

**Staff Council Monthly Meeting Minutes**  
**Thursday, February 12, 2009 – 11:00 a.m.**  
**206 Martin Luther King Hall**

**Members Present:** Mike Downey, Mark Friedman, Ruby Stewart, Dan Sommerer, Cindy Borgwordt, Barbara Melloway, Loretta Merriweather, Terry Blank, Leslie Cross, Greg Dudenhoeffer, Greg Brower, Dave Hall, Kandy Campbell, Mark Worthen, and Steve Rackers

**Members Absent:** Wanda Harper, Kennette Herndon, Bill O'Day, Stacy Phillips, and John Meyer

**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 October 9, 2008 Meeting Minutes**

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

**3. Reports**

• **Mike Downey, chair**

- A. Becca Mickels resigned from the university in January to take a job with the state. That left two holes for us—a Staff Council member and chair of the Special Events Committee. The nominations committee submitted some names to me, and I have appointed Betty Kemna from the athletic department as the new Staff Council member, and I have appointed John Meyer as the new chair for the Special Events Committee.
- B. Since we did not meet in December or January, I did not submit a report to the Board of Curators nor did I attend the January meeting.

*Report filed with the secretary*

• **Ruby Stewart, chair, Professional Development & Orientation Committee**

Professional Development and Orientation Committee (PDOC) met on December 16, 2008 and February 10, 2009 to discuss the following:

**On December 16, 2008:**

- A. We completed and submitted the Professional Development's Policies and Procedures guidelines, and our mission and direction for the Lincoln University Staff Council. The chairperson emailed copies to the Chair of Policies and Procedures Committee and to Staff Council Secretary.
- B. We discussed the letter from Diana Morgan for our committee to review and act on it. The chairperson first presented the letter to the Executive Committee to find out if our committee was to go forth. They agreed that this is a very important matter for our University. The PDOC met and brainstormed on the

best way to proceed. Assignments were made and the information will be shared at the next PDOC meeting.

- C. Publicity was sent to Staff Council Secretary, URL, and Faculty Senate with information about our next workshop on Tuesday, January 21, 2009 from 2 p.m. until 4 p.m. located in the Scruggs Center. The PDOC workshop covered human resource procedures, especially the hiring process and necessary forms of this process. This workshop was conducted by the Lincoln University Human Resource Department. There were fifteen participants.

**On February 10, 2009:**

- D. We continue to see how we can inform the Lincoln University staff members by hosting a variety of workshops.

The following dates have been set up for upcoming workshops:

- Outlook Workshop-Thursday, February 25, 2009  
Center for Teaching and Learning, 2 PM – 4 PM
- Telephone Information Workshop -Wednesday, March 4, 2009  
Schweich Hall, 2 PM – 4 PM
- Safety in the Workplace Workshop -Wednesday, March 18, 2009,  
Rm. 117, Page Library, 2 PM – 4 PM.
- Benefits and Tuition Waivers Workshop Wednesday, April 22, 2009  
Rm. 117 Page Library, 2 PM – 4 PM

- E. Plans are being made to host a six hour CPR training on campus on Wednesday, June 10, 2009 with a lunch being served. The committee is in the process of getting the necessary approvals. We will keep you posted as we progress with our plans.

- F. Cynthia Scroggins, a member of The Toastmasters International Club, presented materials to explain how Lincoln University can get involved and help its employees to become better speakers. Toastmaster provides the tools that enable employees to become effective communicators and leaders at a very low cost. This organization was once on campus and we had a few employees that participated. We discussed if this would be something for the Staff Council would like us to further research.

- G. The next meeting of the PDOC will be held on Wednesday, March 3, 2009

*Report filed with the secretary*

• **Greg Dudenhoeffer, chair, Nominations & Elections Committee**

- A. The initiation of the protocol to replace a vacant Representative at-Large Staff Council seat occurred at the Chairs request. The seat was vacated by Becca Mickels when she accepted a job position outside of this campus. Two staff

members were interested in filling the seat. Their names have been sent to our Chair, Mike Downey.

- B. A discussion on the dates and procedures of the upcoming election was held. Tentative dates are as follows:

Nomination period: March 4-18, 2009

Publication/Notification of Staff of candidates: March 19, 2009

Election: April 1-7, 2009

Paper ballots voting: Tentatively set for April 8, ½ day at the library.

Winners announced at Staff Council meeting on April 9<sup>th</sup>?

- C. As a reminder to the present Staff Council these members' seats are up for election:

**Job Classification Seats**

Administrative Directors:

Mark Friedman

Professional Staff

Dan Sommerer

Administrative Support

Loretta Merriweather

Technical/Skilled Craft

Leslie Cross

Service & Maintenance

David Hall

**Representatives at-Large**

Stacy Phillips

Mark Worthen

- D. The election was decided to be held over the internet with a similar platform as the last election. Julie Pappenfort will likely set the election up on eballot software. The email lists will be submitted the first of March so the company can insert the addresses. It was decided to ask the Communication Committee to obtain a correct email list.

- E. Next meeting was scheduled on Wednesday, February 25, 2009 at 303 Founders Hall at 11:00.

*Report filed with the secretary*

• **Kandy Campbell, chair, Communications Committee**

The Communications Committee met on December 18, but we did not meet in January.

A. New Forms Page

The Communications Committee wants to recommend that all LU forms be located on one page and each department be responsible for keeping their forms updated? Currently, you have to search the website for every form.

I spoke with K. Jones, Web Services Manager, about the feasibility and function of such a page. Kathy reported that she could create a page which would hold links to all forms on the website. These links would take you directly to the department form page. The departments would still only have one place on the website to keep their forms updated and yet anyone needing a form would have one place to go to access all LU forms.

As of yesterday, Kathy Jones said she would be working with Cheryl Jones to determine the location for this page and possibly have it functional by next week.

B. New Employee Introductions

The committee would like to see key personnel announced/introduced to the University community.

To that end we would like to sponsor a quarterly Meet and Greet. We want to extend a special invitation to newly hired staff members to come and meet Staff Council Reps and other staff. The list I received from HR reflects 24 new staff have been hired since the Faculty Staff Institute in August '08. We recommend holding the Meet and Greet just prior to our monthly Staff Council meetings and keep it very informal and inexpensive with cookies and punch.

**Campbell make a motion that \$75 be allocated for this purpose in March or April.  
Motion 2<sup>nd</sup> by Mark Friedman**

Discussion:

Do we really need four of these events? With the Faculty Staff Institute in August providing an opportunity for all staff to meet, maybe just one more in the spring would be adequate. The representatives present agreed that one event in the spring would be a more reasonable goal.

This \$75 expense is a considerable percentage of our small budget \$200.

The \$75 would cover cookies and punch for approx 50 people and is the least expensive option for refreshments through Sodexo.

**Motion approved**

- C. We want to encourage staff members to keep the University Relations Office informed of events/programs in their area that would be of interest to the University community (both internal and external community). Send information about your events to Sherrey or Misty Young in University Relations.
- D. We had discussed the need for staff to have a format for discussion other than the listserv. Listserv discussions can become confusing, overwhelming, and at times very irritating for individuals not interested in the discussion. I have spoken to Jason Shelvey, Angel Administrator and Shawn Frank of OIT and been informed that they are working to get all staff access to the Angel system which allow us to have a discussion board for our topics.

- E. To date we have received seven SC profiles and photos. K. Campbell will work on the profile pages with using the ones submitted and hopefully other reps will submit their info. In the meantime, the committee suggested trying to get a group photo of reps for the website with names listed in the caption. I need to know if the Council Reps will agree to a group photo for the website.
- F. Kennette Herndon reported that after sending request to all resident hall desk managers to sign-up and post listserv announcements for the night watchmen in their dorms, she has had two additional staff sign-up.
- G. We are scheduled to meet again on February 24, 2009.

*Report filed with the secretary*

- **Mark Worthen, chair, Bylaws Committee**

- A. The Procedures Committee requested a listing of the steps used in proposing a bylaws change, and the following language was prepared.

Problems with exiting bylaw language are called to notice by referral of staff members, the Staff Council itself, or by subcommittee analysis.

A motion is made in Staff Council for the Bylaws Subcommittee to consider and draft changes satisfying the issue at hand.

The subcommittee takes up the motion and prepares draft language as required.

The Chair of the Bylaws Subcommittee brings the recommended revised language to the Council for consideration.

The Council either approves or rejects the language and votes to adopt the recommended change and amend the Staff Council Bylaws, or returns the proposed language to the Subcommittee for redrafting and reconsideration at the next meeting of the Staff Council.

- B. The January Bylaws meeting was cancelled. The next meeting is scheduled for the 27<sup>th</sup> of February.

*Report filed with the secretary*

- **Terry Blank, chair, Policies & Procedures Committee**

The Policies and Procedures Committee was given two charges by the Staff Council. The tasks and subsequent actions are described below.

**A. Task 1**

At the staff council meeting of July 10, 2008, the Policies and Procedures Committee was given the task of drawing up a draft of Staff Council Procedures for the Council's review.

The Policies and Procedures Committee met on 7/30/2008. Staff Council Chair Mike Downey joined the meeting. After discussion, it was agreed that the charge of the committee was to compile guidelines for all Staff Council Committees. All committee chairs were contacted and asked to develop and provide guidelines to the Policies & Procedures Committee Chair. Revised minutes to the 7/30/2008 meeting are attached.

Guidelines have been received from all of the Staff Council committees and are also attached.

**B. Task 2**

At the staff council meeting of 11/13/2008, the Policies and Procedures Committee was given of summarizing the results of a summary of a survey by an ad-hoc committee regarding the pay schedule for employees, specifically hourly employees, as well as a summary of list serve discussion regarding this issue. This survey and list serve comments were prompted by concern for the waiting period of up to six weeks for new hourly employees before they get their first paycheck.

A summary of the survey and list serve discussion as well as comments made by H.R. Director Jim Marcantonio was prepared. The Policies and Procedures committee met on Monday, 2/9/09 to review and approve the summary. It is attached.

- C. Another meeting of the Policies and Procedures Committee is scheduled for Monday, 2/16/09 to further study the issue prior to making a recommendation. Cynthia Jones, payroll supervisor, has been invited to the meeting provide appropriate input.

*Report filed with the secretary*

#### **4. Old Business**

- **Summer Work Schedule**

Mike Downey has appointed the following to serve as members for the sub-committee: Nick Edwards, Kennette Herndon, Beth Nolte, Stacy Phillips, and Greg Dudenhoeffer. The committee will meet on Thursday, February 26 at 1:30 p.m. Prior to the meeting Downey will post the meeting time and invite all staff to attend who are interested in contributing to this discussion.

- **Bylaws revisions**

Worthen moved that the following changes be made to the bylaws

2<sup>nd</sup> Barbara Melloway

Motion approved

- A. Section 2.75.1 concerning the number of people serving on committees: change wording from “six members” to “four to six members.”**

Worthen moved that the following changes be made to the bylaws

2<sup>nd</sup> Barbara Melloway

Motion approved

- B. Section 2.75.1 concerning Committee Chairs, Membership, and Terms of Service: change “staggering terms” to “staggered terms.”**

## **5. Closing Comments**

Our next meeting will be postponed until Thursday, March 19 due to spring break. The Chair asked that the Executive Committee meet during the first week of March to set the agenda.

Mark Friedman asked the representatives to consider and talk to staff in their department about the possibility of sharing the cost for a recycling position. The university currently depends upon the maintenance staff to implement whatever recycling is done on campus. This is inadequate to provide reliable, efficient recycling services.

Barbara Melloway moved that the meeting be adjourned. 2<sup>nd</sup> Ruby Stewart  
Meeting adjourned at 12:20 pm

Submitted by  
Kandy Campbell  
Secretary  
Staff Council  
2/17/09