

Staff Council Meeting Minutes – April 10, 2014

1. **Call to Order:** Misty called the meeting to order at 2:09 p.m.

2. **Attendance:**

*Filling the remainder of BethAnn Hoover’s term.

2013-2014 Staff Council Member	Term	EEO Category	Present	Meetings Held Since May 2013	Meetings Attended Since May 2013
Banks, Carla	2014	4	Y	12	9
Brackett, Stephanie	2013	1	Y	12	9
Hobbs, Misty	2015	5	Y	12	11
Hunter, Larry	2014	6	N	12	0
Imke, Julie	2015	1	N	12	7
McDonald, Rana	2015	3	Y	12	9
McFadden, Michelle	2015	1	N	12	7
McNutt, Tracy	2014	4	Y	12	10
Parker, Aaron	2015	7	Y	12	8
Rausch, Mary	2014	3	N	12	10
Reed, Jamey	2014	7	N	12	5
Roach, Trey	2014	3	Y	12	7
Stevenson, Lana	2014	1	Y	12	9
Thompson, Cynthia	2014	7	N	12	0
Tonne, Betsey	2015	4	Y	12	9
Washington, Linda	2014	4	N	12	5
White, Andrew	2014	4	Y	12	9
Workman, Zack	2014	1	Y	12	12
*Wyckoff, Eppie	2014	3	Y	12	9
Zellers, Barb	2015	5	Y	12	10

3. **Review of Minutes from March 27 meeting:** Carla made a motion to approve the March minutes. Tracy seconded. All voted to approve March 27 minutes.

4. **Treasurer’s Report:** Zack gave the treasurer’s report, noting that the report is through April 7. We still have deposits/IDRs coming in for Student Employee Appreciation Luncheon tickets. There were some debits for employee pictures and a reception. We will have additional deposits, but will still owe Aramark for some of the food costs from the luncheon (split with Student Services).

Tracy brought up some discussion on issues from banquet (no beans/rice, ran out of cheese in first half hour). Zack discussed adjustments to ordering next year, based

on sales and experience this year. Setup was brilliant, according to Misty. It went very smoothly. Barb thought having food outside was perfect. Also ran out of water. Ending adjusted balance for Treasurer's Report was \$5,774.89.

Tuition Assistance –Deanna Moore donated \$20, there was quarterly income on interest account, Johnna Elms donated \$5 to University Endowment account. Zack asked all members to get leftover tickets, money, IDRs to Zack or Eppie so they can get a final count for the luncheon.

April 21 and 22 will be EOM receptions. Carl Welch (April) on April 21 and Kim Kopke (March) on 22 (both at 1:30pm). Barb sends out announcements. Misty asked Barb to re-send EOM announcement for Kim's reception.

After May 1, Zack will send out ballots for May EOM, then on 2nd, all ballots for EOY (banquet in July).

Aaron motioned to approve the Treasurer's Report. Eppie, Lana and Barb simultaneously seconded. All voted to approve the Treasurer's Report.

5. Old Business:

- a. **Tuition Assistance:** Tuition Assistance Instrument has finally been updated. Betsey found one typo, so as soon as that's corrected, it will be signed and in place, and will have the extra guideline about outsourced employees.
- b. **Student Appreciation Luncheon** (see treasurer's report). Eppie thanked everyone for selling tickets and helping out. Misty said there will be four openings next year on committee.
- c. **Elections** - Misty has received more emails about being on the ballot than she has received votes. EE01 15 out of 106 ballots received. We need two. EE03 we need five people. We've received 4 of 167 votes. EE04 we need two and have received 22 out of 104 ballots. EE06, we need 1 and have received 2 out of 11. Misty will send the ballots out again with a little more explanation of what staff is expected to do. Misty said that no Vice Presidents and Tracee Post is exempt. Qualifications are employment for at least one year as of April 1, 2014. If we change the procedures for nominating/voting, we must change the bylaws.
Next year will be a really small vote. We'll set it up next year for electronic vote (through Qualtrics). Misty read over the attachment to the agenda, which discussed officer positions/qualifications/duties for Staff Council elections. Executive officers must serve on University Steering Committee, Presidents Council, and Campus Blood Drive committee, etc. And, working with Tracee Post. Betsey discussed her duties: helping Zack with EOMs, scheduling reception with president, order food, get signatures on certificates, buy frames, gift certificates, bookstore coupon, Aramark

certificate and Gold Card credit. Lots to do with the EOM. Betsey will also cover meetings in the absence of Staff Council President. Zack talked about Treasurer-good at requisitions and budget status reports, about two hours a month putting together report (need someone good with numbers). EOM numbers (could be done by committee), EOM receptions. Mary is "Recorder" and she takes minutes/posts them on website. Harvey wants lists of EOM/EOY for reference on the webpage, so she's working on that. If you can think of anyone who would be suitable for those positions, please consider nominating them. New members will be invited to May meeting (old and new present), then official term begins on June 1.

- d. **All-Staff Meeting** - Coming up in May. We need to gather doorprizes. We divide up the vendor list and call them for donations. Misty would like to ask for connections or people who are comfortable getting doorprizes, please let her know. Think outside the box. Tracy volunteered to try to get a free oil change from her uncle. Stephanie mentioned that Lily's boutique gave 10 or more prizes last year. Barb requested a letter for donations. Misty will put one together. Letter from last year will probably be on G: drive. Misty will send an electronic copy to everyone. Andrew recommended a PDF on letterhead. Betsey will make PDF.

No additional old business.

New Business

- e. **Staff Appreciation Event** - Tracy said April 30 is Wed 1:30-3:30pm we will be having floats in the JBK for Staff Appreciation event. Aramark is donating cups, spoons, napkins, Pepsi sponsoring root beer. All we have to pay for is ice cream (4-3 gallon drums). Rana and Julie will take care of this committee next year.
- f. **Fee Waivers for Part-Time Staff** - Lynnete Lough and Misty have been discussing this all year. Our function is to support staff. Our part-time employees don't have very many benefits. PT Staff does not qualify for waivers, tuition assistance or scholarships (except PT scholarships). They discussed this issue with Dan Garcia in EM, Dan told them to talk to Velma. Velma recommended bringing vote to Staff Council for a vote. Misty asked for support in presenting this policy change to the President. Discussed some of the part-time staff and their roles and Misty wants to show support for these employees. Must be at least half time to receive benefits. Carla and Stephanie think this is a reasonable request, but Carla said that we will want to be very careful about wording, as to not allow students to qualify. Tracy recommended that we call Andrea and ask her why it was changed during her presidency. Carla recalled being on Staff Council during that time, and said that there was a budget deficit, so funds were very limited at that time. Betsey said that it is a salaried part-time employee and not hourly (student

workers). Carla and Aaron said that that's why we're here, to help all staff. An employee first, then take classes to improve. We must specify "STAFF" not GAs, TAs, etc. Graduate Assistants do not belong to an EEO category. Misty will specify this wording in her proposal. Trey motioned and Aaron seconded. Motion passed for support of this proposal. Misty will send draft of proposal to Staff Council members before she sends it out. Andrew asked how to apply for fee waiver to fill out form (Staff Employee Applying for Tuition Assistance), have supervisor sign, then return to HR. Upcoming deadline for Staff Council Scholarship is July 31st for Fall and November 31st for Spring, Misty will send out notification of this.

- g.** **Next meeting** is May 1st, (due to All-Staff Meeting). Deadline for voting is April 28th, so we'll have time to announce new council.
- h.** Trey thinks it's weird that Aramark workers are also students, some international students, serving at the student employee appreciation luncheon. Barb said that Aramark does a student appreciation event just for them.

No other new business.

- 6. Adjournment:** Carla made a motion to adjourn, Tracy seconded. Meeting was adjourned at 2:59pm.

Next Staff Council Meeting will be **Thursday, May 1** (due to All-Staff Meeting on 5/8) in the Buff Branding Room (Room 12) of the JBK.

Respectfully submitted by Stephanie Brackett, President Ex-Officio