

Staff Council Monthly Meeting Minutes
Friday, August 15, 2008 – 10:30 a.m.
206 Martin Luther King Hall

Members Present: Mike Downey, Ruby Stewart, Wanda Harper, Kennette Herndon, Barbara Melloway, Terry Blank, Mark Worthen, Leslie Cross, Greg Dudenhoeffer, Greg Brower, Bill O'Day, Kandy Campbell, and Becca Mickels

Members Absent: Mark Friedman, Dan Sommerer, Loretta Merriweather, Clint Henry, Stacy Phillips, and Steve Rackers

1. Call to Order

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

2. Approval of the July 10, 2008 Meeting Minutes

Motion to approve the minutes was made by Becca Mickels

Motion 2nd: Barb Melloway

The minutes were approved as submitted

3. Reports

- **Mike Downey, Chair**

Downey reported that he has attended several of the Staff Council committee meetings and is certain we have the right people in the right place.

Downey will submit a report for the Board of Curators meeting in September and that will be shared with the Council during the September meeting.

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

Stewart reported the PDOC met on Tuesday, August 5 in Page Library. Joan DeBoe volunteered to serve as recording secretary for the committee.

The committee established a vision, which is outlined in the attached report.

The committee will review the employee mentoring material prepared by the transition PDOC committee and discuss at their next meeting.

The PDOC will meet again on Tuesday, September 9 in 105 Young Hall.

Complete report attached and filed with the secretary

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

Dudenhoeffer reported the terms for committee members as follows:

Mark Friedman and Julie Pappenfort: 2009

Kennette Herndon and Kelley Sturgis: 2010

Greg Dudenhoeffer and Laura Enomoto: 2011

The committee has established a process for filling vacant Staff Council seats and enacted such for the replacement of Kelley Sturgis. A name was forwarded to the Chair.

The committee discussed and established a process for the Vice Chair election to be held after Sturgis's replacement has been named.

The NEC will meet again on August 27 at 11 am in room 303 Founders Hall.

Complete report attached and filed with the secretary

Downey announced that Cindy Borgwordt would be the new Staff Council representative to fill seat vacated by Kelley Sturgis.

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

Campbell reported that the CC met twice in the past month and accomplished the following:

- * Updated the Staff Council webpage
- * Established the new procedure for adding staff to the listserv
- * Created an informational brochure to be distributed to new staff employees
- * Discussed guidelines for the work of the committee as well as communication guidelines for the business of the Council

The first guideline that the committee wants to establish is as follows:
All Staff Council business to be communicated to the staff and/or university community, regardless of media (listserv, posters, flyers, snail mail) shall be submitted to the Staff Council secretary for review.

Complete report attached and filed with the secretary

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

Worthen reported terms of committee members as follows:

Mark Worthen: 2009

Stacy Phillips and Mary Ann Davenport: 2010

Randy Hill: 2011

There are currently two open seats on the Bylaws Committee.

The BC is currently discussing the following:

- * Number of members on Staff Council standing committees

* What needs to be added/subtracted or amended in the Bylaws?

The BC will meet again on August 29, 2008.

Complete report filed with the secretary

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

Blank reported that the PPC met to discuss the committee's charge: develop policies and procedures for the Staff Council.

The committee decided to compile guidelines and requested that each Staff Council committee chair submit guidelines to the PPC for their respective committee. Once the PPC has received the guidelines submitted by the committee chairs they will present them to the Council for review.

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

Mickels reported the SEC has met three times in the past month and worked on the following:

The SEC agreed to assist the Admissions Office staff with the Lincoln University Festival/Carnival planned for May 2, 2009.

Created draft of policies for the SEC and submitted them to the PPC

Scheduled Blue Tiger Staff Bingo to begin during the second week of classes

Researched several possibilities for special events and began planning activities for Homecoming, including: Staff Spirit Week, fundraising activity, and staff float.

The SEC will meet on Tuesday, September 9 at 11 am in 307 Young Hall.

Special Events Committee motion made by Mickels: SEC needs \$20 to purchase prizes for Staff Council Bingo. Motion 2nd by Terry Blank and approved

Complete report attached and filed with the secretary

- **Bill O'Day, Chair, Ad hoc committee on hourly employee issues**

O'Day reported that conversion to bi-weekly pay schedule is in the long-range planning for the University and will affect all employees. The committee would like to do a survey to determine staff employee's preferences on this issue.

Cindy Schmidt explained that this type of conversion would involve several departments, systems, and methods. It also requires all employees being enrolled in direct deposit.

Several in attendance expressed the need to find a solution to the immediate problem for hourly employees in maintenance that would not be hindered by technology.

Cindy Borgwordt made a motion that the topic be distributed via the listserv. Additionally, a drop box will be placed in the physical plant to allow staff members in this department to share their comments.

2nd Barb Melloway, approved

Downey appointed Annette Driver to this committee, to replace James Howard, and asked her to assist O'Day and Henry in preparing the survey.

4. Old Business

- **Employee withdrawal process**

Downey appointed the following to the ad hoc committee to review and make a recommendation to the council on the employee withdrawal process:

Barb Melloway, chair

Greg Brower

Tamala Norforth

- **Summer work schedule**

What does the staff prefer? Some states have moved to four day work week year around. Some feel the four day work week schedule places undue burden on staff with small children because of daycare issues.

Motion made by Cindy Borgwordt to place this topic on the listserv

2nd by Barb Melloway, approved

Downey appointed the following as ad hoc committee for this topic:

Kennette Herndon, chair

Nick Edwards

Beth Nolte

Becca Mickels

5. New Business

- **James Howard, Representative At-large, resignation**

James Howard has taken a position with the bookstore and has resigned as a Staff Council representative. Downey asked Greg Dudenhoeffer, chair of the Nominations and Elections Committee to prepare a list of replacement names for Howard's seat.

- **Dining options on campus**

Cindy Borgwordt moved that the item be tabled until our next meeting.
2nd Terry Blank, approved

6. Adjournment

- Leslie Cross moved that the meeting be adjourned, 2nd Barb Melloway, approved
- Meeting adjourned at 11:30 am

Submitted by
Kandy Campbell
Secretary
Staff Council
8/25/08
approved 9/18/08