

MINUTES

Lincoln University Staff Council

Thursday, February 23, 2012

11:00 a.m., 206 MLK

1. Call to Order 11:00 a.m.

- Members present: Mike Downey, Mark Friedman, Loretta Merriweather, Tisha Huffer, Chris Sutton, Becki Rockers, Karen Thompson, Terry Blank, Greg Dudenhoeffer, Michael Tarka, Irasema Steck, Tyanna Penney, Lantie Basinger, Kelly Schlosser.
- Members absent: Misty Young, Stacy Phillips, Sylvia Wilson, Bill O'Day, Mike Rothermich, Greg Bower, Dan Sommerer.

2. Approval of Meeting Minutes

- November 17, 2011, January 10, 2012 & January 26, 2012
Mike Downey motioned to approve.
Karen Thompson seconded.
Motion approved.

3. Guest Speakers:

- Joel Sovanskie, Director of OIT spoke on LU email policies. Summation of Mr. Sovanskie's talk includes the following: Email policy can be found on the LU website and in the employee hand book. LU email can only be used for university business or the pursuit of university mission statement and must be in compliance with federal and local laws. Unacceptable uses include the sending of copyrighted material, harassing emails and emails containing for profit or commercial use items. The OIT office has received a few complaints on the misuse of LU emails system. A request must be sent to OIT usually at the departmental level to set up new email accounts. Q&A session summation includes all emails are archived by the university (sunshine law compliance), emails can be filtered by subject line and OIT offers one on one training.

4. Reports

- **Michael Tarka—Ad Hoc Committee on Staff Relations** – Mr. Tarka presented a preliminary report on the Staff Employee of the Quarter guidelines and the nomination form. Discussion occurred regarding the lack of staff input/feedback on Staff Employee of the Quarter guidelines and form with suggestions that it should be emailed to staff for input/feedback.
Greg Dudenhoeffer motioned to table the approval of the Staff Employee of the Quarter guidelines and form until it can be emailed to the staff listserv with a deadline date for comments.
Chris Sutton seconded.
Michael Downey spoke against the motion.
Motion Approved.
- **Karen Thompson—Professional Development & Orientation Committee** – Ms. Thompson stated that the committee revised their guidelines addressing its vision and mission. The committee continued to work on the employee orientation program incorporating results from the December new employee orientation survey that was sent to all staff. The committee encouraged all staff to join Toast Master.

- **Greg Dudenhoeffer—Nominations and Elections Committee** – Mr. Dudenhoeffer stated the Committee’s next meeting will be on February 29, 2012. He reported that two Administration Support staff members were interested in a vacancy in that area and their names were sent forward to the Staff Council Chair. Tentative dates for upcoming Staff Council elections are the week of April 23-27. Nomination period will start on March 26th and end April 6th. Ballots and bios/platforms will be announced to staff on April 9th. Staff Council members whose seats are up for election were announced.
- **Irasema Steck – Communications Committee** – Ms. Steck reported that the Communication Committee met on February 22, 2012. The Committee discussed updating the Staff Council brochure, obtaining a Staff Council logo, and updating the Staff Council website. Next meeting will be March 21, 2012.
- **Mark Friedman – By-Laws Committee** – Mr. Friedman submitted his proposed changes for the Staff Council bylaws as follows:

Current By-Law 2.61 paragraph 1:

Members elected to the Staff Council shall serve three-year terms and shall not serve more than two consecutive terms. Terms shall be staggered so that approximately one-third of the Staff Council is replaced each year. (See section 2.65: Elections.)

Proposed:

Members elected to the Staff Council shall serve three-year terms and shall not serve more than two consecutive terms. Appointed time to fill a vacant position will not count as any part of an elected term. Terms shall be staggered so that approximately one-third of the Staff Council is replaced each year. (See section 2.65: Elections.)

Current By-Law 2.61 paragraph 2:

Terms shall start and end at the regular June meeting. A member who has served two terms may be re-elected after a period of no less than a one-year absence from the Council.

Proposed:

Terms shall start and end at the regular May meeting. A member who has served two terms may be re-elected after a period of no less than a one-year absence from the Council.

Current By-Law 2.70 paragraph 1:

The Staff Council shall meet on the last Thursday of each month at 11:00 a.m.

Proposed:

The Staff Council shall meet on the last Thursday of each month at 11:00 a.m. unless holidays or inclement weather dictates it to be rescheduled to an appropriate date. An email notification should notify the staff when changes are made.

Discussion occurred over interpretation of By-Law 2.80 involving the passage of changes in the bylaw. Discussion ended with recommendation of proposed change to that By-law to reflect that passage of amendments to the Staff Council bylaws requires a 2/3 majority of the full Staff Council included at the March Staff Council meeting.

- **Mike Downey—Policies and Procedures Committee** – no report – but Mr. Downey did say that he has receive much feedback on the Staff Survey.
- **Tisha Huffer--Special Events Committee** – Ms. Huffer reported that the committee met on February 9, 2012. A date of Friday, April 27, 2012 was set for the Staff Appreciation BBQ. A \$3.00 donation will be asked to help offset the cost. The 3rd edition of the staff's newsletter will be published in the next few weeks. She mentioned that upcoming events were voting for the Retool Your School and that the Wellness Fair will be held on March 23, 2012.
- **Terry Blank—Staff Council Chair** – Ms. Blank suggested to include staff that are interested in serving on the Employee Compensation & Benefit Committee if the Staff Council pass a recommendation for additional representation on that committee. She announced that she will resign as Chair and from the University. Ms. Blank plans to move to Washington, DC. She noted that according to the By-Laws, Greg Dudenhoeffer, Vice Chair, will assume the position of Chair of Staff Council for the remainder of her term.

5. **Old Business**

- Representation of staff on the Employee Compensation & Benefits Committee:
Tisha Huffer motioned to table the item until March meeting due to time restraints.
Karen Thompson seconded the motion.
Motion approved.

6. **New Business**

- **Lincoln Lobby Day at State Capital** – will be February 28, 2012. Staff was encouraged to participate.
- **Self-nominations** for service on University committees – It was suggested that Staff Council present a list of staff names that are willing to serve on University committees to the President. The University Committee form was handed out and will be discussed further in March meeting.

7. **Adjournment**

Motion moved by Mike Downey
Seconded by Greg Dudenhoeffer
Motion approved