

**\*\*Please Copy and Distribute  
To ALL Staff Personnel**

**Staff Council Minutes  
October 24, 2007, 9:30AM  
Room J-381**

**Present:** Chris Corriere, Jill Forest, Steve Hamrick, Bennie Sue Houck, Ann Lay, Pierrette Maillet, Kenneth Shelton, Marilyn Shortridge

**Guests:** Alberta Cook

**Absent:** John Bauer

**1. Welcome**

Ann Lay called the meeting to order at 9:30am and welcomed our new members, Jill Forest and Chris Corriere.

**2. Budget**

Pierrette Maillet reported the agency account balance of \$2144.96 and the Foundation account balance of \$1695.42

**3. Review and Approval of the September 12, 2007 Minutes**

The minutes were reviewed and three corrections were suggested. A motion passed to approve the minutes with the three changes. Ann reminded all members to send the minutes to their constituents. Pierrette will send a list of constituents to Jill Forest.

**Old Business**

**a. 2007 USG Staff Council Conference Update**

Ann stated that the 2007 Conference was a great success and that Alberta Cook's hard work as chair of the conference planning committee was much appreciated by the Staff Council. Ann mentioned that she heard positive comments from many attendees about the Conference and the workshops, both from SPSU and from other schools. She noted that most of the workshops were facilitated by SPSU employees. A suggestion was made to publish an article in *Around Campus* about the event and to post pictures of the event on the Staff Council website.

Alberta Cook reported that to date all the conference bills except for two have been paid. Conference fees for four attendees are still outstanding, and Alberta has followed up on these. She anticipates that the Staff Council will net about \$2000 from the event. Total conference attendance was 112.

**b. Approve additional Staff Council Representatives for 2007-2008 IPED Group VIII (Sarah Milton, Marlon Jones, Revonda Hayes\*)**

Ann reported that three people in IPED Group VIII had agreed to be considered for Staff Council. A motion passed to approve all three as new Staff Council members through June 30, 2007, at which time each would be eligible to be elected for a two year term: Sarah Milton, Marlon Jones, and Revonda Hayes.

**\*Note:** Upon further discussion after the meeting, Revonda Hayes informed the Staff Council Chair that she did not in fact wish to be considered for Staff Council. Her name was subsequently removed from the Staff Council roster.

**c. Update on Shared Sick Leave Meeting with HR**

The Staff Council Shared Leave Subcommittee consisting of Ann Lay, Kenneth Shelton, and Steve Hamrick reported that they met with Quint Hill, Charles Azeboekhai, and Mary Ellen McGee of Human Resources regarding adoption of the proposed Shared Sick Leave Policy at SPSU. HR raised a concern that the Board of Regents' publication regarding Shared Sick Leave is a policy and cannot be changed. Staff Council members asserted their belief that the outline is a guideline, and not policy. Quint is following up with the Board of Regents to confirm whether their publication is a guideline or a policy.

Ann informed the Staff Council several schools in the USG already have policies in place.

Member of the Staff Council Subcommittee clarified some points they are discussing:

- Shared Leave will only start after an employee has exhausted all other forms of leave.
- Cost efficiency
- Sick and annual leave would be treated as two separate pools and could not be used interchangeably.
- Employees who donate time could donate to either an individual or to the pool.
- Employees can be out for 180 days before short term disability begins.

**d. Lee Denim Day Update**

Ann reminded members of the Council that the Lee Denim Day Campaign will continue until the second week in November. The goal is to collect as much or more than last year's total of \$360. A suggestion was made to set up a table on campus to try to collect more donations. Ann will follow up with Kelly Blosser to set up a table during the Halloween events at the Student Center. Pierrette will check with Ron Koger to find out if an hour of leave time might be given as an extra perk to employees who donate.

**New Business**

**e. Nominate member for Secretary position**

Bennie Sue Houck was nominated for the position of Staff Council Secretary. A motion was unanimously approved and Bennie accepted the position.

**f. Revision of Election Procedures Discussion**

Ann reminded the Council that last year's election revealed that the election procedures need to be updated. A Staff Council Election Subcommittee was created that will include Ann Lay, Bennie Sue Houck, and Pierrette Maillet. The Subcommittee will meet to identify the election procedure issues that need to be addressed by the Council.

**f. Committee to Revise Outstanding Staff Award Guidelines**

Ann stated that the Outstanding Staff Awards selection process could use some updates and could be simplified. A Subcommittee for the Revision of the Outstanding Staff Award Guidelines was created and will include Ann Lay, Chris Corriere, Kenneth Shelton, and Marilyn Shortridge. The Subcommittee will meet to suggest revisions to the guidelines for the Council to consider.

**Next Meeting**

The next Staff Council meeting is scheduled for Wednesday, November 14, 2007 at 9:30AM in J-381. All staff personnel are welcome.