

## **Staff Congress Minutes March 12, 2015**

**Present:** Peg Adams; Tina Altenhofen; Tom Barnett; David Bauer; Kerri Beach; Tiffany Budd; Chris Bowling; Jeff Chesnut; Cheryl Edelen; LuAnn Grimm; Debbie Kelly; Katie Lovold; Amanda Meeker; Gail Messmer; Sue Murphy; Josh Neumeyer; Rebekah Richardson; Ron Schulz; Lori Thaxton; Mary Ann Trumble; Dennis Sickinger; Mary Beth Ward; Pam Wagar; Mike Walter; Chris Witt; Carole Ziegler

**Absent:** ; Cindy Ash; Corbin Fox Ash; Tracy Brate; Sara Conwell; Mary Beth Dawson; Whitney Kessinger; Connie Kiskaden; Doug Wells; Robert Yelton

Guest: Steve Meier; Lori Southwood; Ken Ramey; Toni Wice; Grace Hiles; President Mearns; Dr. Sue Hodges Moore

Meeting called to order 1:04 pm by President Rebekah Richardson.

Minutes for the February meeting will be presented later.

President Rebekah introduced President Mearns, and Dr. Sue Hodges Moore, Senior Vice President, Division of Institutional Effectiveness. They presented a power point about the Budget and General University Update.

**Staff Regent:** No report.

### **Liaison Report – Ken Ramey:**

Health Innovation Center is on schedule.

The Rec Center is making progress, and is scheduled for 2015 Fall Opening.

Callaghan Hall dining will be closed to undergo renovations. Should be ready for fall; paid for with reserves in Food Services & Chartwells.

AA Connector Road – Must move a gas line, Construction scheduled to begin late summer 2015.

Open Forum – Parking, scheduled for later this spring.

Question concerning temporary tags – 1 day. Will follow-up

New toilet paper dispensers are being installed in all buildings on campus.

### **Liaison Report – Lori Southwood:**

Employee Appreciation Week:

March 30: Reception to announce the Wellness at Work winners, and the nominees for Regents Distinguished Service Awards.

March 31: Chili Cook-off.

April 2: Employee Recognition Awards Breakfast.

The sessions with TIAA-CREF, Social Security, Medicare, Investing for women have been rescheduled.

All evaluations are due in Human Resources by March 3, 2015.

Several people reported having great difficulty using the evaluation form.

Lori will check on whether or not employees could use ½ day of vacation for February 17, 2015, if they chose to NOT come in at Noon.

**President's Report:** President Rebekah reported that she had been nominated to run for Staff Regent. The regulations state that you cannot run for Staff Regent and currently hold the office of President of Staff Congress. She thanked everyone for their support, and resigned as President of Staff Congress so she could accept the nomination to run for Staff Regent.

President Dave asked for the following committee reports:

**Benefits:**

Met: February 24, 2015

Present: Pam Wagar, Chris Bowling, Lori Thaxton, Mary Beth Ward, Emily Sumner.

Absent: Mary Beth Ward

**Discussion**

The Committee discussed possible promotions for baseball and softball games this Spring. We are working with Athletics on promos for Faculty, Staff, and students for games in April, possibly in conjunction with \$1.00 hot dog days.

We are exploring a Summer activity, possibly along the lines of the Summer Brown Bag Recess we had a few years ago. Emily will talk to Rachel Green to see if we could coordinate with her department for an activity.

A reminder that the Regents Award nominees and Wellness@Work awardees will be announced at the Employee Appreciation Week reception on March 30 and the Regents Award winners will be announced at the breakfast on April 2.

**Construction & By-Laws:** No Report.

**Credentials & Elections:** Report: Tina for Sue Murphy

1. Nominations are setup online, tested, and ready to go for tomorrow morning.
2. The Committee email merge letter, "Who will represent you", went out on 2/27/15. The committee will meet on 3/19/15 to access the success of the mailing.
3. Please take a few nomination flyers to post in your buildings.

**Policies:** Carole Ziegler:

Meeting Date: 2/26/15

The Policies Committee met on 2/26/15 – Josh Neumeyer, Whitney Kessinger and Carole Ziegler were in attendance.

The committee talked through a few questions regarding the Ethical Principals and Code of Conduct policy and the process. The committee will contact Dawn Bell-Gardiner and ask her to meet and discuss the idea of the Staff Congress Policies Committee (in collaboration with Faculty Senate representation) contributing to the process of revising the document. The committee would also like an update on the status of the policy review/revision process in general, as there have been no announcements through the policy listserv. Another question for Dawn relates to the progress of the formalization of the anti-retaliation policy/language – it was noted that some had heard this was in progress, but there has been no news lately.

The evaluation by faculty of academic administrators was also discussed, in the context that only faculty participate in the process, and it is only present within Academic Affairs. The committee would like to see this “360-degree” style of evaluation extended to staff input, and to the other vice presidential divisions, so that everyone’s opinion can be heard. This suggestion will be discussed with the Staff Congress Council of Chairs to see what might be the best way to move this request forward.

A status update will be requested from Lori Southwood as a follow up to our meeting with her in December. At that point there were a couple processes that were soon were to be reviewed/revised.

Next Meeting: 03/25/15

Meeting adjourned.

**Outreach:** Please send information to Tracy or Ron for the next Staff Congress Newsletter by 3/15/15.

**Scholarship:** The deadline for applications for returning students is March 15, 2015.

**Tech Tip:** You can connect to VPN and the Virtual Lab from any computer off campus. Instructions are on the IT Web Page.

**Wellness:**

Monday Mile starts March 16. Meet at noon behind Nunn Hall on the oval. (You will receive two perks punches and there is a weekly raffle for AllCard points!)

Now that you have received your Health Assessment results, it is a good time to schedule your Health Coach appointment by calling x7780. Linda Hoffsis can help you identify realistic goals and give you the sound advice and tools to fuel the change needed in your life.

CPR/AED Certification classes will be held April 15<sup>th</sup> and 16<sup>th</sup>—the sign up link is on the Wellness website under Employee Wellness.

Wellness@Work award winners will be announced at the Employee Appreciation Reception on March 30.

The next Lunch and Learn is titled “The Power of Prevention: Part II, Just Say No! to Colon Cancer” and will be held on Thursday, March 26, noon to 1:00pm in SU 108. Get the latest information on colon cancer prevention and take the scary out of preparing for and getting a colonoscopy. A representative from the American Cancer Society will speak about the colonoscopy process and provide other screening options. Bring your lunch and your co-workers. Space is limited so registration is required; go to the Employee Wellness site to register.

**Benevolent:**

Minutes from the March 4, 2015 Meeting

Attendees: Carole, Emily, Margo, Kimberly, Erika, Lisa, Jim P., Jeanne, Mary Beth, Debbie, and Katy.

Mary Beth welcomed our newest member Lisa McElfresh. Everyone introduced themselves and stated where they work.

There will be a memorial service for Mary Cupito, former member of this committee, on March 20th. Peggy Dejaco is still recovering from her surgery.

**Chili cook off March 31, 2015**

Set-up and clean-up-Mary Beth: Please be at the ballroom by 7:30a.m. to assist with set-up. Cleanup will need to be completed by 2:30; Jim R. will deliver the supplies to and from the storage area.

Drop off at ballroom-Katy and Tracy: We will be there by 7:30 to accept donations. Will need to remind donors that their crock pots or dessert dishes need to be picked up by 2:30.

Advertising /Marketing-Erin: First Midweek announcement was published today. Waiting to hear back from Mike Frazier on the posters. The vendor holiday market form was passed around. Everyone liked it and thought it should be used. Some changes need to be made. Hopefully it will be available by May 1 to be handed out during the craft shop

Music-Jim P.: everything is on track for the music.

Signage day of and decorations -Kimberly and Carole:

Everything is going well on the decorations.

Hope to get balloons for the staircase. Chili bowls will be used for the center pieces. Committee members are encouraged to wear black and gold to the event.

Supply inventory -Erika: a very detailed inventory spreadsheet was passed around to the members with a listing of all items that we have, number of items, recommended for purchase, and Model numbers/comments. The boxes have been neatly arranged for easier access.

Valet service-Erin and Carole: Service will be offered in two locations, the same as in November. The time will change and be offered from 7:30-8:30. It was suggested that additional help be at the Steely-drop off so the chili could be brought over more frequently. Try to find additional volunteers to assist Erin.

Dillard's lingerie-Erika: They will not be attending; there has been a lack of communication on their part.

Chili cook off March 31, 2015 Tasks:

Ballroom reservation-Mary Beth

Work orders--Katy Same as last year however, make sure that everyone is aware that everything needs to be cleaned up and out of the room by 2:30p.m.

Chairs and tables for the ballroom-Katy Same as last year: will follow up with Sarah Aikman to make sure everything is on track.

Chartwell and Pepsi donations-Jeanne: The donations have been secured including coffee, both regular and decaf, spaghetti, cheese, onions, ice, and crackers.

Cash box-Jeanne

Judges-Mary Beth: Nine judges are needed for the event, three for each category. Still working on this. All but one judge has been confirmed as of this morning. Judy Voelker has been suggested as a possibility.

Judging forms and judging set up -Katy and Tracy: the forms are ready.

Chili donation list-Mary Beth will ask at Staff Congress and everyone on the committee should ask for donations wherever they can. We need more chili donations. Hopefully the Midweek announcements will help and Staff Congress.

Recipes and possible booklet-Debbie update on possibility of having a "sample" pamphlet available for sale: Jim P. will give us an estimate on the cost of printing 50 and 100 bowls.

Donation table has been approved and Jim P. will coordinate its staffing. Recipe booklets will be available for purchase if we go through with this endeavor.

Set up and sale of chili bowls- Will sell again for \$5.00 The bowls that do not have spoons will be used for the centerpiece/door prizes.

Theme-Kimberly and Carole: we will use the Benevolent Chili Cook Off as a theme.

Campus photographer-Carole: requested and confirmed.

Event emcee- Emily: We will present Tim his retirement watch and cake (made by Kimberly) during the event. We will have a picture of the committee with Tim taken as well.

President Mearns is schedule to speak at 12:15 p.m.

Thank you letters for donations will be sent out by Erin-needs more cards. Erika has more cards if needed.

Prizes: Tim will make them again and perhaps can use a chili bowl for the trophy. There will be four (4) winners, one for each category; Homestyle, Tex-Mex, and Specialty and an overall winner. Mary Beth will get the prize designation plates for the trophies. Tim has graciously agreed to continue making these after he retires. His last day on campus is March 31.

Hot dog donation by Mary Beth and Jeanne. Committee members signed up to donate the buns.

The next meeting for the Chili cook-off is Wednesday, March 18 at 10:00 in MEP 267.

**OLD BUSINESS:** NONE

**NEW BUSINESS:**

There will be a fund raiser in May for Melissa Krueger whose son has cancer.

Concern over the length of meetings.

Film screening next week, see flyers.

Athletics- Women's Basketball championship game Sunday 3/13/15 at 2:30 pm

Women's Walk 25<sup>th</sup> anniversary April 25, 2015.

Thanks to Rebekah and Carole.

Motion to Adjourn – Kerri Beach

Second: Jeff Chesnut.

Motion Carried- 3:12 pm.

Respectively submitted  
Cheryl Edelen