

**Staff Council Meeting**  
**Wednesday, March 6, 2013**

**In attendance:**

Shelley Merrick, Chair (President's Office/Academic Affairs)—First Term  
Tracy Gregory (Business and Finance)—Second Term  
Shannon Reddick (Business and Finance) – First Term  
Rick Matthews (Advancement) – First Term  
Peggy Clifton (President's/Academic Affairs) – First Term  
Jessica Weaver, Vice Chair (Business and Finance)—Second Term  
Rebecca Carroll, Ex-Officio (Human Resources)

**Not in Attendance:**

Greg Surette (Business and Finance)—First term  
Angela Storck (Student Affairs)—First Term  
Jennifer Incorvaia, Treasurer (President's Office/Academic Affairs) – Second Term

**Also in Attendance:**

Dr. Linda Bleicken - President  
Debbie Smith, Human Resources – to take minutes of meeting

Shelley called the meeting to order at 8:35 AM and welcomed Dr. Linda Bleicken and the three new members of the Council; Shannon Reddick, Rick Matthews and Peggy Clifton.

Shelley asked for approval of February meeting minutes. Tracy moved to approve and Tracy seconded. Minutes were unanimously approved.

**Treasurer's Report**

\$1,237.71

**Committee Reports**

Shelley advised that at the moment three committees do not have Chairs: Communications, Outreach/Special Events and Staff Development and Welfare.

**Communication:** No Report

**Elections:** Shelley advised that the special election went very smoothly and there is now a complete process in place for elections. There is also a process in place for those in Plant Operations that do not have email access.

**Fundraising:** No Report

**Outreach/Special Events:** No Report

**Staff Development and Welfare:** Will move forward with the Lunch and Learns once a Chair for the committee has been established.

**Ad-hoc/Bylaws:** Shelley, Rebecca and Susan Hacker are putting the final touches on the document and the goal is to distribute to the Council this month for a vote in April. The Staff Assembly is Tuesday, April 23, 2013 at Noon.

Rebecca advised that there are only minor tweaks, nothing major has been added or deleted. The updates were needed in order to fine tune the by-laws to reflect what the Council is practicing.

**Old Business:** Rebecca gave an update on the Employee Hardship Assistance program. This program was mirrored from two other Universities and anyone can contribute. The program will allow for any employee in a financial hardship to apply for assistance. The funds will be paid directly to the company, i.e. utility bill, mortgage, etc. She stated that she had spoken with Bill Kelso and the Foundation may be able to seed the program. Dr. Bleicken has reviewed the proposal and given her feedback. Once the document has been updated it will go to the President's Council for review and sign off.

Dr. Bleicken stated that this is a really great program for our employees. This is a very positive way for staff to receive assistance.

Shelley stated that she and Jennifer spoke about the text book scholarships and feel that we could raise the scholarship amount from \$50 to \$75. They are working on the wording to present to the Council at the next meeting. She is working with Jennifer and Susan Hacker to put a process in place. Additionally, the information regarding the scholarships will be located at the bottom of the TAP (Tuition Assistance Program) email that is sent out to all employees. Rebecca stated that anyone who applies should be able to receive some type of assistance. Peggy said that she and Jennifer spoke about raising the amount to \$75 and she agreed. Rick asked how many employees apply for TAP and if it would be a problem to raise it to \$75 if everyone applied. Rebecca told Rick that she would research that information and respond back.

Shelley advised that the Spring Assembly is Tuesday, April 23<sup>rd</sup>. The menu is still being developed, possibly a light lunch. She will be drafting the agenda for the meeting and will send out for everyone's input.

Shelley discussed Earth Day, April 22<sup>nd</sup>. Janisse Ray is coming to campus as a guest speaker. They are discussing making this event Earth Month. David Roberts has a local shredding company coming to campus on Friday, April 19th. All students and employees can have documents shredded at no cost. They are discussing additional speakers for the month to tie into sustainability. Shannon asked if there are some faculty members that can speak. Shelley advised that this was something the committee was discussing.

Shelley asked for any additional old business. There was none.

**New Business:** Rebecca discussed the need to fill three Committee Chair positions. The three Committees are:

- Staff Development and Welfare: This committee oversees the Lunch & Learns and Mentorship. There is already a staff ready to work.
- Outreach/Special Events: This committee plans and holds an event in the fall and the spring. They also oversee a spring and fall outreach project.
- Communications: Only need one or two people to review the Council email, send out emails to staff regarding upcoming events and assist with updating the website.

Peggy and Shannon advised that they would like to Chair and Co-Chair the Outreach/Special Events Committee. Rick stated that he would Chair the Staff Development and Welfare Committee. Rebecca stated that Angela had advised she would keep the minutes. Shelley stated that she would ask her to Chair the Communications Committee.

Shelley asked Dr. Bleicken if she would like to make any comments. Dr. Bleicken gave an overview of the SACS visit. She stated that today was day two of the visit and it is going very well. Today will include an electronic meeting with two Board of Regents members. Tomorrow there will be an exit interview with a written report to follow. If there are recommendations from the Committee, the University will have 3 or 4 months to respond. The SACS Commission will send a final response in December. Dr. Bleicken thanked everyone for their service.

Next Staff Advisory Council Meeting: April 3, 2013 – 8:30 am to 9:30 am in the Burnett Hall Boardroom

Meeting was adjourned at 9:15 AM.

Respectfully Submitted By: Debbie Smith, Human Resources Assistant