



Approved Minutes
August 24 2010

Members present: Mary Ann Bernard, Donna Dippel, Samoa Hempfling, Shannon Hoehn, Charlene Kaufman, Debbie Whiteside, Cynthia York, Julie Bordelon, Bobbie Brown, Sylvia Dillworth, Brandan Garrison, Chris Jines, LaVerne Jones, Peggy Mahrenholz, Katie Mathew, Catherine Vaughan, and Pat Zimmerman

CALL TO ORDER: Samoa called the meeting to order at 2:03PM asking everyone to reintroduce themselves.

The minutes were approved with corrections motioned by Mary Ann Bernard and seconded by Peggy Mahrenholz.

COMMITTEE REPORTS:

Economic Benefits-

Chris Jines reported meeting held on August 17th topics discussed include what proposals to be presented in February. 1. Retirement increase-sick time increase 2. Increase dollars for degrees 3. Comp time amount banked. 4. More money, 5. Job re-classification 6. Compression study. Get healthy or get fit idea: stories about USI employee that has, quit smoking, lost weight, etc. to be put in USI Today. Sarah Harlan is contact person. Laverne Jones will research child care cost and availability to USI employees. Grounds and Maintenance personnel approached Laverne asking Staff Council to look into having the University provided water/Gaterade on days when heat index is high. Discussed at length and it was decided that Donna Evinger will follow up and Laverne Jones will be the contact person.

Employee Relations-

Sylvia Dillworth reported Archie's Closet campaign to run from September 13 to September 24. Locations for drop-off to be emailed on or around September 1st. Terri Alvey will take care of radio and TV advertising. Goal to be set at 650 items. Sylvia reminded us everyone at USI is eligible to use Archie's Closet. The Giving Tree applications will be available in October.

Nominating Committee- No report

Web Committee- No report

Bylaws Committee- No report

Liaison reports: No meetings to report

OLD BUSINESS:

Linda Cleek will send email informing staff of proper procedure to enroll in the Professional Development Certificate Program (PDCP) later today.
Samoa reiterated the need for photos for the Staff Council website to promote Staff Council and to ensure we are taken seriously. Please make your appointment as soon as possible.



NEW BUSINESS:

Samoa sent email to Miles Mann to report an inquiry of an employee regarding provisions for adverse weather conditions (heat). At time of meeting there had been no response.

It was agreed there would only be digital copies of Archives to be maintained. The binder issue was tabled until next meeting.

The Employee Ambassadors Program will be chaired by Chris Jines.

The Employee Recognition Award will include a compilation of the letters submitted was tabled until the next meeting.

The University committee members were asked to report any meetings held so as to post in Staff Council meeting minutes.

DISCUSSION/ANNOUNCEMENTS

Samoa reported that Donna informed her of the negotiation with CONCERN for their 2010 renewal. The location issue was raised and this is what they committed to in writing:

§ We are looking at possible locations at the main campus of Deaconess Hospital on Virginia Street, the various Deaconess Clinic offices (including the one on the west side of Evansville close to the USI campus), and other locations as well

§ At this time, we have not made definitive plans, but after USI renews our agreement for EAP service, we are committed to locating a counselor closer to the west side USI location

Since something like this has a direct effect on their staffing, we do need to allow them some time to evaluate these options and make a change. But Brandy will follow up with them in about a month to see where things stand.

Pat Zimmerman reported the Voluntary Short Term Disability Insurance will be effective January 1st, details for enrollment to be available at the November enrollment.

Samoa addressed a concern regarding the METS schedule. Tabled until more information can be presented.

Chris Jines reported an account has been set up by the Foundation for Theresa Daugherty who is battling cancer.

Next meeting will be held on September 29, 2010 at 2PM in UC 206

Meeting adjourned motion by Julie Bordelon and seconded by Cynthia York

Respectively submitted by Charlene Kaufman



Approved Minutes
September 29, 2010

Members present: Mary Ann Bernard, Donna Dippel, Samoa Hempfling, Shannon Hoehn Charlene Kaufman, Debbie Whiteside, Cynthia York, Julie Bordelon, Bobbie Brown, Brandan Garrison, Chris Jines, LaVerne Jones, Katie Mathew, Catherine Vaughan, Terri Alvey, Melissa Miller, Angie Goebel, Kim Jost and Donna Evinger

CALL TO ORDER: Samoa called the meeting to order at 2:05 P.M.

The minutes were approved with corrections motioned by Debbie Whiteside and seconded by Chris Jines

COMMITTEE REPORTS:

Economic Benefits-

Kim Jost reported on the meeting held September 21st, that Susan Todd has resigned from Staff Council. Laverne Jones has agreed to co-chair the EBC.

Donna Evinger advised compression study data has been gathered. The information will be presented at the next meeting. The job reclassification process was discussed.

The Professional Development Certificate Program has had a great response. Twenty five employees are registered for the program with six additional employees on the waiting list. A possible second session may take place at the beginning of the year.

Get Fit Program was briefly discussed. The USI Today would be interested in success stories from employees regarding health issues. Contact Sarah Harlan to submit stories. The possibility of e-mailing support staff health tips such as how to quit smoking or relaxation tips was mentioned. I will forward this idea to Catherine Vaughan who is on the Wellness Committee.

Donna Evinger shared with EBC Deaconess' commitment to have a counseling center closer to USI for the Deaconess Concern Program once the contract has been renewed with USI.

It was confirmed the student inquiring about reduced USI daycare expenses was advised the Children's Learning Center was operating at a loss and will not be able to reduce expenses. The student was satisfied with this information.

Follow up regarding Grounds and Maintenance request for Gatorade/water and breaks during high heat index days was discussed with Donna Evinger. She will follow up to be sure the correct protocol was followed and check with Safety Management regarding current procedures in place for this situation.

Next EBC meeting is scheduled for Tuesday, October 19th at 2 p.m. in FA43.



Employee Relations-

Melissa Miller reported the USI Food Drive for Archie's Closet was a HUGE success. The food drive ended on September 24th and 1387 items were collected. Scheduling Services requested that all collection boxes be kept in offices and not in unsupervised hallways or lobbies. All box locations were notified of this request. Jeannie Kuebler gave us a tour of the Food Closet. Thanks was given to Terri Alvey for the advertising and emails. Also thanks was given to Julie Bordelon and Donna Dippel for helping with the boxes. Donna Dippel and Debbie Whiteside helped take the donations to the library. Debbie Whiteside reported that Dental and Nursing had a friendly competition to see who could collect the most items. She suggested other departments may want to do the same. We briefly discussed the USI Giving Tree. The applications are available the week of October 4th and are due back November 5th. This deadline will be reviewed for possible extension as it gets closer.

Nominating Committee- No report

Web Committee- No report

Bylaws Committee- No report

Liaison reports- Chris Jines reported the Faculty Senate met and discussed the nursing mother's issue. It was decided to bring the matter to the Space committee. The need for signage at the top of the exit ramp was discussed as well. Mary Ann Bernard reported on the Environmental Steward Committee meeting. There are 7 areas to be targeted for recycling bins.

OLD BUSINESS:

The Professional Development Certificate Program (PDCP) had 31 applications so Linda Cleek and Julie Brauser are looking at scheduling more classes to accommodate those who did not get in. Samoa thanked all those who had their photo taken for the website and we are looking into having a link on the USI Today website to introduce the members of Staff Council.

NEW BUSINESS:

We were unable to discuss any new business. The room needed to be vacated for the next group scheduled to meet.

DISCUSSION/ANNOUNCEMENTS

Cards for Amanda Mitchell and Deanna Engler were passed around for signatures.

Next meeting will be held on October 27, 2010 at 2PM in UC 206

Meeting adjourned motion by Angie Goebel and seconded by Julie Bordelon.

Respectively submitted by Charlene Kaufman



Approved Minutes
October 27, 2010

Members present: Mary Ann Bernard, Donna Dippel, Samoa Hempfling, Shannon Hoehn, Charlene Kaufman, Debbie Whiteside, Cynthia York, Julie Bordelon, Bobbie Brown, Brandan Garrison, Chris Jines, LaVerne Jones, Katie Mathew, Terri Alvey, Melissa Miller, Angie Goebel, Kim Jost, Sylvia Dillworth, Amanda Mitchell, and Donna Evinger

CALL TO ORDER: Samoa called the meeting to order at 2:05 P.M.

The minutes were approved with corrections motioned by Bobbie Brown and seconded by Shannon Hoehn.

COMMITTEE REPORTS:

Economic Benefits-Kim Jost reported on the meeting held October 19th. The follow up on proposals from Staff Council from last year and the previous year are as follows:

- Short Term Disability has been approved and will be available with open enrollment.
- Wage-rate increase based on economic conditions (1% across the board and 1% merit based)
- Banking of comp. time increased from 37.5 hours to 52.5 hours (15 hour increase) effective October 1st
- Sick time payout at 50% has increased from 45 days to 60 days (15 day increase)
- Degree completion wage increase- not approved due to tight budget for the 2010-11 year. Estimated cost could be up to \$28,000 with additional cost up to \$10,000 for future degree completions.

Compression study going forward, Samoa asked that Laverne Jones (co-chair for Economic Benefits) be included in emails to/from Donna Evinger.

Employee Relations- Melissa Miller reported on the meeting held October 20th. The Giving Tree applications are available at six different locations. Since there have only been five applications so far, it was decided more advertising was needed so additional flyers and posters were given to Student Scheduling to be put on bulletin boards. There are eight tree locations. There are still plans to give gift baskets to the International students on campus during the holidays. Student Worker Appreciation week will be in February. Possible discussion board to be put on website for other departments to give Student Worker Appreciation ideas.

Nominating Committee- No report

Web Committee- Terri Alvey gave a presentation of the new website. Great job Terry! The vote to launch was held and approved. As soon as the approval for the site from Todd Wilson is obtained it will go live.



Bylaws Committee- No report

Liaison reports- Julie Bordelon reported on the Smoking Committee meeting. The smoking policy announcement was made prematurely. The report consisted of what was discussed NOT the decisions. Donna Evinger reported that there would be a Presidential Council meeting this evening to formulate the official announcement to be made in the next few days.

Shannon Hoehn reported on the Safety and Risk Management meeting. There will be a series of fire drills in the next six months. Emergency Evacuation Maps (two per building) will be placed in each building. Brian Morrison will make "office calls" if anyone is in need of an ergonomics course for their office.

OLD BUSINESS:

See Web Committee update.

NEW BUSINESS:

Samoa reported on her meeting with Dr Rochon and Dr Gordon regarding the exclusion of Staff Council on the LA Dean Search committee. While Samoa felt the meeting with Dr. Gordon revealed helpful information, she believes the meeting with Dr. Rochon was most productive in stressing that the voice of support staff be heard during the search process. Donna Evinger had been unaware of the exclusion but was sure it was just an oversight as her office had not been officially included either. She is confident it will not set a precedent. Chris Jines is on the search committee for Assistant Provost for Student Affairs.

DISCUSSION/ANNOUNCEMENTS

Susan Todd's letter of resignation was read and Shannon reported that Peggy Mahrenholz was also going to tender her resignation. The alternates, Catherine Vaughan and Angie Goebel are now voting members.

Kim Jost requested budget proposal ideas for 2011 should be email to her next week. She will send a reminder email.

Huge THANK YOU to Brandon Garrison for representing Staff Council at the BEC Open House on October 10, 2010!

Next meeting will be held on November 23, 2010 at 2PM in BE 3024

Meeting adjourned motion by Shannon Hoehn and seconded by Bobbie Brown.

Respectively submitted by Charlene Kaufman



Approved Minutes
November 23, 2010

Members present: Mary Ann Bernard, Samoa Hempfling, Charlene Kaufman, Debbie Whiteside, Julie Bordelon, Bobbie Brown, Brandan Garrison, Chris Jines, LaVerne Jones, Terri Alvey, Melissa Miller, Angie Goebel, Kim Jost, Sylvia Dillworth, Amanda Mitchell, Catherine Vaughan and Donna Evinger

CALL TO ORDER: Samoa called the meeting to order at 2:05 P.M.

The minutes were approved with corrections motioned by Chris Jones and seconded by Mary Ann Bernard.

COMMITTEE REPORTS:

Economic Benefits- Kim Jost reported on the meeting held November . wage increase, shift differential, pager pay increase, part time employee fee waiver, and 100% payout for sick time at time of retirement were discussed for proposals.

Compression study complete, Donna Evinger gave update (see Discussion/Announcements)

Employee Relations- Melissa Miller reported on the meeting held November. The Giving Tree applications netted 8 applications. The Math Department has agreed to furnish presents for a family. There are 20 International students on campus during the holidays. Discussed tree storage.

Nominating Committee- Angie Goebel volunteered to serve on Nominating Committee.

Web Committee- No report

Bylaws Committee- No report

Liaison reports- No reports

OLD BUSINESS:

Samoa met with Donna to discuss the Search Committee process. It was reported that the break in the process was due to an outside employment company involvement.

NEW BUSINESS:

We are happy to welcome Angie Goebel and Catherine Vaughan as full members on the 2010-2011 Staff Council with voting rights due to the resignations of Peggy Mahrenholz and Susan Todd.



DISCUSSION/ANNOUNCEMENTS

Compression study defined as pay levels compared to length of service where job levels are looked at and how they are compensated. Job type by salary; 350 people with 80 job classifications and 200 job descriptions. It was found that administrative assistant (OP2) was the most common, then custodial worker. There were 50 job re-classifications. The original reason for study was for retention purposes to ensure support staff was comparative to other industries and to ensure length of service pay level is comparative.

No merit pay discussion and the By-laws issue tabled until next meeting.

Retreat will be held in the RFC in July.

January meeting to be held on January 26, 2011

Meeting adjourned motion by Catherine Vaughan, 2nd by Julie Bordelon.

Respectively submitted by Charlene Kaufman



Unapproved Minutes
January 26, 2011

Members Present: Terri Alvey, Mary Ann Bernard, Julie Bordelon, Bobbie Brown, Sylvia Dillworth, Brandan Garrison, Shannon Hoehn, Chris Jines, LaVerne Jones, Kim Jost, Katie Mathew, Melissa Miller, Amanda Mitchell, Debbie Whiteside, Cynthia York, Angie Goebel, Catherine Vaughan, and HR Director Donna Evinger.

CALL TO ORDER: Shannon Hoehn called the meeting to order at 2:04pm.

Minutes from November 23 meeting were read and corrected. A motion to approve the minutes with corrections was made by Mary Ann Bernard, seconded by Angie Goebel.

Committee Reports:

Economic Benefits: Kim Jost presented the four Budget Proposals that Staff Council would be presenting at their Budget Hearing on Monday, February 21 at 9:35am in Carter Hall A. The four proposals were:

- 1) Base rate increase for FY 2011-2012, 3% or max afforded under current economic conditions
- 2) Special, across the board, salary increase program for support staff with longer service; 1% at 10 years, and another 1% at 20 years
- 3) Increase in the incentive pay for degree completion of both existing and future degree fulfillment; raise rates to \$.13/hour for A.S., \$.26/hour for B.S., and \$.39/hour for M.A.
- 4) Increase the wage differential between 2nd and 3rd shift to create a two-tiered system: 2nd shift would continue to receive \$.25/hour for the shift differential, 3rd shift would receive an additional \$.15/hour for a total of \$.40/hour in shift differential

Staff Council also discussed how the proposals fit the Strategic Plan and determined the following reasons:

- 1) Creates a greater sense of community
- 2) Higher wages offer a more stable and knowledgeable support staff
- 3) Having a good working environment at USI leads to more "good will" towards USI from the community
- 4) Greater networking opportunities



The EBC also spoke briefly about a new “Get Fit” Program they have been in discussions with the RFC about developing for the Support Staff. The program would create a rewards/incentive program for engaging in healthy activities. It would focus more on building a healthy lifestyle and less about losing weight only.

Employee Relations: Melissa Miller spoke about Student Worker Appreciation Week and the Employee Picnic.

Student Worker Appreciation Week is February 14 – February 18. The Employee Relations Committee sent out an email asking different departments what they do for their Student Employees and has been posting the testimonials to the new and improved Staff Council website. They will also be sending out an email with certificates that can be printed for the students.

The Employee Picnic will be held on May 18 in Carter Hall. The theme for this year’s picnic is “South of the Border” and will feature a Taco Bar and other Mexican cuisine.

Nominating Committee: Chris Jines reported that the Nominating Committee is working with Ingrid Lindy in HR to get the names of all eligible Support Staff, and will be sending an email about nominations soon.

Smoking Committee: Julie Bordelon reported that there is now a countdown to stop smoking by July 1, 2011, when the USI campus becomes smoke-free. After the summer sessions end, USI Security will be enforcing tickets and other appropriate repercussions for smoking on campus. Smoking will only be allowed in personal vehicles on campus, including housing.

Old Business:

Julie Bordelon motioned to table the “By-Law Issue” to a later date, the motion was seconded by LaVerne Jones.

New Business:

Dr. Draughon, Executive Director of Planning, Research, and Assessment, spoke to Staff Council about the Strategic Plan Committee, the key initiatives that have been identified, and to recruit volunteers for the sub committees. She invited any of us to attend a ½ day retreat held in Carter Hall on 1/31 from 1-4pm or to join the “Leadership in the Region” group from 1-4pm on 2/9 at Innovation Pointe downtown for another mini retreat.

Due to the sudden departure of our Staff Council Chair, Samoa Hempfling, Shannon Hoehn succeeded to the Chair position for the remainder of the 2010-2011 term. We took nominations and held a vote to elect a new Vice-Chair. Mary Ann Bernard was elected the Vice-



Chair of Staff Council for the remainder of the 2010-2011 term. Congratulations were offered to Mary Ann on the acceptance of her new post.

It was announced that our next meeting would be held on February 23 at 2pm in BE 3024.

A motion to adjourn the meeting was made by Kim Jost, seconded by Julie Bordelon. The meeting was adjourned at 3:55pm.



Approved Minutes
February 23, 2011

Members Present: Mary Ann Bernard, Julie Bordelon, Bobbie Brown, Sylvia Dillworth, Donna Dippel, Brandan Garrison, Shannon Hoehn, Chris Jines, LaVerne Jones, Kim Jost, Charlene Kaufman, Katie Mathew, Melissa Miller, Amanda Mitchell, Debbie Whiteside, Cynthia York, Angie Goebel, Catherine Vaughan, and HR Representative Pat Zimmerman.

CALL TO ORDER: Shannon Hoehn called the meeting to order at 2:07 pm.

Minutes from January 26, 2011 meeting were read and corrected. A motion to approve the minutes with corrections was made by Bobbie Brown, seconded by Cynthia York.

Committee Reports:

Economic Benefits: Kim Jost requested special thanks to Donna Evinger and her HR assistants for their assistance with the budget proposals that Staff Council presented at the Budget Hearing on Monday, February 21 at 9:35am in Carter Hall A. Shannon also made everyone aware of what a great job the Economic Benefits committee did to get all the information together for the presentation. She also reported that the Administrative Senate was very impressed with our presentation.

Employee Relations: Melissa Miller reported the budget concerns relating to the picnic; the food is 5 cents more per person, the employee count given to food services is up to 725 and we need to make sure plenty of meals are put aside for the 2nd and 3rd shift staff. We discussed the possibility of issuing tickets to keep track of attendance. Julie is scouting for entertainment, she will report her findings next meeting.

Nominating Committee: Chris Jines reported we need 10 representatives this next year and at the time of the meeting there were 13 nominations.

Smoking Committee: No Report

Old Business:

The "By-Law Issue" will be resolved by forming a committee consisting of Mary Ann Bernard, Cynthia York and Julie Bordelon



New Business:

The retreat will be held on July 27th in the RFC and it was suggested we have someone speak about the "Get Fit" program. Also, Shannon will ask Carmen Stoen to discuss how Administrative Senate would collaborate with Staff Council. Todd Wilson, assistant VP of marketing and communication will be at the next meeting to discuss marketing for USI. Outreach and Engagement will have an open house on 3/3/2011.

It was announced that our next meeting would be held on March 30, 2011 at 2pm in BE 3024.

A motion to adjourn the meeting was made by Chris Jines, seconded by Kim Jost. The meeting was adjourned at 3:10 pm.

Respectfully submitted,
Charlene Kaufman



Approved Minutes
March 30, 2011

Members Present: Terri Alvey, Julie Bordelon, Bobbie Brown, Sylvia Dillworth, Donna Dippel, Brandan Garrison, Shannon Hoehn, Chris Jines, LaVerne Jones, Kim Jost, Charlene Kaufman, Katie Mathew, Melissa Miller, Amanda Mitchell, Debbie Whiteside, Cynthia York, Angie Goebel, Catherine Vaughan, and Donna Evinger

CALL TO ORDER: Shannon Hoehn called the meeting to order at 2:05 pm.

Todd Wilson could not attend the meeting due to illness so our guests from marketing and communication were Leslie Parker, Brandy Hess and Kathy Funke. Kathy Funke made us aware of USI's goal of elevating the visibility of the campus to let everyone know of the "new and improved" USI. Leslie Parker from publishing presented recent ads and other marketing materials. Brandy Hess explained the new web site will have more uniform pages and with the new CMS it will be easier to do updates. The program allows several templates for departments to update their pages, easier and more user-friendly will be less intimidating and will encourage departments to make more timely updates. A lively discussion ensued as we were asked our thoughts on how to better market USI.

Minutes from February 23, 2011 meeting were read and corrected. A motion to approve the minutes with corrections was made by Chris Jines, seconded by Cynthia York.

Committee Reports:

Economic Benefits: Kim Jost reported the Economic Benefits Committee met to discuss the implementation of the "Spring into Wellness" program. The program is a four person team challenge for employees and students. An email was sent by Recreation, Fitness and Wellness to all departments introducing the program. Due to late notice for registration, the EBC requested an announcement be issued in USI Today promoting the program.



Employee Relations: Melissa Miller reported Employee Relations Committee met on March 21, 2011. We discussed that the Employee Picnic will be on May 18th and that the 2nd shift will have lunch prepared for them in the Loft at 8pm and 3rd shift will be at 2am (May 19th). We are just waiting on final contracts from Ann Fisher so we can approve and sign them. We are going to distribute tickets at the door to keep track of how many people attend. We are finalizing the entertainment for that day and have decided to play music through the sound system in Carter Hall instead of having the radio station attend.

Nominating Committee: Chris Jines reported we need 13 representatives this next year and at the time of the meeting there were 10 nominations.

Smoking Committee: No Report

Old Business:

The Ambassador Committee will need a new Chairperson because Chris Jines is retiring at the end of June. Chris solicited for her replacement noting that it is a rewarding position with little effort needed.

New Business:

The recycling program was discussed in length, Donna Dippel explained that we do recycle but sometimes the problem with the perception that we don't recycle is that the bins are not used properly; i.e. garbage in the plastic, plastic in the cans bin, trash in both, etc. As much as USI wants to recycle, we can only do it if everyone cooperates.

The discussion was tabled for our next meeting.

It was announced that our next meeting would be held on TUESDAY April 26th, 2011 at 2pm in BE 3024.

A motion to adjourn the meeting was made by Kim Jost, seconded by LaVerne Jones. The meeting was adjourned at 3:10 pm.

Respectfully submitted,
Charlene Kaufman



Approved Minutes
April 26, 2011

Members Present: Julie Bordelon, Sylvia Dillworth, Donna Dippel, Brandan Garrison, Shannon Hoehn, Kim Jost, Charlene Kaufman, Katie Mathew, Melissa Miller, Amanda Mitchell, Cynthia York, Angie Goebel, Catherine Vaughan, Mary Ann Bernard and Donna Evinger

CALL TO ORDER: Shannon Hoehn called the meeting to order at 2:06 pm.

Minutes from March 30, 2011 meeting were read and corrected. A motion to approve the minutes with corrections was made by Sylvia Dillworth, seconded by Cynthia York.

Committee Reports:

Economic Benefits: Kim Jost reported the Economic Benefits Committee met and discussed the smoking cessation program. The contact person is Christine Tollis and she informed them that nicotine patches will only be given out to people who participate in the smoking cessation programs.

Employee Relations: Melissa Miller reported Employee Relations Committee has sent the "save the date" email for the Employee Picnic- May 18th- next email will include the menu and what is needed for Archie's closet. Terri Alvey will create name tags for Council members. We will hand out tickets at door to be collected at food table to keep count. We have estimated 725 people at \$4.65 per person.

Nominating Committee: Shannon received an email from Chris stating that we need 11 representatives for this term's election.

Smoking Committee: No Report

Old Business:

Amanda Mitchell is still interested in The Ambassador Committee Chairperson position to be vacated by Chris Jines.

METS West Connection- Administration's decision to terminate summer service is final and has suggested Zimride as alternative transportation.



New Business:

Support Staff Employee Recognition Award- have not received any nominations at time of meeting. Reminder that June 3rd is the deadline for nominations.

Emails about maintenance/janitorial issues have been forwarded to Don Broshears. Initial response from him indicated we are not to be involved in those issues. This prompted discussion regarding baby changing stations in restrooms as well as the continued request for nursing mothers to have an area.

Discussion/Announcements:

Donna Dippel opened discussion for budget increase due to increase of cost of picnic. Donna Evinger reported \$3600 is the current budget and the \$500 Support Staff Award money is a separate line item in the Staff Council budget. Shannon suggested asking for increase at next year's budget presentation.

It was announced that our next meeting would be held on Wednesday May 25th, 2011 at 2pm in BE 3024.

A motion to adjourn the meeting was made by Mary Ann Bernard, seconded by Angie Goebel. The meeting was adjourned at 3:14 pm.

Respectfully submitted,
Charlene Kaufman



Approved Minutes
June 29, 2011

Members Present: Chris Jines, Donna Dippel, Terri Alvey, Deborah Whiteside, Catherine Vaughan, Amanda Mitchell, Melissa Miller, Brandan Garrison, Shannon Hoehn, Mary Ann Bernard, Jenny Jones, Bobbie Brown, Laverne Jones, Betsy Farley, Garry Culver, Kim Jost, Angie Goebel, Julie Pendergrass, Josh Pietrowski, Cynthia York, Charlene Kaufman, Julie Bordelon, and Donna Evinger, HR Representative.

CALL TO ORDER: After a “surprise” good-bye celebration for Chris Jines, Shannon Hoehn called the meeting to order at 2:25 pm.

Minutes from the May 25, 2011 meeting were read and corrected. A motion to approve the minutes with corrections was made by Bobbie Brown, seconded by Chris Jines.

Committee Reports:

Economic Benefits: No report.

Employee Relations: No Report

Nominating Committee: Angie Goebel reported we need one more person for the council. Debbie Whiteside agreed to serve.

Smoking Committee: Julie Bordelon reported the smoking in private vehicles issue will not be revisited.

Founders Day Committee: Brandan Garrison reported we are attempting to bring in speakers from other universities. 9/15/11 is the date set aside for the celebration. Shannon solicited ideas for the Founders Day, please email or call her.

Old Business:

- High Heat Weather Advisory for employees was discussed; Kim Jost contacted the physical plant regarding ensuring employees received proper hydration.
- The details for the July 27, 2011 Staff Council retreat are being finalized. Terri Alvey suggested we partake in the scheduled Sodexo picnic and all agreed. Brandan Garrison will secure a room.
- Employee Costume Days were discussed. Tracy Sparks from the bookstore suggested we lend support for a creative costume day. This issue will be discussed at the retreat by the Employee Relations group.



New Business:

- Shannon read Brandon Robb's resignation letter.

Discussion/Announcements:

- Donna Evinger distributed certificates of appreciation to the outgoing Staff Council members.
- New members were introduced and thanked for their commitment to serve on the Staff Council. They were then dismissed so the current members could vote on the recognition award.
- The Employee recognition award vote was taken.
- Special thank you gifts given to Chris Jines for all her service to the council. She will be deeply missed.

Chris Jines motioned to adjourn the meeting and Angie Goebel seconded the motion at 3:25pm.

It has been an honor to serve as secretary and if I can be of service to the Council, I am only a phone call away.

Respectfully submitted,

Charlene Kaufman