

## **Staff Council Meeting**

**Wednesday, September 5, 2012**

### **In Attendance:**

Shelly Merrick, Chair (President's Office/Academic Affairs) – First Term  
Jessica Weaver (Business & Finance), Vice President – Second Term  
Michael Smoose (Business & Finance) – Second Term  
Tracy Gregory (Business & Finance) – Second Term  
Robby Dittmann (President's Office/Academic Affairs) – First Term  
Rebecca Carroll (HR Rep)

### **Not In Attendance**

Jennifer Incorvaia (President's Office/Academic Affairs), Treasurer – Second Term  
Carly Hallman (Advancement ) – Second Term  
Joe Peny (Business & Finance) – First Term

### **Also in Attendance**

Dr. Linda Bleicken, University President  
Dr. Sara Plashol  
Jacque Stepherson, Human Resources

Shelley called the meeting to order at 8:38 AM

Michael Smoose motioned to approve the August meeting minutes.  
Jessica Weaver second  
August minutes were unanimously approved with corrections

### **Committee Reports**

#### **Staff Development**

Tracy noted that a survey was sent out on September 4 to help shape the Lunch & Learns for the upcoming year. Deadline for the survey is September 13 by noon. At the next meeting the committee will look at the survey results and schedule the Lunch & Learns for the year

There was also discussion at the meeting at reducing the time of the Lunch & Learns from 30-45 minutes, improving attendance at the sessions by non-council members, the hardship fund and a laptop for Staff Council's use.

Rebecca Carroll said she received word from Dr. Amy Heaston that the President's Office is willing to pay for the laptop for Council's use. Tracy will get with Dr. Kristen Betts to get specs for the laptop. Rebecca will work on getting the technology request form to the president's office for approval.

### **Special Events**

No report.

### **Fundraising**

No report

### **Outreach**

No report

## **Communications**

No report

## **Elections**

Jessica has not received the list of eligible employees who may be nominated for the empty seat. Shelley announced that Michael is stepping aside and the September meeting will be his last. Susan Hacker is going to come by Human Resources to give Rebecca information on elections as well as finish up final touches of Staff Hardship Assurances Fund

## **Ad Hoc**

No report.

## **Old Business**

### **Employee Emergency Assistance Fund**

Susan Hacker is going to get with Rebecca today to finalize all the details of the Fund. Once the details are finalized it will be sent to university council Lee Davis for vetting as well as Vice-President for Advancement, Bill Kelso. The initiative, as well as all Council initiatives going forward, will be vetted by a number of areas on campus before it goes to the President's Cabinet for approval. An update of the fund will be sent to the Council on September 26 to vet then will be an agenda item for October meeting.

### **Luminis Portal Build Out**

Mario Incorvaia brought this to Shelley's attention. First phase is almost complete. Mario and Susan are going to their final meeting as Staff Council Representatives. New staff Council representatives will come on in January. More discussion will happen at the October meeting. The first phase of Luminis has been geared towards students.

### **Textbook Scholarship**

Shelley talked informally with Chief Wilcox and Deputy Chief Wynn Sullivan about storing books at the police station. They indicated that will not be a problem. Shelley will follow up with Jennifer on finalizing the details.

## **New Business**

Dr. Bleicken had a meeting with the chairs of the sustainability committee – Mario & Laurie Adams. Last spring Mario brought the initiative forward to Dr. Bleicken and asked if it would be a good initiative to resurrect. The initiative had languished because of a lack of leadership and focus. The meeting was to thank them for rescuing the initiative and that it is a good idea to transfer the co-chair to the chair of Staff Council since the initiative was born out of Staff Council. Dr. Bleicken thought it was important that Staff Council was involved in the initiative. There is an initiative that is in the initial phase on energy conservation. A consultant is on campus helping the campus set baselines for energy use. Once baselines are set there could be further initiatives to help meet those baselines.

The University Chancellor will be on campus tomorrow for a typical visit. He will have lunch with leadership team - Vice Presidents and Deans – as well as meet with a preselected group of faculty and students as well as local legislature. This is his third visit to campus

Dr. Bleicken discussed that the university will have to take another budget cut of 2-3 percent, on top of the already three percent cut that it is already taken. Fortunately, no current positions have been eliminated, but some vacant positions will not be filled.

### **Dr. Sara Plaspohl, Tobacco Initiative**

The campus became tobacco free on August 1. One of the biggest questions has been enforcement. There is signage around campus as well as a website for all aspects of the policy – history, how to enforce, cessation class. There have been classes for faculty, staff and students that have been well attended. Meagn Feasel has several students who have been trained to teach classes and they will be assuming that role. Response from classes has been very positive and support. There is discussion of starting a support group with the graduates of the class.

The committee will meet in a week to get feedback and at the end of the semester to see how to move forward.

### **Fall Staff Assembly**

Fall assembly is scheduled for September. Shelley looked at the bylaws and proposed to move the date of the assembly so the Council can be better prepared, communicate the date to the staff and really work to increase involvement.

Jessica moved to move the date of the fall staff assembly to October 24.

Tracy second the motion

Motion unanimously approved.

If no one is will to volunteer to chair the ad hoc Jessica volunteered to co-chair the bylaws committee.

### **Staff Council Website update**

Updates will be done today

### **Staff Attendance at campus events/meetings**

Robbie shared some concerns that there have been a number of all-staff meetings that all staff cannot attend. General feeling on campus is that staff morale is low and reworking the scheduling of the events that could include all staff may help give morale a boost.

Rebecca encouraged that concerns and facts need to be documented and brought to Council so it can be recommended to the proper Vice President or the President's Office. Rebecca also recommended sending out a communication to the staff on the options that are available – streaming of events, etc. – when an office/department can't be closed during an all-staff event.

### **Memorial Day Vacation Policy**

Rebecca gave a background and overview of the university policy regarding the Memorial Day holiday for the various categories of staff.

Jacque brings a wealth of human resources experience to Armstrong and has worked at all levels of human resources. Once she gets acclimated to Armstrong she will put together some training seminars for managers.

### **Announcements**

Next meeting is October 3 at 8:30 a.m.

Jessica moved to adjourn the meeting  
Robbie second

Meeting adjourned at 10:10 a.m.