MINUTES

Lincoln University Staff Council
Thursday, June 28, 2012
11:00 a.m., 300 Young Hall

1. Call to Order 11:00 a.m. Roll Call done by Tisha Huffer (Secretary for this meeting)

- Members present: Mike Downey, Tisha Huffer, Chris Sutton, Karen Thompson, Greg Dudenhoeffer, Greg Brower, Sylvia Wilson, Misty Young, Lantie Basinger, Arlene Stewart, Cindy Thompson

- Members absent: Becki Rockers, Bill O'Day, Michael Tarka, Irasema Steck, Tyanna Penny, Vic Rackers, Carlos Graham, Kelly Schlosser, Leo Kline, Scott Armstrong

2. Approval of Meeting Minutes

- May 2012

  Karen Thompson motioned to approve
  Lantie Basinger seconded
  Motion approved

3. Reports

- **Michael Tarka: Ad Hoc Committee for Staff Relations**

  Greg Dudenhoeffer reported for Mike Tarka that the Employee of the Quarter program will start accepting nominees in July. More information forthcoming.

- **Karen Thompson: Professional Development & Orientation Committee**

  Karen Thompson reported the committee received 50 responses on the Training Survey with results sent to the Staff Council and to all staff. A recommendation concerning new staff orientation, mentoring and professional development has been finalized by the committee, distributed to all and is an agenda item for today's meeting. She reminded people to join toastmasters and to take advantage of training opportunities provided by Center for Innovative Instruction.

- **Christopher Sutton**: **Nominations and Elections Committee**

  No report. Greg Dudenhoeffer asked about an update on the Presidential Search Committee. Christopher Sutton reported that members have received letter acknowledging appointment and meetings will begin in July.

- **Irasema Steck: Communications Committee**

  No report.

- **Vic Rackers: By-Laws Committee**

  No report

- **Mike Downey: Policies and Procedures Committee**

  Mike Downey reported that the committee will meet soon in regard to the task of creating standardizing policies and procedures for the Staff Council and the Staff Council committees.

- **Tisha Huffer: Special Events Committee**

  Tisha Huffer reported on the memorial tree, plaque and dedication for Mark Worthen and will soon accept donations towards these. The Staff Council Newsletter should be out in the next few days.

- **Greg Dudenhoeffer: Staff Council Chair Report**

  Greg Dudenhoeffer announced an officer vacancy at Secretary Position. New Chairs for 2012-2013 were announced (See Reports above). Arlene Stewart was appointed to the vacant Technical/Skilled Crafts seat previously held by Terry Blank. He discussed the June Board of Curator meeting. The Staff Council report at the meeting consisted of election results and resolutions recently passed by the Staff Council. He announced that resolution to increase staff representatives on the Presidential Search Committee was successful. The Board reviewed tuition waver resolution passed by Staff Council, however took no action on it.

4. Old Business

- **Fall Faculty/Staff Institute**

  Staff Council activities at the Fall Faculty/Staff Institute were discussed. After discussion, Tisha Huffer motioned to host five town hall forums based upon job classification at the Scruggs Center followed by a meet and greet reception at the new bookstore. Motioned was second and approved. Mike Downey will submit recommendation to the Fall Faculty Institute committee which he chairs.

5. New Business

- **Orientation/Mentorship/Professional Development**

  Karen Thompson discussed the new employee orientation/mentorship and professional development program that the Staff Council Professional Development and Orientation committee has researched. She presented the Staff Council a detailed document containing their research findings, goals and recommendations. Sylvia Wilson motioned to forward full document to the President. Lantie Basinger Second. Motioned approved.

- **Transparency and University Committees**

  Itemed table due to time restraints

6. Meeting Adjourned at 12:00