

**Staff Council Minutes**  
**05/12/05**

**Members Present:** Karen Roop, Jill Brady, Lynn Youngblood, Amanda Lammers, Jeanette Mann, Allison Strong, Jim Wyrosdik, Nancy Schwartz, Melissa White and Laura Mullins

**Guests Present:** Darlene Seabolt, Jennifer Collins, and Jay Steed

**President's Report-**

- Adult CPR/First Aid class is scheduled for next Tuesday, and as of right now, there are two slots left. Adult, child, and infant CPR will be offered on a Saturday in June to be announced later.
- As already announced via e-mail, the President has given the council authority over it's own money. Approval from the Human Resources director will no longer be required. This development comes as a result of Laura asking the President to appoint a senior administrator to Staff Council for budgetary purposes.

**Treasurer's Report-**

- Expense Account      \$ 578.96
- Scholarship Account    \$2,118.16
- Development Fund      \$2,067.24
- Total                      \$4,764.36
- The CPR classes and two funding requests have not been reflected on this report.

**Committee Reports**

- Nominations and Elections- Each member of the council is encouraged to nominate one person. Amanda will email the staff to solicit nominations, and have paper ballots prepared before the next meeting.
- Staff Development- The maximum amount we will end up spending for both CPR classes is \$494.
- Public Relations- Pictures from Chili Cook-off will be placed on our website.
- CommunitE Bulletin Board- There are still few postings. Someone was able to over ride our process and place a file in the N drive. Jay Steed will look into that.
- Welcome- The biggest obstacle for the committee thus far has been obtaining the list of new hires. Jay Steed says that soon this will no longer be an issue, as all employees will be entered into Banner in order to have an identification number. Therefore, we will only have to generate a Banner report to find out the information.

**Old Business**

- Leave policy- Jay Steed came to talk about the progress on this issue. Jay volunteered to draft the leave donation policy proposal for Staff Council. He met with Thomas George, the new Human Resources Director. That meeting yielded several questions/concerns regarding the policy. The first is in reference to the use of sick time. Technically, sick leave is not the employee's to donate; it

belongs to the state. Some BOR schools use sick leave in their policy, so we will look into this. The second question is whether or not there will be a six-month waiting period before new hires can take advantage of the leave bank. George also suggested an anonymous donation program, and having the donation requests approved at the vice-presidential level. Once all of the concerns are addressed George thinks this is doable. The next step for the staff council is to establish a committee to develop guidelines and serve as an exemption granting body. Other issues the committee might want to consider is capping the number of days a person may draw from the bank and allowing donation to take place during open enrollment only.

- Convocations- Jay also announce that the President will host two convocations in August the one for faculty and staff is August 10<sup>th</sup> from 3-5pm with a social to follow at the Military Leadership Center.
- Mission Statement Revision- A voluntary committee will meet before the next meeting and draft a revision to be voted on.

#### **New Business-**

- Summer Hours/Flex time- Before we present this idea to the President, we need a proposal. Kathy Rich has done some research on the matter, so we will see what she has found and move forward from there.
- Staff development budget/Year end purchases- After all our pending commitments have been paid, we will have approximately \$700 remaining in this budget. Allison will send out and email soliciting requests for the money, with the cut off date being May 20<sup>th</sup>.
- Staff Council member numbers- Karen pointed out that several committees had been added to the council recently, which may be stretching our membership too thin. She suggested we consider adding more positions to the council or requiring each department to send representation. This matter will be placed on next month's agenda.
- Newsletter- Melissa spoke with Kelly Roberts about obtaining a grant to produce our own newsletter. While this may end up being our only option, the council feels like we should continue to expect the Digest to cover our events so that the entire campus is aware of what we do. At this time, we will wait and see how the Digest covers our upcoming events.