Staff Council Monthly Meeting Minutes
Thursday, July 10, 2008 - 11 a.m.
Memorial Hall

Members Present: Mike Downey, Mark Friedman, Ruby Stewart, Wanda Harper, Dan Sommerer, Kelley Sturgis, Kennette Herndon, Barbara Melloway, Loretta Merriweather, Terry Blank, Mark Worthen, Leslie Cross, Greg Dudenhoeffer, Clint Henry, Greg Brower, Bill O'Day, Kandy Campbell, James Howard, Becca Mickels, Stacy Phillips, Steve Rackers

Members Absent: Not a single soul ☺

1. Call to Order

The meeting was called to order and roll call taken by Mike Downey, chair.

2. Approval of the June 12, 2008 Meeting Minutes

Motion to approve the minutes was made by Ruby Stewart
Motion 2nd: Mark Friedman
The minutes were approved as submitted

3. Reports

- **Mike Downey, Chair**

  Board of Curators

  I appeared before the LU Board of Curators and gave the report I submitted last month to the Council.

  Fall Institute

  The next Staff Council is scheduled during the Fall Institute. The meeting has been rescheduled for **Friday, August 15 from 10:30-11:45**. Prior to that meeting, the Staff Council Meet and Greet has been scheduled from 10:00 to 10:30. As chair, I have been put on the agenda during the first session on Thursday. I will at that time invite everyone (especially new staff) to come to the Meet and Greet and to get set up on the listserve.

  Resignation

  Kelley Sturgis, Professional Staff Representative and Vice Chair of the Council, has submitted her resignation. Kelley is taking a faculty position at Lincoln. Her appointment begins August 14. I have asked her to remain on the Staff Council until that date. According to the Bylaws, the Nominations Committee needs to submit a recommendation to me to fulfill the remaining of the term. The Nominations committee also needs to organize a special election from current members for the next meeting to fill the vice chair position.

  Budget

  We do have a budget, and right now, I am the only person with authority. We have to go through the president's office to spend it.

- **Ruby Stewart, Chair, Professional Development and Orientation Committee**

Stewart announced the following membership for the PDOC:
Loretta Merriweather, Natural Sciences, Mathematics and Technology
Barb Melloway, Fine Arts, Communications and Journalism
Joan Deboe, Office of Controller
Bettye Driver, Sponsored Research
Cynthia Scroggins, Human Resources
Jamere Brown, Center for Teaching and Learning
Complete report attached and filed with the secretary

- **Greg Dudenhoeffer, Chair, Nominations and Elections Committee**

Dudenhoeffer announced the following membership for the NEC:
Kennette Herndon, Student Support Services
Kelley Sturgis, Center for Academic Enrichment
Mark Friedman, Physical Plant/Building and Grounds
Laura Enomoto, Public Safety
Julie Pappenfort, Student Union
Complete report attached and filed with the secretary

- **Kandy Campbell, Chair, Communications Committee**

Campbell announced the following membership for the CC:
Kennette Herndon, Student Support Services
Christopher Sutton, Student Affairs
Diane Morgan, Center for Academic Enrichment
Irasema Steck, Graduate Studies
Alfred Robinson, Financial Aid
Complete report attached and filed with the secretary

- **Mark Worthen, Chair, Bylaws Committee**

Worthen announced the following membership for the BC:
Randy Hill, Institutional Planning
Mary Ann Davenport, Education
Stacey Phillips, Enrollment Management and Student Success

- **Terry Blank, Chair, Policies and Procedures Committee**

Blank announced the following membership for the PPC:
Melinda Downey, Computer Science, Mathematics and Technology
Andrew Erb, Cooperative Extension and Research
Inas El-Sayed, Library
Cindy Borgwordt, Cooperative Research
Jim Marcantonio, Human Resources
Steve Rackers, Physical Plant
Complete report attached and filed with the secretary

- **Becca Mickels, Chair, Special Events Committee**

Mickels announced the following membership for the SEC:
Tisha Huffer, Design and Construction
Melinda Downey, Computer Science, Technology, and Mathematics
Dana Glauner, Library
Sue O'Day, Building and Grounds
Treaka Young, Paula J. Carter Center
Bob Channer, Extension and Research
Complete report attached and filed with the secretary

4. Old Business

- **Budget: The Staff Council has an approved budget of $200 for FY 2009**
  Greg Dudenhoeffer made a motion that procedurally the vice chair of the council be responsible for the budget and reporting expenses to the council.
  Motion 2nd: Kelley Sturgis
  Approved

- **Ex-offico Member: Is the council chair required to serve as an ex-offico member on all council committees according to *Robert's Rules*?**
  Item tabled until Parliamentarian, Mark Worthen can do further research.

5. New Business

- **Staff Council Procedures: The procedures that guide our actions on issues not detailed in our formal bylaws.**
  Chair, Mike Downey charged the Policies and Procedures committee with drawing up a draft of *Staff Council Procedures* for the councils review.

- **Pay schedule for hourly employees: Hourly employees are paid in the middle of the month for the preceding month's work. Therefore, if an hourly employee starts work on the first day of the month they will have been on the job for up to six weeks before receiving a paycheck. This procedure seems to create an unnecessary hardship for hourly employees.**
  Chair, Mike Downey asked for volunteers to form an ad-hoc committee to research this issue and other related issues for hourly employees and report their findings to the council. The volunteers are: James Howard, Chair; Bill O'Day, and Clint Henry

- **Sick Leave Share Plan: A policy which allows employees to share accumulated sick leave days with co-workers suffering from serious illnesses or injuries.**
  Kelley Sturgis volunteered to research the different models of share plans and talk with persons who may have relevant information and report back to the council.

- **Employee withdrawal process: The process for an employee, who is leaving their position with the University, whether voluntary or in-voluntary, requires completing a form which has about a 1,000,000,000 signatures on it.**
  Kennette Herndon made a motion that an ad-hoc committee be formed to research this process and make a recommendation that would streamline this process and still protect the University's interest.
  Motion 2nd: Barbara Melloway
  Approved

- **Summer work schedule**
  Tabled until next meeting

5. Adjournment

- Kelley Sturgis made a motion that we adjourn, Barb Melloway 2nd the motion, motion approved.
- Meeting adjourned at 11:55 am

Submitted by
Kandy Campbell
Secretary
Staff Council
7/16/08
approved 8/15/08