

## STAFF COUNCIL MEETING MINUTES

Date: February 21, 2008

Present: B. Bassett, C. Blakely, V. Dawson, D. Getty, D. McDaniel, C. Pepperdine, D. Rowden, S. Seames, J. Swank

Absent: A. Holt (excused)

Guests: Phil Erlenbeck

### **CALL TO ORDER**

The meeting was called to order by C. Pepperdine at 10:00 a.m.

### **APPROVAL OF MINUTES**

Minutes from the January meeting were presented and due to lack of time, council members were asked to review the minutes and email D. Rowden with any changes within the next two weeks.

### **ANNOUNCEMENTS**

Delayed to end of meeting due to full agenda.

### **AGENDA ITEMS**

**ITS Security Information** – Phil Erlenbeck spoke to the council about the security incident in December which resulted in ITS being required by law to notify 40 staff members of potential access to their information (such as social security numbers, credit card numbers, and bank info) on their H drive. He explained that ITS uses software called Identity Finder to scan networked drives monthly and that so far 200,000 social security numbers, 400 passwords, and 60 credit card numbers have been located. D. Getty asked if ITS is scanning desktops and Phil reported that users can request a scan of their hard drive. Phil will work with users to make sure data stored locally is secured by encryption. ITS has brochures (which are included in the HR packet for new employees) and posters about data security issues; D. Rowden will send each council member a brochure and bring posters to the next meet for council members to choose one.

**Minutes from January meeting** – D. Rowden distributed copies of the January minutes. C. Pepperdine requested that council members read the minutes and send any changes to D. Rowden prior to the March meeting.

**Budget Report** – C. Pepperdine distributed the budget and reported that council will have \$1,000 profit from the portfolio sales when all are sold.

**Volunteer Service Credit Report** – D. Rowden gave a general overview. For next month she will report # of volunteer activities that have been submitted # of individual staff members for # of agencies and the average hours volunteered.

**Parking Issues** – C. Pepperdine reported that the memo about parking issues was sent to Dr. Kay in January. She met with Laura Friesen-Lynn and there is resistance from faculty to the parking solutions. D. Rowden distributed a copy of her report on the February Parking Committee meeting.

**ECDC Discounts** – J. Swank reported that the subcommittee met and that she met today with Beth Manning about Kids Care Program which is the ticket to funding. The subcommittee plans to have a draft of the proposal to Dr. Kay and the HR Director completed by March 1<sup>st</sup>. Beth suggested stating in the

## STAFF COUNCIL MEETING MINUTES

proposal that the Kids Care Program is not available to faculty and staff who reside in Genesee County and to request the amount/percentage and ask if it can be placed to ECDC. A suggestion was made to bring the issue to the Voices Group since they have system-wide influence. Beth will review the draft of the proposal. Another suggestion to obtain the zipcodes of all faculty-staff to prove that the majority live in the Genesee County area. J. Swank pointed out that the departments pay our benefits.

**Brochure** – C. Pepperdine will send the council members a final draft of the brochure.

**Faculty-Staff Dining Room** – C. Pepperdine reported that Admissions requested use of the Saginaw Room at the same time as our request.

**Newsletter** – V. Dawson distributed the template for the newsletter and the council approved the great layout. She will send the Publisher document to everyone. D. McDaniel will write an article about Veteran's Day. Articles need to be submitted by mid-March.

**Women's Night Out** – S. Seames will donate a basket and B. Bassett will decorate it. Several council members brought items for the spa basket.

**Sterling Staff Awards** – C. Pepperdine will send the certificate template to council members, then announcement the nomination form to staff assembly.

**Bulletin Board in Pavilion** – J. Swank and D. McDaniel will update the board. A "Take One" box was proposed for the brochure. D. Rowden will fashion a display for the monthly Sterling Staff nominees.

**UM-Dearborn Senate Visit** – C. Pepperdine reported that breakfast, tour, regular council meeting, and lunch is planned for the visitors on March 20<sup>th</sup> at a planned cost of \$225 plus a portfolio for each member. It was noted that the Dearborn senate previously visited two years ago.

**Other Matters** – C. Pepperdine reported that she plans to submit an increase request to \$9-10K for the staff budget and will send the proposed budget via email to council members.

B. Bassett suggested giving a mug to the winner of the monthly Sterling Staff nominations random drawing.

B. Bassett asked when the recognition awards breakfast will be held this year and also staff council elections. C. Pepperdine stated that early in May for both with the election held prior to the breakfast.

### ADJOURNMENT

The meeting was adjourned at 11:25 a.m.

Submitted by,  
Debi Rowden  
Staff Council Secretary