

## STAFF COUNCIL MEETING MINUTES

Date: December 13, 2007

Present: B. Bassett, V. Dawson, D. Getty, A. Holt, S. Johnson, C. Pepperdine, D. Rowden, J. Swank

Absent: C. Blakley, D. McDaniel (all excused)

### **CALL TO ORDER**

The meeting was called to order by C. Pepperdine at 10:10 a.m.

### **APPROVAL OF MINUTES**

Minutes from the November meeting were presented and approved.

### **ANNOUNCEMENTS**

S. Johnson announced that she is resigning from Staff Council effective in January due to her acceptance into a Nursing program. She represented the council at commencement on December 9th.

C. Pepperdine relayed that Dr. Kay commended the council for our involvement with the United Way campaign.

### **AGENDA ITEMS**

**Budget Report:** S. Johnson turned in proceeds from the sales of 8 portfolios. C. Pepperdine reported that the General Fund budget is on target to spend \$7K. There is a \$1K profit from portfolios reflected in Designated Accounts.

**Parking Issues:** C. Pepperdine distributed a copy of Student Government Council Resolution (C.R.2007-05) which supports the transfer of parking spaces between Harrison and University Pavilion ramps. D. Rowden will draft a letter to Dr. Kay which will include a copy of the SGC proposal and copies of the staff petition from 2006.

**ECDC Discounts:** J. Swank read some comments from the over 60 replies to the ECDC survey. She also reported that Ann Arbor is refusing to give Beth Manning the numbers of how much UM-Flint staff contribute to the Benefits Rechargeable Account. D. Rowden will send the link to the results survey to the council members so they can read the comments.

**Volunteer Service Credit:** S. Johnson met with Melissa Stephens-Farrell from Outreach regarding the Outreach department printing certificates for staff who perform at least 50 hours of volunteer service per year. S. Johnson showed Melissa the staff volunteer service credit site located at <http://www.umflint.edu/staffcouncil/volunteer.htm>. Melissa would like to partner with Staff Council and send the agencies that Outreach directs staff to so that they can be posted on our site. S. Johnson asked Melissa to speak to the council (tentatively scheduled for February). D. Rowden will collaborate with Outreach on this project in the future. The certificates are planned to be presented at the holiday breakfast.

## STAFF COUNCIL MEETING MINUTES

**Brochure:** C. Pepperdine distributed the revised brochure and the insert for the portfolio. A suggestion was made that a “take one box” be created for the Staff Council Bulletin Board (2<sup>nd</sup> floor of UPAV). Information needs to be added about the Volunteer Service Credit. To kick-off the new brochure, a one page newsletter is planned to be mailed along with the brochure to all staff.

**Faculty/Staff Dining Room:** C. Pepperdine reported that met with Theresa Landis regarding the use of the Saginaw Room in UPAV as a faculty/staff dining room from 11:30-1:30 Monday-Friday. The Saginaw Room has private bathrooms, patio, window, and the possibility of installation of bulletin boards and television. Laura Friesen-Lynn, chair of Faculty Council, is drafting a resolution to be presented to the Space Committee. The Peerless situation is still confidential, so our resolution will be drafted and the email to the Space Committee, D. Barthelmes, and Dr. Lotfi will be timed to coincide with the announcement. The council agreed that the Space Committee needs an open forum similar to the open forums which the Parking Committee has held in the past. A quiet room exists on the 2<sup>nd</sup> floor of the Library—it has a keyed entry.

**United Way Campaign:** C. Pepperdine reported that the campaign resulted in \$15K in pledges.

**Holiday Breakfast:** C. Pepperdine reported that \$2K was spent.

**Adopt-a-Student-Family:** B. Bassett reported that \$750 has been collected to date and that the deadline has been extended to 12/17. There are two families with 3 children in each family and a shopping list will be sent to the faculty/staff email list.

**Charter Revisions:** C. Pepperdine proposed that a charter revision should be made for the vacancy of council officers—appointment versus vote.

### 3.51 Appointments.

The Staff Council Chair, with the approval of the Staff Council, shall **appoint** an alternate to fill any vacant seat. New Staff Council members shall be selected from the candidates who were not elected in the most recent election, in descending order of the number of votes received. If the outgoing member had run unopposed, a new Staff Council member would be selected from voting members of the appropriate unit within Staff Assembly. The Vice Chancellor for Administration, Staff Assembly and the new Council member will be notified of the appointment.

Since S. Johnson is resigning as Vice Chair, J. Swank will be assigned to the Vice Chair position since she was the runner up for that position. To fill the vacant council position, Sharon Seames was identified as the runner up in the last election, and C. Pepperdine will invite her to join the council.

**Recap of Meeting with Dr. Kay:** C. Pepperdine reported that topics discussed were recent staff initiatives such as the website, brochure, parking, Peerless/Saginaw Rooms, postage for military care packages, volunteer service credit, progress of ECDC discounts, 2 staff recognition awards, and free recreation center access. Also discussed were social events such as the holiday breakfast, the birthday club, recognition awards, and philanthropic activities such as the United Way Campaign, Adopt-a-Student-Family drive, and Take Your Child To Work Day.

## STAFF COUNCIL MEETING MINUTES

**Highlighting Staff/Newsletter:** C. Pepperdine proposed the creation of a newsletter to help increase staff member interest and participation in staff assembly. D. Rowden provided details about highlighting a staff member each month by either a random drawing or by nomination--a gift card or portfolio would be awarded. The staff member could be featured on bulletin board(s) also. S. Johnson volunteered to contribute articles to the newsletter. V. Dawson will create the first (paper) newsletter.

### **Other Matters:**

A new topic/benefit was proposed: to allow staff to donate unused sick/vacation time to a needy staff member. A committee was formed consisting of B. Bassett, A. Holt, and V. Dawson.

B. Bassett proposed that the "Freshman Book Project" be renamed to "Fresh Person Book Project". After some discussion, the group agreed on "Book Project for First Year Students".

### **ADJOURNMENT**

The meeting was adjourned at 11.30 a.m.

Submitted by,  
Debi Rowden  
Staff Council Secretary