Staff Council Meeting Minutes
Thursday, March 19, 2009 – 11:00 a.m.
206 Martin Luther King Hall

Members Present: Mike Downey, Mark Friedman, Wanda Harper, Dan Sommerer, Cindy Borgwordt, Loretta Merriweather, Terry Blank, Leslie Cross, Greg Dudenhoeffer, Bill O'Day, Kandy Campbell, Betty Kemna, Steve Rackers, and John Meyer

Members Absent: Ruby Stewart, Kennette Herndon, Barb Melloway, Greg Brower, Dave Hall, Mark Worthen, Stacy Phillips

A group photo of all representatives present was taken by Sherrey Young, Marketing Specialist with University Relations.

1. Call to Order

The meeting was called to order by Mike Downey, chair

2. Approval of the February 12, 2009 Meeting Minutes

Motion to approve the minutes was made by Cindy Borgwordt
Motion 2nd: Leslie Cross
The minutes were approved as submitted

3. Reports

- **Mike Downey, chair**
  A. An ad hoc committee chaired by Stacy Phillips will be looking at the university policy on summer work hours. The committee is using the ANGEL system for a staff discussion on the topic.

  Report filed with the secretary

- **Ruby Stewart, chair, Professional Development & Orientation Committee**

  No report given

- **Greg Dudenhoeffer, chair, Nominations & Elections Committee**
  A. The confirmed dates for the election are:

  Nomination period: March 4-18, 2009
  Publication/Notification of Staff of candidates: March 19, 2009
  Election: April 1-7, 2009
  Paper ballots voting: April 6, 10:00-2:00 at the Library in Room 100.
  Winners announced at Staff Council meeting on April 9th.

B. Candidates list are:

Candidate	Election Area	Job Classification
Mark Friedman	Job Classification	AD
Loretta Merriweather	Job Classification	AS
Tamara Hartley	Classification	AS
Dan Sommerer	Job Classification	PS
Constance Bearnes	Job Classification	PS
David Hall	Job Classification	S&M
Tim Taylor	Job Classification	S&M
Leslie Cross	Job Classification	TP/SC
Lantie Basinger	Job Classification	TP/SC
Stacy Phillips	Representative at-Large	PS
Mark Worthen	Representative at-Large	PS
Robert Channer	Representative at-Large	TP/SC
Christina Huskey	Representative at-Large	AS
Amy Butzer	Rep. At-Large	AS

The communication committee will be responsible for publishing this list and the election information.

C. I want to make a special mention of Julie Pappenfort who is doing most of the work on votenet software.

Report filed with the secretary

- **Kandy Campbell, chair, Communications Committee**

The Communications Committee met on February 24.

A. Planned the Meet and Greet for March 31 at 11 am in Memorial Hall
The invitations were sent on the listserv yesterday. An individual invitation will be sent to new staff members and those who are running for Council Representative.

The committee decided on this date to encourage participation in the upcoming election. We also decided to ask Staff Council Representatives to bring cookies or finger snacks rather than spend the $75 from our limited budget. The Communications Committee will take care of drinks and the set-up for the event. If you volunteered to bring snacks please get them to me by 10 a.m. on the 31st.

We are asking all Staff Reps to attend and wear nametags if you have one. We will have peel off labels for our guest, the Staff Council info brochure, and sample ballot with election information.

B. The committee discussed designing a Staff Newsletter that could be distributed at the Fall Faculty Staff Institute. Committee members were asked to consider items that this newsletter would feature and bring their ideas to our next meeting.

Report filed with the secretary

- **Mark Worthen, chair, Bylaws Committee**

  No report given

- **Terry Blank, chair, Policies & Procedures Committee**

A. The Policies and Procedures Committee of the Lincoln University Staff Council was given the tasks of:

1. Summarizing the results of a survey conducted by an ad-hoc committee of the Staff Council regarding the pay schedule for employees, specifically hourly employees.
2. Summarizing list serve discussion regarding this issue.
3. Making a recommendation to the Staff Council regarding the pay schedule.

B. These tasks were based on concern about the long waiting period of up to six weeks for new hourly employees if they start at the begin employment on the 1st of one month and not getting their first check until the 15th of the following month. This issue had been presented at Staff Council Meetings of July 10 and November 13, 2008.

C. Following discussion, the Policies and Procedures Committee has the following recommendation to make to the Lincoln University Staff Council:

The Policies and Procedures committee does not recommend a change in the pay cycle for Lincoln University staff employees at this time because of the undue burden it would place on the payroll, human resource and other affected offices as well as the cost it would bring to the university. However, the committee does recommend that the university consider a one-time pay advance system for the affected new hires. This pay advance system would be only for hours already completed.

Dan Sommerer moved that the council accept the recommendation as submitted and forward to President Mahoney. 2nd Steve Rackers

Greg Dudenhoeffer moved that the recommendation be reworded to ask that the university adopt the bi-weekly pay cycle as soon as fiscally responsible. No second. Motion denied.

The recommendation was approved with a vote of 11 yea and 3 nays.

Mike Downey will forward the recommendation to President Mahoney.

Report filed with the secretary

4. New Business

- **Bob Channer: A Taste of Lincoln**
  Bob Channer presented information about a plan to establish a community festival on our campus that will benefit Lincoln and the community. They are in the planning stages and will need the help and cooperation from all areas of the campus.

- **Steve Rackers: Energy Conservation Proposal**
  Steve Rackers talked about the things all of us can do to cut down the University's energy use and ask that we spread the word. The simple act of turning lights off in our offices and classrooms when not in use, turning thermostats down/up when we leave for the weekend or vacations, and turning computers and printers off in the evenings could make a big difference on the energy we use in a year.

  Steve emphasized SAFETY is still the priority when it comes to the light usage and did not want us turning lights off when it could compromise safety.

  Some suggestions to help spread the word included:
  - Create posters that would remind people to turn off lights and computer equipment.
  - Post reminders on UR on Thursdays/Fridays

5. Closing Comments

Next meeting Thursday, April 9, 11 a.m. in 206 MLK

Greg Dudenhoeffer moved to that the meeting be adjourned. 2nd: John Meyer
Meeting adjourned at 12:00 p.m.

Submitted by
Kandy Campbell
Secretary
Staff Council
4/7/09 (approved 4/9/09)