MINUTES OF THE STAFF COUNCIL MEETING
Tuesday, July 14, 2020
10:30 A.M. TEAMs Video Conference

Members Present: Bailey, Ashleigh; Black, Kimberly; Brinser, Krista; Estepp, Michael; Ettinger, Lilly; Ferguson, Melanie; Fisher, Amanda; French, Gina; Glass, Alexxis; Griggs, Geoffrey; Haberman, Donna; Hand, Mike; Hendrickson, Tosha; Higginbotham, Brenda; Humphries, Mariah; Kruse, Ronda; Mathis, Jarrod; McCormick, Drew; McCulloch, Carol; McNamara, Lori; Price, Nicci; Poteet, Erin; Ray, Denise; Rowell, Kelsey; Rylander, Amy; Scott, Laura; Sumrall, Laura; Telep, Andrew; Wheelis, Meaghann; Wilson, Jasmine.

Welcome

Donna Haberman

The meeting was called to order at 10:31 a.m. on July 14, 2020 by Donna Haberman.

Prayer Requests & Invocation

Jarrod Mathis

Jarrod Mathis led the group in prayer request and invocation.

Guest Speaker: Ignite

HR Representatives

- Stephanie Horton, Jade Rumminger, Kevin Vance, and Hank Steen joined to share information and answer questions about Ignite. HR will provide a document with answers to questions and additional resources.
- JobX is expected to be sunset and moved to Ignite beginning in August. HR is working on training materials for managers, and they expect to send more information July 17 (dates subject to change). Materials will be available in the Learn module in Ignite.
- HR is currently entering Fall hiring requests for students being re-hired for work-study. Managers and students should receive emails soon with instructions to complete items needed in Ignite or with notification of authorization to work beginning August 9. For graduate assistants, the deadline for updating the spreadsheet in Box is July 15. These data will then be converted in Ignite before the August start date. For graduate assistant jobs that do not go on the spreadsheet, HR is working with areas to share a form that needs to be completed.
- Ignite does not show the pay band for yourself. Additional information involving pay bands is expected to be released in 2021 around the merit process. Resources will also be linked in the document that HR shares. If you have questions about your pay band, contact your manager or your HR Consultant.
- For managers, team timecards are expected to be moved to the landing page in Ignite to make them more accessible.
- Embedded experts are available for help with issues related to timecards. If you don’t know who your embedded expert is, contact your Business Officer or the Ignite support center.
- Ignite allows you to project future absence balances when making a request, which will account for all absences that have been submitted. The pay slip only reflects what has been approved by your manager. When an absence is entered in the absence module, there is a “save” function that is different than submitting to your manager for approval. Absences must be submitted for manager approval in order for the hours to be accounted for on the timecard.
- When an absence request is submitted for leave other than FMLA over 3 days, managers receive a one-time email as well as a notification within Ignite. If a manager has not approved your time, it is

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recommended that you communicate with them to get approval before the date of the absence. You will receive an email notification once the request has been approved.

- It is recommended to enter absences in the absence module rather than the timecard unless time must be entered on the timecard at the end of the month for the pay slip to be updated. Absences are automatically approved for timecards with under 80 hours.

Old Business
- June Minutes
  - A motion was made to approve the June minutes by Melanie Ferguson and was seconded by Nicci Price.

New Business
- Discuss action plans as a committee
  - The Executive Committee are discussing how Staff Council can have an active role on campus and use our time to educate and serve others. We have decided not to make a formal statement on a topic without plans for action behind it and are seeking input from members on action steps that we want to take for the upcoming year.
- Speaker suggestions
  - Contact Nicci Price if you have suggestions for speakers this year, keeping in mind that all meetings will be held via Teams for the Fall. Topics that allow for personal development and dialogue among the group are preferred.

Staff Council Committee Reports
- Constitution & Bylaws – no updates
  - Nick Haynes
- Marketing & Communication – no updates
  - Krista Brinser
- Membership – no updates
  - Meaghann Wheelis
- Service – no updates
  - Amy Rylander
- Spirit Shirts – no updates
  - Lilly Ettinger
- STEPP Luncheon
  - Brenda Higginbotham
  - The STEPP luncheon will likely be held remotely this Fall. The luncheon will be held the first full week of October (date TBD) within the 11:30-1:30 lunch window, with Malcolm Foley as the speaker. Contact Brenda if you have suggestions for future speakers.
- Treasurer and Scholarship
  - Amanda Fisher
  - Endowed scholarship totals for May equaled $56,264.65, with outstanding pledges of $498.80.

University Committee Reports
No updates to report – Donna will contact the chairs of University committees to notify them of new membership
- Bookstore Advisory
  - Lilly Ettinger
- Calendar
  - Erin Poteet
- Campus Diversity
  - Geoffrey Griggs
- Faculty Senate
  - Nicci Price
- Health
  - Laura Sumrall
- HR Advisory
  - Jarrod Mathis
- Libraries/ITS
  - Michael Hand
- Spiritual Life Advisory
  - Denise Ray
July Birthdays
Happy birthday Amanda Fisher, Krista Brinser, Lori McNamara, and Kelsey Rowell! And congratulations Erin Powell (soon McSpadden) on your upcoming wedding!

Adjourn
The meeting was adjourned at 11:24 a.m. by Donna Haberman.