representatives elected from the eligible population. ~~and at least two but No more than five non-voting~~ alternate, non-voting ~~representatives may serve on the Council~~

Section 2. Elections

There shall be an annual election of representatives to be held during the month of May. Nominations for candidates may come from any eligible non-exempt staff and must be forwarded to the Nominating Committee. All benefit-eligible support staff employees with atleast at least 30 days of service may vote for candidates nominated for open seats on the Council. The candidates receiving the highest number of votes shall be Council representatives. The newly elected representatives shall assume their duties -July 1. Election shall be by secret ballot. At least one candidate for each vacancy shall be submitted by the Nominating Committee. The results of the election shall be retained for two years. Candidates not elected for a voting seat, will be considered alternate representatives ranked by the number of votes received. ~~If an elected member resigns, the open seat with its complete term will be offered to the highest ranked alternate.~~

Section 3. Term of Office

The term of office for a representative shall be two fiscal years (July 1 through June 30). A representative may not serve more than two consecutive terms. Any alternate who steps into a relinquished representative's role will serve out that representative's remaining term. The alternate's replacement term will be considered his/her first term. The term of office for an alternate shall be one fiscal year (July 1 through June 30).

Section 4. Filling Vacancies

~~In the event a~~ If an elected representative cannot complete their term, the highest ranked alternate shall be offered that position to the conclusion of the term, ~~provided such appointment conforms to other provisions of these bylaws~~ will fill the open seat and complete the remainder of the term. ~~In the event that there becomes an insufficient number of alternates on the Council,~~ The Nominating Committee, with the guidance of the Executive Committee, ~~in the event of insufficient candidates from the alternate pool,~~ will canvass the affected area for a replacement to serve out the term of the resigning representative recruit and nominate candidates for the Council to elect to serve.

Section 5. Duties

The Council shall serve in an advisory capacity to the administration. All matters appropriate for action shall be submitted in writing to the Staff Council. Proposals for consideration by the Staff Council may be presented by any eligible employee. ~~All proposals must be in written form.~~

The Staff Council shall prepare revisions of the bylaws; serve as a channel of communication between represented areas and the Council; make recommendations on matters of concern to the Council; fill unexpired terms, vacancies and special committees appointed by the chair; supervise Council/committee elections and communicate with new employees.

Article VI. MEETINGS

Section 1. Regular Meetings

The representatives of the Staff Council shall meet at least once a month during the fiscal year at such time and place as the Council approves. All meetings of the Staff Council are open meetings. All alternates are highly encouraged to attend meetings in order to be knowledgeable on Staff Council matters.

Section 2. Special Meetings

The Staff Council may be called into a special session by its Chair. All representatives must be notified in writing, by email or by telephone at least 24 hours prior to a special meeting.

Section 3. Quorum

A majority, (50 percent plus one), of representatives shall constitute a quorum to conduct official business at any regular meeting or special meeting of Staff Council.

Section 4. Attendance

Any Council member who is absent from more than two Council meetings without sufficient cause during any six month period will be removed as a representative. Written or email notification by the Chair to the representative will be given.

Article VII. EXECUTIVE COMMITTEE

Section 1. Members

The Executive Committee shall be chair, vice chair, secretary, ~~and~~ immediate past chair, and standing committee chairs.

Section 2. Duties

The Executive Committee shall arrange all Council meetings, establish committees for research, study and any other legitimate purpose consistent with expressed or perceived interest of the eligible employees at the University, ~~and~~ prepare recommendations on behalf of the Council to the administration, and collaborate with other representative bodies of the University.

Article VIII. STANDING COMMITTEES

Section 1. Description of Committee

Standing committees will be chaired by elected representatives. The number of standing committee members should consist of a minimum of three-seven representatives ~~plus any other eligible employee~~. Representatives, except for the officers, are required to serve on at least one standing committee and may also serve on a subcommittee. The standing committees are as follows:

- a. Economic Benefits
- b. Employee Relations

The Subcommittees are as follows:

- a. Bylaws
- b. Nominating
- c. Web

d. Employee Ambassador

The members of each ~~C~~committee shall elect each a Committee-committee Chair chair, vice chair, and secretary. If the ~~C~~committee ~~c~~Chairperson position becomes vacant, then the Chair with the approval of the Executive committee shall appoint the Committee Chair to serve for the remainder of the fiscal year the committee's vice chair will assume the duties of committee chair and the committee will elect a new vice chair. Each Standing Committee should meet at least once a month. Each Subcommittee will meet as needed.

Section 2. Duties

The Nominating Committee shall prepare a slate of eligible candidates who have consented to serve if elected, and to prepare ballots for the annual election and any other special elections.

The Economic Benefits Committee shall, in consultation with the Administrative staff, review and study matters with economic impact and make recommendations to the Council.

The Employee Relations Committee shall address appropriate matters and other concerns of Staff Council and plan several annual events, including but not limited to, The Giving Tree, Archie's Food Closet, Student Worker Appreciation Week and the Employee Picnic.

The Bylaws Committee shall review amendments to these Bylaws to ensure language, grammar and conformity. The Committee shall also recommend to the Council whether the amendment be approved or denied and give a reason for the recommendation. A recommendation to deny an amendment by the Committee does not prevent the amendment from being considered by the Council. The Committee shall also interpret these Bylaws when questions arise and make recommendations on clarifying amendments.

The Web Committee shall maintain the Council's website and any social media accounts

Section 3.

Special Committees

The ~~chair, with the approval of the~~ Executive Committee, can appoint any special committees as deemed necessary.

Section 4. Authority

a. No standing committee, subcommittee, or special committee of Staff Council, except the Executive Committee, has the authority to act independently of the Council.

b. Committees must receive approval from the Council before finalizing any actionable projects or plans. The Council may grant pre-authorization to act, if needed. If Council approval or pre-authorization is not possible, the Executive Committee must approve the action.

Article IX. PROCEDURES

The Staff Council shall abide by the current edition of *Robert's Rules of Order, Newly Revised*. These rules shall govern the Council in all cases to which they are applicable.

Article X. AMENDMENTS

These bylaws may be amended by a two-thirds majority vote of the total Council, subject to approval by the authorizing body at any regularly scheduled meeting, provided that a written

proposal for the amendment was submitted to the members of the Council at last one week prior to the meeting.

amended: 09/26/01

amended: 06/09/09

amended: 04/20/15

amended: 05/16/17

[amended: 12/19/17](#)



**Staff Council Meeting Minutes
January 16, 2018, UC 2218**

Members Present: Sherry Dockery, Melissa Burch, Will Pool, Travis Dickison, Tammy Oliver, Vince Frazier, David Huebner, Julie Whorl, Stephanie Russell, Catherine Vaughan, Jamie Little, Samantha Hadley, Kathy Oeth, Janet Ruddell, Nita Musich, Cole Collier, Gloria Butz, Tina McCalment, Sherry Tynes, Nicholas Bebout, Amy Doninger. **Members Absent:** Shelby Jackson, Heather Odom, Danielle Artis

- I. Call to Order – Travis Dickison called meeting to order at 2:00 pm.
- II. Approval of December 17, 2017 minutes – Nick Bebout made motion to approve, and Vince Frazier seconded motion. Minutes approved by council.
- III. Officer Reports – Travis: Jeff Smith was removed from Staff Council due to lack of attendance. Travis will be absent from February meeting, and Will Pool will preside in his absence.
- IV. Committee Reports:
 - Compensation Study Steering Committee – The University has scheduled two town hall meetings to present the Lockton study's results along with the university's next steps on January 31. Lockton is also coming tomorrow to campus to discuss the town hall presentations.
 - Employee Relations –
 - Upcoming events include Student Worker Appreciation Week (February 12-16), Employee Appreciation Week (February 26-March 2), and the annual Employee Picnic (date TBD). The Staff Council website will include ideas on ways to thank our student workers as well as fillable PDF templates for employee appreciation certificates that can be printed and given to coworkers. The committee has started work on Employee Picnic planning, and at their next meeting will determine the theme, menu, and date of event. Anyone with ideas for a picnic theme are encouraged to contact an ER committee member. ER is also considering recognizing and honoring Dr. Bennett at the picnic. Nick has offered to draft a resolution to honor Dr. Bennett on behalf of Staff Council.
 - Catherine Vaughan introduced an idea for the university to offer mindfulness training to as a benefit to USI employees. After some discussion, it was determined that to pursue this idea Catherine should contact Amy Miller in HR. David Huebner was interested in the idea as well and offered support in the exploration of this possibility.
 - Economic Benefits – Facility Operations and Planning has revised its attendance policy to include a system to track absences and tardiness. There is employee concern that the university could implement this policy campus-wide. Stephanie Russell briefly explained the new policy and she will provide Travis and Will a copy of the policy to review.
 - Subcommittees/University committees:
 - Bylaws – no meeting, nothing to report

-Nominating committee: Nick reported that Samantha Hadley is now a full member of Staff Council with her term ending at the end of the 17-18 year.

- President's Council/Board of Trustees: nothing to report

- V. Unfinished Business – Travis believes it is an appropriate time to submit the 3% pay increase request to the budget committee and noted that this will keep us in line with Faculty and Administrative Senate salary increase requests. Committee agreed with this, so salary proposal will be submitted.
- VI. New Business – none
- VII. Announcements – none
- VIII. Adjournment – Meeting adjourned at 2:47 pm.
- IX. Next meeting: Tuesday, February 20 at 2 pm, UCE 2218

DRAFT



Staff Council Meeting Minutes
February 20, 2018 – UC 2218

Members present: Shelby Jackson, Sherry Tynes, Amy Doninger, Jamie Little, David Huebner, Melissa Burch, William Pool, Tammy Oliver, Julie Whorl, Heather Odom, Stephanie Russell, Kathy Oeth, Samantha Hadley, Tina McCalment, Janet Ruddell, Nita Musich, Gloria Butz, Sherry Dockery, Catherine Vaughan, Vince Frazier, and Sarah Will. **Absent:** Travis Dickison, Cole Collier

- I. Call to Order – meeting called to order at 2:00 by Will Pool.
- II. Approval of January 16 minutes - motion to approve by Samantha Hadley, seconded by Kathy Oeth. Minutes approved with spelling corrections to committee members' names.
- III. Officer Reports – Nothing to report
- IV. Committee Reports:
 - a. Compensation Study Steering Committee - Town Hall meetings were held and letters sent out to support staff notifying of job classification and salary change if any. HR is meeting individually with employees to address any issues or concerns. Also, FAQs regarding the Lockton study and results are posted on the Support Staff Compensation Study page on the USI website. Council members reported that employees who have been with USI for several years and saw no increase have expressed dissatisfaction with results as well as those who are affected by salary compression, which was not addressed in the study. Sarah Will explained that these complaints will be addressed in 2-3 years, and all increases will be determined by budget availability.
 - b. Executive Committee – committee met last week to discuss bylaws changes – Nita gave more information in her report.
 - c. Employee Relations –
 - USI's Employee Picnic is set for May 23 with a "USI Under Construction" theme. \$6600 is left in SC budget, and all can be used for the picnic if needed. Committee is finalizing catering and creating a Family Feud game, and stressed the need for Staff Council members to be available to run the picnic, as this is a labor-intensive event to pull off. Dr. Bennett will be honored at the picnic, and the council discussed honoring Cindy Brinker. Council will discuss this further at next month's meeting
 - Employee Appreciation event – Heather has a print/email certificate on the SC webpage for employees to share with coworkers to show appreciation. This will be advertised prior to Employee Appreciation Day, which is Friday, March 2.
 - Archie's Closet – Heather Odom reported that after discussing donations and needs with Michelle Hahn, SC will collect hygiene items at the picnic to donate. In the fall, 20 items will be accepted in our Archie's Food Drive, 10 food items and 10 hygiene items. This change is to ensure that items received are items actually wanted and needed by students. Discussion followed on how best to advertise Archie's Closet to students and possibilities of distributing items from the closet in alternate locations.

- d. Economic Benefits – New business: In the future, EB will be looking into the possibility of offering medical and dental benefits for part-time employees as well as tuition reimbursement. Action towards possible changes to travel reimbursements will be tabled indefinitely as the Travel department is in the midst of changes.
 - e. Bylaws – Bylaws committee was asked to address these issues:
 - Removal policy due to lack of meeting attendance for SC members
 - Expectations of council members regarding participation in SC sponsored events
 - Discussion of member removal policy followed, specifically how stringent the wording of this policy should be and the resulting actions SC is committing to by changing the bylaw. Sarah Will provided input regarding choice of wording (“will” vs. “may”). Nita will change wording to and send SC members proposed change prior to March meeting. Council will vote on proposed changes next month.
 - Council discussed need for meeting attendance record keeping. Amy offered to include this in the tasks of council secretary and will create an Excel attendance chart.
 - f. Nominating Committee: Tina McCalment is now committee chair as Nick is no longer a SC member. SC members should encourage coworkers to consider running for a council seat.
 - g. Traffic Appeals – Sherry attended committee meeting and says the committee will now meet regularly as it has not met in quite some time. Sherry suggested the council members look over the USI traffic rules and regulations in the employee handbook.
- V. Unfinished business – none
- VI. New Business – Will presented updated budget request proposal – rather than requesting 100% payout of total accrued sick hours at retirement, SC would instead request 100% of sick time accrued up to 60 days. Discussion followed with Nita making motion to continue with new proposal of 100% of sick time up to 60 days with Vince Frazier seconding. Motion carried, and proposal will be changed and presented next week at budget hearing.
- VII. Announcements – none
- VIII. Meeting adjourned at 3:26. Next meeting is March 20 at 2:00 pm in UC 2218.



Staff Council Meeting Minutes
March 20, 2018 – UC 2218

Members Present: Melissa Burch, Gloria Butz, Cole Collier, Travis Dickison, Amy Doninger, Samantha Hadley, David Huebner, Shelby Jackson, Jamie Little, Heather Odom, Kathy Oeth, Tammy Oliver, Will Pool, Janet Ruddell, Stephanie Russell, Sherry Tynes, Catherine Vaughan, Julie Whorl. **Absent:** Sherry Dockery, Vince Frazier, Tina McCalment

- I. Call to Order – Meeting called to order at 2:02 pm by Travis Dickison.
- II. Guest Speakers – Nancy Lumley and Wendy Summers were unable to attend meeting and will speak with us at a later date.
- III. Approval of February 20 minutes – Heather Odom made a motion to accept the minutes, Shelby Jackson seconded. Minutes approved by council.
- IV. Officer Reports – Travis:
 - Travis thanked Stephanie Russell and Julie Whorl for their help with the Archie’s Closet signs on campus.
 - Our June meeting will include new council members, and Travis will invite our new university president to join us. If the president is unavailable, he or she will visit at a future meeting.
 - Staff Council retreat date is set for July 17. If you have any ideas for a retreat speaker or ideas on topics to be covered, let Travis know.
- V. Committee Reports:
 - Employee Relations - Shelby Jackson
 - Shelby shared that our first Employee Appreciation Day was a success with over 300 certificates sent out. The document itself and the process for sending certificates needs some tweaking before next year’s event.
 - May 23 is Employee Picnic date. Heather is creating a promotional flyer. Ice cream bar still being worked out with Sodexo. The committee feels we should not single out any retiree to honor at the picnic as this sets a precedent for future picnics. Council agreed with this decision.
 - Economic Benefits – David Huebner
 - David briefly reviewed minutes of EB’s March meeting, pointing out that the bookstore can now print logo wear and will be forming an advisory committee that will include support staff.
 - Subcommittees/University committees –
 - Nominating – Travis Dickison
 - Travis shared that as Nita Musich is now classified as administrative staff, she will no longer be a part of Staff Council. As she was serving on the committee as past chair, no replacement is needed.
 - Staff Council Election is May 7-14. Four weeks of nominations will precede the election along with a week for OPRA to set up the ballot. We have 13 open seats and 5 alternate positions. Please encourage coworkers to consider running for election.

-Employee Ambassadors – Travis met with Natalie Rascher, new HR Business Partner. Her plan is to develop a mentorship program in the fall that would assist with orientation/onboarding of new employees. This program would likely eliminate the need for Employee Ambassadors. David Huebner mentioned that our auto-generated Banner email notifications regarding new employees have been empty Excel sheets for quite some time although we have new employees, and Shelby explained that new employees are not always entered into this program in a timely manner.

VI. Unfinished Business – Catherine Vaughan contacted Amy Miller in HR regarding the possibility of the university offering mindfulness training as an employee benefit. Amy responded that the topic was discussed by HR but due to current workload would not be offered to employees at this time. Amy suggested those interested could contact the Counseling Center as a mindfulness program is in place through the RFWC.

VII. New Business –

- Amendment to the Bylaws – Bylaws Committee:
 - Council discussed the language and intent of amendment to Article VI, Section 4: Attendance and Participation. Committee agreed that the change, which shifts the decision to remove a member from the Executive Committee to the full council, is a good idea. Council voted unanimously to accept bylaws amendment.
- Proposal for 30-minute lunch:
 - Travis presented the proposed 30-minute lunch option for support staff. Discussion followed regarding permanency of the policy and the wording “The standard meal period shall be for one hour and be unpaid.” As some work groups on campus have a standard 30-minute lunch, such as some facilities employees, Travis has decided to rework the proposal and then review changes with the council.

VIII. Announcements – none

IX. Adjournment – meeting adjourned at 2:58. Next meeting is Tuesday, April 17 at 2 pm in BE 3024 (Romain Boardroom)



Staff Council Meeting Minutes
April 17, 2018 – BE 3024

Members present: Melissa Burch, Gloria Butz, Travis Dickson, Sherri Dockery, Amy Doninger, Vince Frazier, Samantha Hadley, David Huebner, Shelby Jackson, Tina McCalment, Kathy Oeth, Tammy Oliver, Will Pool, Sherry Tynes. **Absent:** Cole Collier, Jamie Little, Heather Odom, Janet Ruddell, Stephanie Russell, Catherine Vaughan, Julie Whorl

- I. Call to Order – meeting called to order at 2:00 by Travis Dickson.
- II. Approval of Minutes – motion to approve March 20 minutes made by Shelby Jackson, second by Sherry Tynes. Minutes approved as written.
- III. Officer reports – Travis:
 - Travis is planning the July 17 retreat. Please contact him with ideas for keynote and guest speakers as well as ideas for any activities for the council and recommendations for food (will be catered).
 - The vote for our next university president and its announcement is this Thursday, April 19.
 - All committee chairs should have year-end reports ready in June.
- IV. Committee Reports:
 - Employee Relations – Shelby reported that employee picnic planning continues. Sign-up sheet for SC volunteers to work stations at picnic is located in the shared drive and is being passed around at today's meeting. All SC members need to help at stations and with setup and tear down if possible. Also, Sherry Tynes is continuing her work on USI Feud for the picnic. She has created student questionnaires with the information gathered to serve as questions and answers for the game. If you have students that can help us by filling out the questionnaires please get them from Sherry and return to her completed by Friday, April 20.
 - Economic Benefits – David mentioned that EB is discussing ideas for next year's budget proposal including offering sick leave incentives that would encourage attendance.
 - Nominating – We have 13 open Staff Council member and 5 alternate positions to fill at our upcoming election. Please encourage co-workers to run for a seat on the council and have them contact Tina McCalment if they have questions about running for Staff Council.
- V. Unfinished Business – 30 Minute Lunch Proposal: Travis presented latest version of the proposal. After council discussion, it was determined that wording should state that any change in schedule cannot affect employee's eligibility to receive benefits. Also, first sentence of proposal will include wording similar to "at least 30 minutes and not to exceed 1 hr." Council unanimously voted to approve proposal with these changes.
- VI. New Business - Staff on University Committees Resolution: Travis presented new resolution. According to Support Staff Survey results, support staff has great interest in serving on University Committees if given the opportunity. Travis has found many university

committees that could potentially benefit from support staff inclusion. Travis feels that including staff would not only provide us with valuable experience, but these committees would also benefit from our knowledge and point of view. Currently only five university committees allow staff to participate. Council unanimously voted to approve resolution. Travis will bring this forward to President's Council.

VII. Announcements – none

VIII. Adjournment – meeting adjourned at 2:45.

Staff Council
Resolution

More Support Staff Appointments to University Committees

WHEREAS, There are thirty-five standing University Committees and countless more search and other ad hoc committees;

WHEREAS, The following committees, councils, and boards include faculty and/or administrator appointments but no staff appointments: Alumni Advisory, Banner Operations, Career Services and Internships Advisory, Data Governance, Endeavor Awards, Endowment for New Harmony Studies, Executive Enrollment Management, Honorary Degree, Information Technology Advisory, Personal Development Advisory, Student Disability Advisory, Student Financial Assistance Advisory and Appeals, Student Publications, and University Athletics;

WHEREAS, While there are fourteen non-academic committees that have no staff appointments, there are only five committees which do reserve at least one appointment for support staff;

WHEREAS, Committee appointments are valued by faculty and administrators to improve their credentials and advance their careers;

WHEREAS, Broad participation on committees can connect colleagues that might not normally work together and improve relationships across campus; and

WHEREAS, Support staff were asked the question “Would you be willing to serve on a University committee if you had the opportunity to do so?” during the 2017 Employee Survey with 82.6% of respondents answering “definitely” or “maybe”; therefore be it,

RESOLVED, Staff Council asks that more support staff to be appointed to University Committees by naming a support staff employee as one or more required appointees;

RESOLVED, Staff Council encourages search committee chairs to also consider a support staff appointment and asks for Human Resources’ support in encouraging staff appointments; and

RESOLVED, Staff Council encourages support staff appointments be made for all non-academic ad hoc, study, planning, or otherwise temporary committees.

Approved by Staff Council during its regular meeting on April 17, 2018, to be presented to the President's Council for consideration.

Proposal

Allow support staff to opt-in to take a 30 minute lunch instead of one hour

Current University Handbook Policies:

There are currently no policies on meal periods. We believe this proposal does not fall under Item E.8: Overtime and Compensatory Time (page 214) because a requested change to the employee's meal period would be permanent. The employee would still work 37.5 hours per week to qualify for benefits.

State and Federal Law:

There are no federal¹ or Indiana² laws dictating the amount of time an adult employee is required, or entitled, to take for lunch.

1 <https://www.dol.gov/general/topic/workhours/breaks>

2 <https://www.dol.gov/whd/state/meal.htm>

Desire for Change:

In the 2017 Employee Survey, support staff were asked the question, "If the option was available, would you prefer to take a 30 minute lunch break to have a shorter work shift?" The responses allowed for "yes" or to specify if they are only interested if their shift could be change at the beginning or end. 59.1% of respondents answered with either yes or a qualified yes. The full data is as follows:

		Frequency	Percent	Valid Percent	Cumulative Percent
Valid	1 Yes	52	9.2	30.4	30.4
	2 Yes, but only if I could arrive later	3	0.5	1.8	32.2
	3 Yes, but only if I could leave earlier	46	8.2	26.9	59.1
	4 No	38	6.7	22.2	81.3
	5 Not sure	32	5.7	18.7	100.0
	Total	171	30.3	100.0	
Missin	System	393	69.7		
Total		564	100.0		

Proposed Amendment to the University Handbook:

Meal periods

The length of the standard meal period for an employee shall be set by each department, be unpaid, and be at least 30 minutes not to exceed 1 hour.

A support staff employee may request to change the length (30 minutes or 1 hour) of their unpaid meal period. The request shall be made in writing and approved by the employee's supervisor and department head. Only the employee may request to change their meal period. The change cannot be made by the employee's supervisor or other University administrator alone unless the change is made for the entire work unit.

The approved change of the meal period must also include the employee's new work schedule. Any change cannot increase or decrease the employee's working hours that would make the employee ineligible for benefits.

The employee should expect any requested change to their meal period to be permanent. They are allowed to change back but should not do so frequently nor with the intention of only using it a short amount of time. If the change is for a temporary amount of time, the employee and supervisor should consider Section E.8, Compensatory Time instead.



Staff Council Meeting Minutes
May 15, 2018 – UC 2218

Members Present: Melissa Burch, Gloria Butz, Cole Collier, Travis Dickison, Sherry Dockery, Amy Doninger, Samantha Hadley, David Huebner, Shelby Jackson, Jamie Little, Tina McCalment, Heather Odom, Kathy Oeth, Will Pool, Janet Ruddell, Stephanie Russell, Sherry Tynes, Catherine Vaughan, Julie Whorl, Sarah Will

Members Absent: Vince Frazier

I. Call to Order – Travis Dickison called meeting to order at 2:01 pm.

II. Approval of Minutes – Shelby Jackson made motion to approve April meeting minutes, Sherry Dockery 2nd. Minutes approved by consensus.

III. Officer Reports –

- Travis reminded committee chairs to turn in year-end report to him as soon as possible.
- At our June meeting, we will elect the council chair for the 2018-19 year.
- Please submit any questions you would like to see included in the next support staff survey to Travis by June 1.
- Steve Bridges has received the 30-minute lunch proposal. Travis has also submitted the university committee appointment resolution, and Dr. Bennett was very receptive to the proposal.
- Dr. Rochon has been invited to next month's Staff Council meeting.
- Volunteer USI – Caylin Blockley would like to include Staff Council's volunteer hours spent on Staff Council activities in the volunteer total for the University. Amy agreed to compile our hours and submit them to Caylin.
- Join us in HP 2023 on Friday the 18th to practice the Family Feud game prior to the picnic.

IV. Committee Reports:

- Employee Relations –
 - Employee Picnic is next Wednesday, June 23, and Travis Dickison will serve as the MC for our USI Family Feud game. Set-up for the picnic is next Tuesday the 22nd from 2-4 in Carter Hall.
 - Staff Council has been approached to sponsor a blood drive on June 26. Council discussed the lack of committee members to serve as volunteers and how that would impact the drive. Travis will contact Administrative Senate and ask them to co-sponsor drive with us.
- Economic Benefits –
 - Human Resources is looking at forming a committee to examine our evaluation process that may include supervisors and support staff.
 - The committee is looking at the following situation brought to ER's attention regarding an employee issue with salary compensation. At the time of hire, a new employee received paperwork stating there would be a pay increase after 90 days but did not receive the increase, as the 90-day increase has been removed from new hire packages because of the salary adjustments made as a result of the Lockton study. Apparently, this employee's hiring process fell during a time when old policy was being phased out

and new policy implemented. After bringing this to HR's attention, the new employee was denied the salary increase. Discussion followed regarding the need to investigate to see if multiple employees experienced the same issue, as Cole Collier is aware of another instance of this happening with a new hire. Sarah Will suggested bringing the issue to Andrew Lenhart or Steve Bridges. Travis said that he and Vince Frazier would approach Andrew with this situation.

- Nominating Committee – Election results were presented to the council. New members will be invited to our June meeting and to our July retreat. Tina expressed the need for more alternates to serve on the council. If council members know of anyone interested in serving, forward their information to Travis.

V. Unfinished Business – none

VI. New Business – None

VII. Announcements – None

VIII. Meeting adjourned at 2:42 pm. Next meeting is Tuesday, June 19 at 2 pm in UC 2218.



Staff Council Meeting Minutes
June 19, 2018 – UC 2218

Members present: Catherine Vaughan, Melissa Burch, Michelle Herrmann, Bryce Anker, Terri Alvey, Julie Whorl, Lisa Wulff, Susan Clouse, Michelle Hahn, Shelby Jackson, David Huebner, Stephanie Fifer, Heather Odom, Gloria Butz, Travis Dickison, Will Pool, Jamie Little, Sherry Dockery, Amy Doninger.

Absent: Janet Ruddell, Cole Collier, Sherry Tynes, Stephanie Russell, Tina McCalment. **Guest:** Melody Lemberg.

- I. Call to Order: Meeting called to order at 2:01 by Travis Dickison.
- II. Approval of May 15 minutes – Shelby Jackson made a motion to approve the minutes, 2nd by Jamie Little. Minutes approved by consensus of council.
- III. Officer Reports:
 - Travis reported that new chair will add new members to the shared drive and take care of email access for those needing access.
 - Travis presented to Dr. Rochon our request for increased support staff representation on university committees. Provost Search committee will soon be forming – if you would like to recommend someone for this committee let Travis know.
 - Dr. Rochon is interested in changing current Support Staff Performance Awards, possibly creating categories for multiple awards. Any thoughts or ideas on this should go to Travis.
 - Blood Drive is June 26. Spread the word and volunteer to help.
- IV. Committee Reports:
 - Executive Committee – Year-end report will be ready soon.
 - Employee Relations – Shelby and Heather shared thoughts from ER's last meeting regarding restructuring the ER committee and creating multiple committees. Rather than having one committee to oversee every SC event, Giving Tree and Employee Picnic would each have their own committee to coordinate its event. ER would exist to handle smaller events including Employee Appreciation Week, Student Worker Week, and Pumpkin Decorating Contest. Archie's Closet would be given back to the Dean of Students office (Archie is a line item for DOS), ideally with a university committee created to support it. Economic Benefits committee would continue. These changes would require less of a time commitment for committee members and would allow for events geared towards university employees to receive more focus. To implement these changes, the SC bylaws would need to be changed. If anyone has comments or questions about proposed changes, direct them to Travis, Heather Odom, or next year's chair.

- Economic Benefits – David discussed EB’s updates on Lockton study – Human Resources is forming a committee to examine the evaluation process used to determine merit increases. Training of evaluators and the annual review of job descriptions will require a formal process to be developed. Steve Bridges will be at our SC retreat in July, so this will be a good time to discuss the various next steps in this process, such as bringing

salaries to market midpoint. David also reported there is no new information on the new hire/90-day pay increase issue. Steve Bridges has been given the 30-minute lunch proposal – this will be an item of discussion at our retreat.

- Employee Ambassadors – Travis will speak with Natalie Rascher, HR Business partner, to see where she is on development of a new program.
- President’s Council – Council had final meeting with Dr. Bennett. Dr. Rochon will continue the council.

V. Unfinished Business – Discussion of breakfast for retreat – sign-up sheet for food was circulated to the council.

VI. New Business:

- Members leaving the council were recognized and presented with a certificate.
- Melody Lemberg was presented as a candidate for Alternate Representative (3rd). Council unanimously approved her appointment.
- Support Staff Performance Award – after reading nomination letters, council voted by secret ballot for award recipient.
- Election of 2018-19 chair – Heather Odom and Will Pool were nominated as candidates for chair. After a tie vote 7-7, council decided to allow absent members to vote to break the tie. Absent members will be contacted by Travis via email with statements by both candidates and will reply with their vote.

VII. Announcements – none.

VIII. Adjournment – meeting adjourned at 3:14 pm. Next meeting: July 17 at 8:45 am in HP 1006.