Staff Council Minutes
Wednesday, July 17, 2024
Grimes Haus Attendees: 10
8:00AM – 12:00PM
Members present: Abby Yates, Carolina Soria, Becky, Amanda Mitchell, Kelley Collazo,

 Chose to retain our previous meeting time for future meetings:
o 1pm on the 3
rd
 Wednesday of the month


Staff Council Minutes
Wednesday, August 21, 2024
1:04PM – 1:55PM0

Members present: Bryn Best, Gloria Butz, David Huebner, Terri Kendall, Megan Knox, Claire
Sinvil, Caitlin Woolsey, Abby Yates, Rebecca Yates
Guest Speaker: Tricia Teagan from Admin Senate
Members absent: Carolina Soria, Frank Nagy, Kelley Collazo
Retreat began at 8:05AM.

Prior Business:
 July minutes – roles clarification
o We need to know who is acting in what capacity.
Old Business:
 Reflected on the year’s challenges and accomplishments
o Discussed importance of dialoguing with parties prior to developing proposals
o Discussed the potential to grow the Staff Council Recognition Award
 It was historically held in Carter Hall and a larger affair.
Guest 2024-2025 Chair of Admin Senate, Tricia Teagan, speaks:
 Open Admin Senate meetings are held the 1
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 Wednesday of the month from 3–4:30pm.
 Admin Senate is recentln AAnatlate is rev嘀伀oЀgy, Kelln MԐd aior t:

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Current Busine ss: • We are still finalizing the duties of Treasurer o Once we have accomplished this, it will move to the President. o It will not be official until the next fiscal year and will require a bylaws update. o When consulted, Sarah said she could give advice but not have power over stuff. • Bylaws were last updated around 6/21/23. • We had Don serve on a role in a past point. • In 2021 or 2022 the name of the Economic Benefits & Communication committee was
adjusted; maybe it needs changed? o Abby will think about it. o Caitlin agrees. • Ad-hoc committees o Nomination Committee o Bylaws Committee • David notes that some rules may have been proportioned to the size of Staff Council. o We note that we have had trouble maintaining 20 people; historically, there used

to be recruitment in Sp ring. • Abby notes that there is too much going on in the Fall and that 8-10
people will not develop our best results.

Comm itte e R eports: • Old Business •

• Work From Home o Executive leadership & HR can approve you for 5 days a week o Staff Council had mixed feelings: • David notes he prefers here to home. • Caitlin notes that it seems like there are a lot of unnecessary rules. • Work from Home can be used very effectively in the summer. • It’s noted as well that custodial staff are not able to use this benefit. • Nominating Committee o Becky and Bryn are doing well with recruiting! • We’re sorry to see Becky go. • University Committees o We have not heard back from the Development or Safety committee;

we have h eard b a ck from the wellness committ ee. o For the substance abuse committee, we can consult them but do not have a seat. • Abby will meet with Faculty for SB 102 soon. • Rule to not wear stuff on clothes like a cross or tied to PRIDE.
New Bu siness • O: Drive from Caitlin o The aim is to make sure we have a good system going forward. We’d like to

cente r do c ument s so t hat there’s not lost knowledge and it is as eas y as poss ib le to

pass informatio n on. • We’re hoping to return to something more cohesive & thrive rather than

just hang on. o Previous minutes and agendas can be seen here. • Fall Food Drive: o Claire is putting out drop boxes on Friday so that it starts on Monday. • Orr Center: it’ll be in the hall at the main entrance • There is usually another one across from the advising center. o We can contact Claire Simil if it looks full & needs picked up. • Spring: maybe another contest / championship can be brought back. o It was discovered that the cans for the food drive trophy were not empty. • This has been deemed a hazard. • We will make a new trophy and use cans without food. o If we want to help, reach out to Abby.

Meetin g was adjourn ed at 1:55 PM.

Staff Council Minutes
Wednesday, September 18, 2024
1pm – 1:59pm

Members present: Bryn Best, Gloria Butz, Kelley Collazo, David Huebner, Terri Kendal, Megan Knox, T
Lance, Zoe Meuth, Claire Sinvil, Caitlin Woolsey, Abby Yates
Members absent: Frank Nagy
Member resignation: Rebecca Yates, Carolina Soria
Guest Speaker: Bob Gober from Facilities, Operations, and Planning
Guest Bob Gober of Facilities, Operations, and Planning speaks:  Bob can be reached at rmgober@usi.edu or via phone at ext. 5182  Bob is helping representing Mpulse, the work request system.  He notes it can be accessed via usi.mpulse9.com  The basic view appears somewhat like Outlook on the left side; it highlights the current job that
you’re looking at. Past requests can also be located in this system.  The sequence of events is such that: o 1) staff put in requests o 2) FOP makes them into work orders & then assign the requests  Making a New Request
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 Try some of the different options to get it to look how you’d like it to
 You can save it to pdf or print it out.
 David notes the audio video was helpful for knowing how to go about it
We will use an email approval for the minutes of last month.
Seeking a Finance Advisor
 Any ideas of a possible finance advisor for Staff Council?
o Abby was thinking maybe her boss even though a VP
o Kathy Oeth
o Maybe someone from trio
o Hesitance toward involving someone from HR
 Caitlin thinks HR could be possible but not necessarily every meeting, and not
the director since there could be a conflict of interest.
Treasurer / Advisor Being Sought
 Caitlin thinks maybe we don’t necessarily need both a treasurer and advisor.
o Maybe one or the other
 Kathy Oeth could be a good fit
o An advisor to put in two cents couldn’t hurt
o