

Staff Council Monthly Meeting Minutes
Thursday, October 9, 2008 – 11:00 a.m.
206 Martin Luther King Hall

Members Present: Mike Downey, Mark Friedman, Dan Sommerer, Wanda Harper, Kennette Herndon, Terry Blank, Leslie Cross, Greg Dudenhoeffler, Kandy Campbell, Stacy Phillips, Steve Rackers, Mark Worthen, and John Meyer

Members Absent: Ruby Stewart, Cindy Borgwordt, Barb Melloway, Loretta Merriweather, Greg Brower, Bill O'Day, and Becca Mickels

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 September 18, 2008 Meeting Minutes

Motion to approve the minutes was made by Kennette Herndon
Motion 2nd: John Meyer
The minutes were approved as submitted

3. Reports

- **Mike Downey, Chair**

The Nominations committee gave me several names, all good, to replace James Howard, and I would like to welcome John Meyer as the newest member of the Staff Council.

I have learned that Clint Henry no longer works for the university, so the Nominations Committee will need to work on replacing him.

I have been working with Debra Green, the chair of the Faculty Senate. We are forming an organization made up of leadership of the two organizations that will meet periodically.

I spoke to Debra about a food challenge between the faculty and staff. In November we will see who can bring in more food to be donated to the Samaritan Center.

Several people have given me their committee surveys. I will meet with the executive committee and together we will send recommendations to the president.

I have not had a chance to meet with the ad hoc committee on summer schedule, but we will meet soon.

I spoke to Annette Driver about her committee's report on the survey they did on pay. She wishes to report on that next month.

Report filed with the secretary

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

No report given

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

Meeting was September 24, 2008. In attendance were Greg Dudenhoeffer, Mark Friedman and Kennette Herndon. Missing was Julie Pappenfort and Laura Enomoto.

The committee reviewed the policy/procedure for filling vacant Classification and Representative at-Large Staff Council seat and for electing vacated officers positions. It was agreed to forward these to Policy and Procedure Committee.

The committee discussed steps needed to create a committee pool. It was noted that the Communication committee was assisting us by describing the committees on listserv and possibly elsewhere and encouraging staff members to sign up for these committees. Other suggestions including having the staff table manned by NEC members at the Staff Institute with similar information and at the "Meet and Greet" session that occurs later at the Staff Institute. An Excel spread sheet will be created with committee pool members and distributed to chairs when asked for.

It was decided to see if an email account could be set up for the NEC committee to carry on the official duties of the committee. The NEC chair would possess ownership of the email and it would be inherited by future chairs. This has been set up.

Bylaws were examined and two were mentioned. The committee decided to forward to the Bylaw Committee its concerns on the bylaw 2.68.6 which refers to filling of vacancies of officers on the Staff Council. The bylaw as now written left the option of filling any officer vacancy to the whim of the Staff Council with no time mentioned when it should occurred. It was decided to suggest that filling Staff Council officer vacancies be made mandatory and within a time limit. The suggested time limit was by a maximum time of two meetings from the time when the vacancy occur. These suggestions will be forwarded to the Chair of the Bylaws Committee.

It was decided to not hold a meeting in the month of October unless a need arises. The next meeting will be call at the discretion of the Chair of NEC.

Report filed with the secretary

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

The Communications Committee did not meet this month but we have been working on the task we started in September and would like to report the following:

New Committee Member

Sherrey Young, Marketing Specialist in University Relations has agreed to serve on the Communications Committee. Sherrey is replacing Alfred Robinson who was unable to participate because of time constraints.

Staff Council Brochure

Diane Morgan has completed the new Staff Council brochure and Tyanna Penny has agreed to add it to new staff employee information package.

Committee Guidelines

Communications Committee Guidelines have been forwarded to Terry Blank, chair of the Policies and Procedure Committee.

Staff Council Committee Recruitment

Kennette Herndon has submitted a draft of the flyer for the purpose of recruiting staff for council committees and we will hopefully have that posted on the listserv soon.

Other Business

It was brought to our attention at the Executive Committee meeting that we still have staff in some areas that are not getting the information about council business and activities i.e. janitors in Scruggs and the night watchmen for the residence halls. In an effort to include everyone that wants to be included we will be following up with the supervisors in these areas and do our best to provide access to the information posted on the listserv.

Next Committee Meeting

The Communications Committee will meet on Tuesday, October 28, 2008 at 2 pm room 117 STH.

Report filed with the secretary

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

The bylaws committee met on Wednesday, October 1st, 2008 to discuss issues and directions. Members present: Mark Worthen, chair; Stacy Phillips, Mary Ann Davenport, Randy Hill

Mr. Worthen notified the subcommittee that Greg Dudenhoeffer had been appointed Vice President of the Staff Council, to replace Kelly Sturgis.

Mr. Dudenhoeffer had previously been acting as treasurer of the Council, so it is expected that the bylaw language assigning these responsibilities to the Vice President will be adopted.

Section 2.68.3 concerning duties of the Vice Chair: add a fourth duty—"To act as Treasurer of the Staff Council as needed

MOTION: Terry Blank made a motion that we adopt the purposed change to bylaw 2.68.3. Motion 2nd: Stacy Phillips

DISCUSSION: Worthen clarified that this is simply adding treasurer responsibilities to the duties of the Vice Chair. The bylaws currently make no provision for treasurer responsibilities.

MOTION APPROVED

The Council has asked the Bylaws Subcommittee to consider the language of 2.68.6 "Vacancies" to address the absence of a time frame for replacement of officer vacancies. The issue was discussed and the following language was proposed as the final sentence of 2.28.6:

"Officer Vacancies must be filled within the next two Staff Council meetings."

Meeting was adjourned at 3 pm. The next meeting was set for October 31st, 2008.

Report filed with the secretary

Downey asked Worthen to post the proposal on bylaw 2.68.6 on the staff listserv for discussion.

- **Terry Blank, Chair, Policies and Procedures Committee**
Blank reported that the Policies and Procedures Committee did not meet this month. They are still waiting on the guidelines from two of the Staff Council Committees and have not had a need to meet.
- **Wanda Harper reporting for Becca Mickels, Chair, Special Events Committee**

Homecoming

We sent an email last Friday to promote the fireworks/pep rally/carnival on Sunday. We are working on promotions for the Pep Rally and New Residence Hall dedication tomorrow and for the parade on Saturday.

Float – We are entering as a decorated vehicle with photos of past Homecomings covering the sides of the truck. We have a paper box full of candy donated by the Staff Council Reps and University Relations. We have 5 riders but could probably fit one or two more if anyone wants to ride.

Game passes – Staff are very excited about the free passes to the Homecoming game. Winners need to stop at the front gate of the stadium and present photo ID to be admitted because actual tickets will not be issued.

Fundraising

We will have a vendor table set up tomorrow for Lincoln Palooza. Sales are not going very well so we encourage your support.

Bingo

FAQs were sent the other day as a response to questions and complaints from some players. I received another question since then about how employees who have left the University but whose names are still on the cards or in the pot will be handled. If I draw a name of someone who has left the University, for example, Karl Hubbard, I will announce him as the name of the day but since he is not available for interview, I will interview someone hired after Bingo started so we get to know some of the newer staff.

The next committee meeting is Tuesday, October 14, 2008 at 10 in 307 Young Hall.

Report filed with the secretary

4. Old Business

- **Shared Leave Plan report: Jim Marcantonio**

Jim Marcantonio, Director of Human Resources shared that the Employee Compensation and Benefits Committee (ECBC) researched the shared leave plan concept in 2003. The ECBC reviewed the state's and other agencies shared leave programs. At the time, the ECBC found that it was not feasible to pursue a shared leave program for the University. Some of the issues involved in this decision included:

What kind of leave can be utilized? Vacation leave would be considered since sick leave is applied to MOSERS retirement service credit. Faculty doesn't get vacation leave.

Fiscal liability: How is the implied cost determined for leave in a shared leave pool? Ultimately the department of the employee would be responsible for the leave cost.

How is leave to be donated? An employee must designate to the pool not individual employees. This creates the need for administrative tracking and records.

Who is eligible? Some issues to consider include: employee classification, years of service, what situations/conditions, etc. "Situation of the chronic user or abuser of leave" then has a situation that might qualify.

Who determines who is eligible to receive shared leave? If we use an application and a committee that reviews and determines eligibility, we cannot ask for medical specific information (HIPPA, ADA, FMLA, WC).

Is there limitation to frequency and maximum amount and what exposure to discriminatory actions is there, since this is a benefit?

The University already provides very generous leave benefit for all employees.

QUESTION: When you speak of the cost associated with the program, are you taking about having to hire someone to cover the long-term absence of an employee or the actual cost of the leave?

ANSWER: Both, as well as administrative cost.

QUESTION: Obviously there are significant issues involved, but many organizations/institutions have implemented shared leave plans, how did they handle these issues?

ANSWER: The ECBC's research was done over five years ago and I no longer have the specifics on other organizations programs.

COMMENTS: Some employees use their accrued leave the second it is available, others consider the possibility that catastrophic illness and accidents could require the need for an extended leave. It's the latter that will have the accrued time available to donate.

Excess absence from work is one tool a supervisor can use to get rid of a bad employee. If the shared leave program allows someone who has used all accrued leave to have even more approved leave time, the supervisor loses a valuable means of terminating bad employees. This is an administrative nightmare.

MOTION: Dan Sommerer made a motion that the discussion be closed and the issue be dropped. 2nd Wanda Harper

DISCUSSION: Several representatives would like more information, including: Are there a significant number of staff members willing to donate to such a program? How have other organizations set-up shared leave plans?

Marcantonio reminded the Council that regardless of what we decide on this issue, it would have to go through the ECBC for approval because this is an employee benefit.

Sommerer added that we would need to have a thorough and complete proposal to forward to the ECBC, since they have already looked at this issue and are not likely to be willing to review it again unless we bring them a solid proposal with some new information.

Vote by show of hands: Approved-6, Opposed-4

MOTION APPROVED

- **Pay schedule ad hoc committee report: Annette Driver**
Driver requested that this be moved to the agenda for the November meeting.

5. New Business

- **United Way Campaign**
Downey announced that he is the communications chair for the Community Campaign for the United Way of Missouri as well as being the chair for our campus. Downey encouraged everyone to consider donating to the United Way and distributed the campaign brochures and STEP UP challenge sweepstakes entries. Anyone donating \$1 a week for 52 weeks is eligible to enter a drawing for prizes worth \$100s. All employees should have received their donation cards with last month's paycheck. If you have any questions or need a card please contact Mike Downey.

6. Closing Comments

Our next meeting will be Thursday, November 13, 11 a.m. in 206 MLK.

7. Meeting Adjourned at 12 noon.

Submitted by
Kandy Campbell
Secretary
Staff Council
10/10/08
approved 11/13/08