



Staff Council Meeting
Approved Minutes
August 25, 2011

Members Present: Terri Alvey, Mary Ann Bernard, Garry Culver, Betsy Farley, Jennifer Jones, Steve Owens, Julie Pendergrass, Josh Pietrowski, Kimberly Sullivan, Debbie Whiteside, Julie Bordelon, Sylvia Dillworth, Brandan Garrison, Shannon Hoehn, LaVerne Jones, Catherine Vaughan, Terry Martin

Guest Present: Donna Evinger

Members Absent: Bobbie Brown, Katie Mathew, Angie Goebel, Amanda Mitchell

Call to Order: August 25, 2011, 2pm UC2207

Old Business:

The Minutes from the July 27, 2011 meeting were approved with corrections. Josh Pietrowski moved that the minutes be accepted with the changes and Julie Bordelon seconded. Motion passed. We will try to get unofficial minutes to members earlier so that the minutes can be reviewed and any grammatical, spelling or other corrections can be forwarded to Kim and those can be done before the actual meeting.

The Professional Development Program was discussed. A two-year grant was received for this program and the response for the second session was light. Julie Brauser will evaluate the entire program by surveying those who took the classes last year. September 1, 2011 is the launch date for the second session. An email will be sent by Shannon Hoehn to all USI support staff and Donna Evinger will send an email to USI managers/supervisors promoting the program.

Support Staff Recognition

There were six nominees: Jerry Bulger (Physical Plant), Gail Cummings (Special Events), Chris Hogue (Chemistry Lab Supervisor), Terry Martin (Pott College), Tony Morgan (Distribution Services), and Lisa Staples (Biology).

The award was presented to Terry Martin at the Luncheon held on August 15, 2011.

New Business:

Economic Benefits: Julie Bordelon discussed the focus of the committee, notes are attached.

Employee Relations: Terri Alvey discussed Archie's Food Drive: To be held September 12 – 24, 2011. There will be advertising. Touched on Giving Tree and Staff Picnic. Notes are attached.

Founders Day Committee: Brandan Garrison attended. Founders Day will be September 14, 2011. There will be a breakfast and either a luncheon cook out or cake and ice cream. Student groups to be involved in order to build traditions.

Josh Pietrowski will be our Faculty Senate Liaison.

Mary Ann Bernard will be our Administrative Senate Liaison.

Fall Support Staff Meeting: Discussed ideas for the next meeting. Concerns were that this one did not have enough interesting items. We missed Donna's input!!!

Staff Council meetings will be switched to the fourth Tuesday of the month at 2:30pm. Location TBA.

To be discussed at future meeting:

Service Day, Staff Council Service Event

Staff Council Give-Away items

IT Changes

Dates:

Founders Day: September 14, 2011

Professional Certificate Ceremony: September 27, 2011

Staff Council Meeting: September 29, 2011 at 2:30pm Location TBA

Wellness Fair: October 6, 2011

Staff Council Meeting: October 25, 2011 at 2:30pm Location TBA

There being no further business, Josh Pietrowski moved that we be adjourned and Julie Bordelon seconded. Meeting Adjourned at 3:12pm.

Respectfully Submitted,

Kimberly Sullivan, Secretary



Employee Relations Committee
Staff Council

The ERC meet together at the Staff Council Retreat and discussed plans for Archie's Closet food drive to be held September 12th - 24th.

- Betsy Farley and Bobbie Brown have volunteered to deliver boxes to the drop off locations on Friday, September 9th.
- There are as of today 12 confirmed locations and three yet to respond. (UD, Travel, UC)
 - o Library - David O'Grady
 - o Teacher Education - Kathi Goen
 - o Liberal Arts-Cynthia York
 - o Admissions-Cindy Braker
 - o Chemistry - Kim Schauss
 - o Dental Hygiene- Mary Killian
 - o RFW-Jeannie Kuebler
 - o Health Professions-Kim Sullivan
 - o Residence Life-Betsy Farley
 - o College of Business - Linda Dillbeck
 - o Biology-Lisa Staples
 - o PAC-Kim Reddington
- Advertising for the Food Drive will be in place the week of the 5th, which will consist of SYMON ads, radio spots with USI's radio station, USI today, emails and flyers on bulletin boards (special events).
- Contacting Student Organizations to see if they would like to join us in this effort next week.
- Briefly discussed The Giving Tree and Staff Picnic.
- First meeting is scheduled for September 15th @ 2:00pm in UC 2005.

Staff Council
Economic Benefits Committee
August 25, 2011

We wish to have the USI staff know our purpose. We want to boost moral for the USI staff and the overall USI community by making members more aware of the advantages offered by the school:

1. Free parking;
2. Events with free lunches and snacks;
3. Food services;
4. Take classes;
5. Local vendor discounts;
6. Etc.

Encourage members to participate in benefits provided:

1. Health facility personal trainer, pool, etc.;
2. Smoking session courses;
3. Team sport opportunities;
4. Etc.

While also striving to improve work conditions and personal concerns:

1. Bereavement time increase;
2. Maternity/paternity leave increase;
3. Flextime year round;
4. Employee surveys;
5. Etc.



Staff Council Meeting
Approved Minutes
September 29, 2011

Members Present: Terri Alvey, Julie Bordelon, Bobbie Brown, Garry Culver, Sylvia Dillworth, Betsy Farley, Brandan Garrison, Angie Goebel, Shannon Hoehn, Jennifer Jones, LaVerne Jones, Terry Martin, Katie Mathew, Amanda Mitchell, Kimberly Sullivan, Debbie Whiteside, Catherine Vaughan

Guest Present: Donna Evinger

Members Absent: Mary Ann Bernard, Steve Owens, Julie Pendergrass, Josh Pietrowski

Call to Order: September 29, 2011, 2:35pm UC206

Minutes Approval: The Minutes from the August 25, 2011 meeting were approved for content. Should anyone have any grammatical corrections, please email Kim Sullivan and she will correct. Catherine Vaughan moved that the minutes be accepted and Julie Bordelon seconded. Motion passed

Committee Reports:

Economic Benefits: Julie Bordelon reported that one focus of the committee will be a Retirement Plan for Support Staff. No surveys are planned at this time. The committee missed Donna Evinger at their last meeting on September 19th. Donna did say that there is a Retirement Fair held each year that features 1.5-2 hours PERF Sessions.

Employee Relations: Archie's Food Closet Drive met and exceeded our goal of 500 items. The Children's Center requested to be part of the collection drive next year.

Locations have been arranged and the applications have been updated for the Giving Tree. Tree Locations: Admissions, College of Business, Dean of Students, Health Professions, Liberal Arts, Travel, Residence Life, Rice Library, University Division and University Relations.

Giving Tree Calendar:

Oct 7: Advertising to begin

Nov 4: Application deadline (though it may be extended to Nov 11)

Nov 10: Email reminder to tree locations to have trees up by Nov 14

Nov 14: Ornaments to be delivered

Dec 2: Gifts to be collected from tree locations

Dec 5-7: Gifts sorted

Dec 12-13: Gifts Picked-up

Nominating Committee: No Report

Other University Committee Reports: Shannon Hoehn did attend some meetings, she will report at another time.

Old Business:

The Professional Development Program was discussed. Thirteen employees including Bobbie Brown, Shannon Hoehn and Terry Martin graduated at a ceremony. The current session has been filled with 25 participants: 3 administrators and 22 support staff. If this is to be offered after this session, we will need to research grant funding.

New Business:

IT Changes: Shannon Hoehn made a report about the merge of the Computer Center, Instructional Technology Services and Distance Education and the creation of an IT Helpdesk.

Service Day/ Service with Staff Council: Employee Relations is researching. The United Way Day of Caring was not well publicized this year. A Service Day would fit well with the USI Mission Statement.

Resignation of Julie Pendergrass: Her husband has accepted a position in North Carolina and they are moving within the next few weeks. Terry Martin will become a full member, we need to find another alternate.

Staff Council Binders: A discussion about purchasing binders for Staff Council members occurred.

Future Dates:

October 6: Wellness Fair – contact Jamie Schaefer to volunteer

October 17: 3pm Economic Benefits Meeting UC 2206 (May be changed to accommodate Donna Evinger's schedule)

October 20: 2pm Employee Relations Meeting UC 2205

October 25: 2:30pm Staff Council Meeting UC 206

There being no further business, Terri Alvey moved that we be adjourned and Terry Martin seconded. Meeting Adjourned at 3:50pm.

Respectfully Submitted,

Kimberly Sullivan, Secretary



Staff Council Meeting
Approved Minutes
February 21, 2012

Members Present: Terri Alvey, Mary Ann Bernard, Julie Bordelon, Gary Culver, Sylvia Dillworth, Betsy Farley, Brandan Garrison, Angie Goebel, Shannon Hoehn, LaVerne Jones, Terry Martin, Katie Mathew, Amanda Mitchell, Steve Owens, Josh Pietrowski, Michelle Simmons, Kimberly Sullivan, Catherine Vaughan, Debbie Whiteside

Guest Present: Donna Evinger

Members Absent: Bobbie Brown, Jennifer Jones

Call to Order: February 21, 2012 2:34pm UC 206

Minutes Approval: The Minutes from the January 24, 2012 meeting were approved with corrections. Terry Martin moved that the minutes be accepted and Josh Pietrowski seconded. Motion passed.

Committee Reports:

Employee Relations: The committee met on February 16, 2012.

Student Appreciation Week was February 13 through 17, 2012. Terry Martin noted food selection for the Employee Picnic had not been finalized. Terry Martin and Betsy Farley are to meet with Dr. Kiessling to discuss Spirit Day. Archie's Closet Collection to continue until February 29, 2012 with collection boxes at the following locations: College of Business – BE1017, Liberal Arts – LA3001, Rice Library – Main Lobby, Teacher Education – ED3114, Chemistry – SC2255, Biology – SC1255, College of Nursing and Health Professions – HP2068.

Economic Benefits: The committee met on February 20, 2012.

LaVerne Jones noted that the committee is working on the wording of the proposals for the Archives. Discussed retirement benefits.

Nominating Committee:

Angie Goebel requested any emails that were sent/received concerning the Election or Nomination Process of Staff Council Members be forwarded to her as her computer has crashed and she does not have those campus-wide communications.

New Business:

There are twenty two new hires to USI. Debbie Whiteside, Shannon Hoehn and Brandan Garrison have agreed to help Amanda Mitchell give tours of the campus.

Discussed reserved parking issue in Lot E.

Future Dates:

February 29, 2012: End of Archie's Closet Collection Drive

March 15, 2012 2:00pm: Employee Relations Committee Meeting UC 2205

March 19, 2012 3:00pm: Economic Benefits Committee Meeting UC2206

March 20, 2012 2:30pm: Staff Council Meeting UC 206

There being no further business, Betsy Farley moved that we be adjourned and Josh Pietrowski seconded. Meeting adjourned at 3:33pm.

Respectfully Submitted,
Kimberly Sullivan, Secretary



Staff Council Meeting
Approved Minutes
April 24, 2012

Members Present: Terri Alvey, Garry Culver, Sylvia Dillworth, Brandan Garrison, Angie Goebel, Shannon Hoehn, LaVerne Jones, Terry Martin, Katie Mathew, Betsy Farley Mullins, Josh Pietrowski, Michelle Simmons, Kimberly Sullivan, Catherine Vaughan, Debbie Whiteside

Guest Present: Donna Evinger

Members Absent: Mary Ann Bernard, Bobbie Brown, Julie Bordelon, Amanda Mitchell, Steve Owens

Call to Order: April 24, 2012 2:35pm UC 206

Minutes Approval: The Minutes from the March 20, 2012 meeting were approved with corrections. Betsy Mullins moved that the minutes be accepted and Garry Culver seconded. Motion passed.

Committee Reports:

Employee Relations: Preparations for the staff picnic are well underway. The picnic will be held on May 19 and will feature a "Rodeo Round-up" theme. There will be square dancers and line dancers and food will include BBQ chicken with buns, Cole slaw, vegetarian baked beans, chips, and soft serve ice cream with toppings.

Economic Benefits: Did not meet.

Nominating Committee: The form to nominate candidates can be found on the Staff Council website. Angie Goebel will send out an email asking for nominations.

Other Committees: Shannon attended the Safety & Risk Management Committee meeting and said that Safety & Security are trying to come up with the best way to distribute emergency information now that USI is no longer printing phone books.

Old Business:

Adopt-A-Spot: USI grounds crew have not yet taken over Adopt-a-spots. Currently Shannon has a student worker watering the area.

We are still looking for staff council alternates to finish the election year. Several names have been suggested.

New Business:

The Support Staff Employee Recognition Award will accept nominations until June 20. Terri Alvey will put it on the website and Shannon Hoehn will send out a campus-wide email. We will vote on the nominations at our June meeting.

The Staff Council Retreat will be held on July 25. It was suggested that we host in the RFC's Quiet Room again this year. Some suggestions for speakers included Marcia Kiessling, Brandon Eggleston, Peggy Graul, New Dean of Students, Zoe Sipes. Food possibilities were discussed and Terri Alvey was going to

look into when Sodexo would be having a picnic day, to see if Staff Council would like to do the Sodexo picnic again as their retreat meal.

It was also suggested that Carol Schmitt be contacted about having the phone numbers updated on the Outlook tools.

Future Dates:

April 28, 2012 and April 29, 2012: Commencement Ceremonies

May 17, 2012 2:00pm: Employee Relations Committee Meeting UC2205

May 21, 2012 3:00pm: Economic Benefits Committee Meeting UC2206

May 22, 2012 2:30pm: Staff Council Meeting UC 2207

There being no further business, there was a motion, which was seconded and we adjourned.

Respectfully Submitted,
Kimberly Sullivan, Secretary