Staff Council Monthly Meeting Minutes Thursday, September 18, 2008 – 11:00 a.m. 206 Martin Luther King Hall

Members Present: Mike Downey, Mark Friedman, Dan Sommerer, Kennette Herndon, Barbara Melloway, Terry Blank, Mark Worthen, Leslie Cross, Greg Dudenhoeffer, Kandy Campbell, Becca Mickels, Stacy Phillips, and Steve Rackers

Members Absent: Ruby Stewart, Wanda Harper, Cindy Borgwordt, Loretta Merriweather, Greg Brower, Clint Henry, and Bill O'Day

1. Call to Order

The meeting was called to order by Mike Downey, chair. The roll was called by Kandy Campbell, secretary.

2. Approval of the July 10, 2008 Meeting Minutes

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

3. Reports

Mike Downey, Chair

Downey presented the attached report at the September Board of Curators meeting. Downey is soliciting membership for university committees and asked that you let him know if you were interested in serving on a university committee. Downey reminded us to be sure and complete the pay schedule survey no later than September 30.

Downey reviewed the process for getting items on the agenda. He stated that items should be submitted to any member of the executive committee. The Executive Committee meets a week before every council meeting to establish the agenda.

NOTE: The Executive Committee consist of the Staff Council Officers and all Committee Chairs. The current members of the Executive Committee are: Mike Downey, Greg Dudenhoeffer, Mark Worthen, Kandy Campbell, Becca Mickels, Ruby Stewart, and Terry Blank. You will find an email link to all committee chairs on our website.

Report filed with the secretary

Cynthia Scroggins reporting for Ruby Stewart, Chair, Professional Development and Orientation Committee

Scroggins reported the PDOC met on September 16 in Page Library. The committee accepted the resignation of Joan DeBoe, who is leaving the university, and appointed Jamere Brown to the committee as a voting member.

The committee has scheduled a Team Building Workshop for November 6, in Scruggs Center from 2-4 p.m.

The committee discussed a mentoring program for staff. The following topics, dates, and times were scheduled:

- Wednesday, January 14 & 21, 2009-Human Resources Procedures to include topics such as the application process, the hiring process, and benefits/tuition waivers.
- Wednesday, February 11 & 18, 2009-Technology focusing on Outlook and the telephone system.
- Wednesday, March 4 & 18, 2009-Public Safety and Emergency Response Team.

The committee is asking for your thoughts and the go ahead with these staff activities.

Report filed with the secretary

Greg Dudenhoeffer, Chair, Nominations and Elections Committee Dudenhoeffer reported the following:

The committee reviewed and amended the policy/procedure for replacing a Staff Council Classification seat when a vacancy occurs.

The committee created the policy/procedure for replacing a Staff Council Representative at-Large seat when a vacancy occurs. At the request of the Chair, we enacted this procedure for the replacement of the vacant seat of James Howard. Five interested staff members' names were submitted to the Chair for consideration of the vacated seat.

The Chair gave us the responsibility of conducting the Vice Chair election to fill the vacant officer seat. The nominations have been open for the past week and the election will be held today. The committee received one nomination for the Vice Chair seat: Greg Dudenhoeffer

Dudenhoeffer asked if there were any other nominations to be made. There were none and nominations were closed.

The Nominations and Elections Committee will meet again on Sept. 24, 2008 at 11:00 am room 303 Founders Hall. Meeting is open to everyone.

Report filed with the secretary

Downey stated that he had not had a chance to review the names submitted for the vacant seat, but would do so and announce his decision at the next meeting.

Kandy Campbell, Chair, Communications Committee Campbell reported that the CC met on September 11 to discuss the following:

Site builder training was held on September 16 & 17, and was attended by committee members: Irasema Steck, Chris Sutton, and Kandy Campbell.

The committee would like to put a brief profile and photo of the Staff Council Representatives on the website. Campbell sent a request with the profile and photo release form to all representatives on September 17.

Campbell reported that Kennette Herndon has added approximately 35 names to the staff listserv since the Fall Faculty Staff Institute and that we currently have over 170 names on the list.

Campbell reviewed the purpose and functions of the listserv. (*This information will be posted on the website: lincolnu.edu/page/2016.asp*)

The Staff Council brochure is being updated by Diane Morgan. Irasema Steck will be meeting with Tyanna Penny to request that they be distributed to new staff members with the new employee informational package.

Our committee received a request from the NEC to assist in getting the word out about the need for staff members to sign-up for Staff Council committees. Kennette Herndon volunteered to work on an informational flyer to post via the staff listsery to inform staff of the function and need each committee has.

The Communications Committee will meet again on September 30, 2008 at 2 pm in 117 Stamper Hall.

Report filed with the secretary

• Mark Worthen, Chair, Bylaws Committee

Worthen reported that per the bylaws, there remain two open slots on the Bylaws Committee.

The Bylaws committee met on Wednesday, 28 August 2008 to discuss potential difficulties in the Staff Council Bylaws.

Mr. Hill has volunteered to take notes and write minutes on a regular basis, and Mr. Worthen will write the committee report from those minutes.

The committee acted to recommend two changes in wording of the bylaws for action by the Staff Council:

- Section 2.75.1 concerning the number of people serving on committees: change wording from "six members" to "four to six members".
- Section 2.68.3 concerning duties of the Vice Chair: add a fourth duty—
 "To act as Treasurer of the Staff Council as needed"
- Section 2.75.1 concerning Committee Chairs, Membership, and Terms of Service: change "staggering terms" to "staggered terms". Likely a typo.

Mr. Worthen will submit these recommendations to the staff listserv.

Members agreed to continue to examine the language of Section 2.60 for next meeting.

Mr. Worthen will contact the Nominations and Elections committee and request that they prepare a written procedure for holding Staff Council elections. This may be considered for inclusion in the bylaws at a later date.

The next meeting was set for September 26 at 10:00 a.m.

Report filed with the secretary

• Terry Blank, Chair, Policies and Procedures Committee

Blank reported that the Policies and Procedures Committee has not met since July 30. We are circulating amongst ourselves the procedures this committee wishes to follow.

We are awaiting Policies and Procedures for other staff council committees.

Blank anticipates having a meeting of this committee sometime in October.

Report filed with the secretary

• Becca Mickels, Chair, Special Events Committee

Mickels reported the Special Events Committee met September 9, 2008.

In response to requests received at the Fall Institute, the committee organized Wellness Walks on the Quad beginning August 19. Twelve faculty and staff members walked on that day. The number of walkers on the Quad has decreased over time, but the committee has learned that many employees are walking other paths around campus.

The first drawing for Blue Tiger Staff Bingo was held on September 2. The committee has received much positive feedback about the game.

The committee is currently very busy preparing for Homecoming activities. Campus activities that the committee will promote during Homecoming Week include the Pep Rally/Carnival/Fireworks on Sunday, October 5; the Ribbon Cutting Ceremony at the New Residence Hall on October 9; the Pep Rally on October 10; and the Parade and Game on October 11. The committee has requested ten Homecoming game passes from the Athletic Department to be used as drawing prizes during the week of Homecoming.

Two fundraising ideas were submitted to and approved by the Vice President of Institutional Advancement. Tisha Huffer, a PartyLite candles consultant, and Cindy Thompson, a Homemade Gourmet consultant, have agreed to assist the committee with fundraisers through those companies. The Staff Council will keep a portion of the sale price for each item sold. Fundraising packets should be distributed to committee members next week. The committee will operate a vendor table on the Friday and Saturday of Homecoming Week.

The committee will enter a decorated vehicle in the Homecoming parade. **MOTION:** Becca Mickels, on behalf of the SEC, requested that \$50 be reserved for related expenses. Motion 2^{nd} : Leslie Cross

DISCUSSION: Mickels explained that these funds would only be used as a last resort. Most of the items for the vehicle will be donated. SE committee members have agreed to donate candy and plan to ask other staff to do the same. Misty Young and Irasema Steck may have small LU items that could be thrown with the candy.

MOTION APPROVED.

Other ideas being discussed for this semester include a holiday decorating contest and staff shirts.

The next meeting of the Special Events Committee is scheduled for Tuesday, September 23, 2008, at 11:00 AM in 307 Young Hall.

Report filed with the secretary

Mike Downey, chair requested that the order of business be changed to ensure adequate time for the Vice Chair election. All agreed.

4. New Business

Greg Dudenhoeffer, chair of Nominations and Elections Committee and the sole nominee for the Office of Vice-Chair turned the election process over to committee members Mark Friedman and Mark Worthen.

Mark Friedman made a motion to set aside the bylaws on the order of election, 2nd Barb Melloway, all approved.

MOTION: Mark Friedman moved to elect Greg Dudenhoeffer as Vice Chair by acclamation, 2nd Mark Worthen, all approved.

Greg Dudenhoeffer is the newly elected Vice Chair of the Staff Council.

5. Old Business

Dining options on campus

Downey explained that the concern brought to the Executive Committee was the lack of options for dining on campus, including the menu selection at the Faculty Staff dining room, specifically a lack of healthy options.

Kennettee Herndon suggested that Sylvia Wilson, Director of Auxiliary Services be allowed to address the council since she was in attendance and would be familiar with the policies affecting dining options on campus.

Ms. Wilson accepted the Chair's invitation and a summary of her comments follow: The contract Lincoln University has with Sodexho gives them exclusive dining/catering rights on Lincoln's campus. If an outside vendor bids on catering an event, Sodexho is given "right of first refusal," which means they can waive their right to cater the event, but they must be given that choice.

Sodexho management has always been willing to work with groups on campus that have specific request regarding menu items. Sodexho routinely accommodates special needs diets for students and Wilson assured the staff, Sodexho would work with any individual or group who makes a timely and reasonable request.

• Shared leave plan

This issue was assigned to Kelley Sturgis prior to her resignation from the Staff Council and her new job responsibilities do not allow time for her to address this in a timely manner. We need to revisit this issue.

Cynthia Scroggins reported that the Human Resources Office has done research on this subject and Jim Marcantonio has that information.

MOTION: Becca Mickels recommended that we invite Jim Marcantonio to our next meeting to share the information that HR has on shared leave plans, 2nd Mark Worthen, all approved.

6. Closing Comments

Downey announced that he will be calling a meeting of the ad hoc committee assigned to research the summer work schedule. The members include: Kennette Herndon, Nick Edwards, Beth Nolte, Becca Mickels, Stacy Phillips, Greg Dudenhoeffer, and Mark Worthen.

7. Adjournment

Becca Mickels moved that the meeting be adjourned, 2^{nd} Barb Melloway, approved Meeting adjourned at 12:00 pm

Submitted by Kandy Campbell Secretary Staff Council 9/22/08 approved 10/09/08