



## Staff Council Retreat Minutes

July 19, 2023 – Grimes

House

**Members Present:** Bryce Anker, Ella Alvolio-Alschbach, Cindy Braker, Gloria Butz, Kelly Collazo, Jennifer Day, Robert Gober, David Huebner, Terri Kendall, Kathleen Kinney, Amanda Mitchell, Frank Nagy, Dawn Paris, Tiffany Porter, Carolina Soria, Kathy Stucker, Stephanie West, Caitlin Woolsey

**Members Absent:** Deirdre Hartman, Abby Yates

- I. **Welcome** – The retreat began with a carry-in breakfast and ice-breaker before Gloria Butz welcomed everyone and thanked them for coming.
- II. **Selection of Executive Team** – Caitlin Woolsey was chosen to be vice chair and Stephanie West was chosen to be secretary of the Staff Council for the 2023-2025 term.
- III. **Committee Overview** – New Committee members were chosen. Stephanie West became chair of the **Employee Relations Committee**, with Amanda Mitchell as vice chair and Jennifer Day as secretary. Other members of the committee are Kelley Collazo, Robert Gober, Deirdre Hartman (via email), Terri Kendall, Tiffany Porter and Kathy Stucker.  
David Huebner became chair of the **Employee Benefits and Communications Committee**, with Caroline Soria as vice-chair, and Ella Alvolio-Alschbach as secretary. Other members of the committee are Bryce Anker, Kathleen Kinney, Frank Nagy, Caitlyn Woolsey and Abby Yates.
- IV. **Informational Items** – Gloria Butz led a discussion concerning:
  - 1) Staff Council Meetings will be held on the 3<sup>rd</sup> Wednesday of the month at 1:00 pm. **Location TBD**
- V. The meeting was adjourned after Gloria Butz motioned to adjourn the meeting and the motion was seconded.





Staff Council Minutes

Wednesday, September 20, 2023

RL0010

1:00-1:50pm

Members present: Raffaella Avolio-Alschbach, Jennifer Day, Carolina Soria, Deirdre Hartman, Abby Yates, Gloria Butz, Terri Kendall, Kelley Collazo, Stephanie West, Robert Gober, Caitlin Woolsey, Bryce Anker; Kathleen Kinney, Tiffany Porter

Members Absent: David Huebner, Frank Nagy, Amanda Mitchell

Meeting began at 1:06 pm. Motion to approve minutes from Staff Retreat made by Bob Gober.

Old business: Discussion of fee waiver by Sarah Will.

New Business: Freshman enrollment is up as is enrollment for graduate & continuing students.

Subcommittee reports:

- Employee Benefits & Communications are looking into structure of annual Increases to make them more equitable for lower income employees. Also, they are examining the attendance policy regarding inclement weather for essential personnel.
- Employee Relations discussed Archie's Food Drive and the Wellness Fair and started discussing the Pumpkin Decorating Contest which will be held on October 25. Fuquay Welcome Center will be used as a drop off point and we will need volunteers to help move pumpkins and sit at tables in 1-hour shifts during voting. Prizes will be given for silliest, spookiest, and most creative.

Nomination Committee was mentioned.

Meeting was adjourned at 1:18.



## Staff Council Minutes

Wednesday, October 18, 2023

RL0010

1:00-1:50pm

Members present: Raffaella Avolio-Alschbach, Jennifer Day, Carolina Soria, Abby Yates, Gloria Butz, Terri Kendall, Kelley Collazo, Stephanie West, Robert Gober, Caitlin Woolsey, Bryce Anker; Kathleen Kinney, Tiffany Porter, David Huebner, Frank Nagy, Amanda Mitchell

Members Absent: Deirdre Hartman

Meeting began at 1:05 pm. Minutes from September meeting were approved.

### Old business:

- Fee Waiver – Nothing new to report regarding the Athletic Fee being waived.
- Website – Caitlin and Abby will be updating Staff Council website. Send any change recommendations to them.

### Committee reports:

- Employee Benefits & Communications
  - Structure of annual Increases to make them more equitable for lower income employees: The committee needs to engage with Admin and Faculty Senates.
  - Attendance policy regarding inclement weather for essential personnel: Examining the maintenance personnel impact on FOP and drafting new policy with Lynn Melms
- Employee Relations
  - Archie's Closet wrap-up: Paramount Dental agreed to donate dental supplies to Archie's closet.
  - Need more advertising and drop-off points. Perhaps a mention during the spring meeting.
  - Wellness Fair wrap-up – nearly 60 vendors. Thank you to members of Staff Council who came to volunteer.
  - Pumpkin Decorating Contest – Add candy to \$10 Starbucks giftcards for prizes
  - Giving Tree – started working on this. Will get survey updated.

### New Business:

- Flex-time complaint resolved
- Drug & Alcohol Tests: can be performed if job performance is affected or incident occurs, but not at random.

Meeting was adjourned at 1:51.



Staff Council Minutes  
Wednesday, November 15, 2023  
RL0010  
1:00-1:50pm

Members present: Jennifer Day, Abby Yates, Gloria Butz, Terri Kendall, Robert Gober, Kathleen Kinney, Tiffany Porter, David Huebner, Amanda Mitchell, Deirdre Hartman, Carolina Soria, Kelley Collazo, Raffaella Avolio-Alschbach, Caitlin Woolsey, Bryce Anker, Frank Nagy

Members Absent:

Meeting began at 1:00 p. m. minutes from October were approved.

Old business:

- None

Committee reports:

- Employee Economic Benefits & Communications
  - Structure of annual Increases to make them more equitable for lower income employees: The committee needs to engage with Admin, Faculty Senates and Sarah Will (HR).
- Employee Relations
  - Pumpkin Decorating Contest – webpage updated, winners contacted, there was a mix up with the 3<sup>rd</sup> winner so there is another gift card available.

New Business:

- Questions for the Town Hall meeting that Dr. Rochon will be answering:
  - Surest seems like a scam to most USI employees.
  - Leadership made a last-minute decision on insurance.

Meeting was adjourned at 1:25 p. m.



Staff Council Minutes  
Wednesday, December 20, 2023  
RL0010  
1:00-1:50pm

Members present: Jennifer Day, Abby Yates, Gloria Butz, Terri Kendall, Robert Gober, Kathleen Kinney, Tiffany Porter, David Huebner, Amanda Mitchell

Members Absent: Deirdre Hartman, Carolina Soria, Kelley Collazo, Raffaella Avolio-Alschbach, Caitlin Woolsey, Bryce Anker, Frank Nagy

Meeting began at 1:02 p. m. minutes from November were not approved. November & December minutes will be approved at the January meeting.

Old business:

- Professional development suggestions – Travel training was accepted. Interpersonal customer service training was challenged with the question “who would teach this?” It was suggested that the communications department or HR could.

Committee reports:

- Employee Economic Benefits & Communications
  - Structure of annual Increases to make them more equitable for lower income employees: The committee needs to engage with Admin, Faculty Senates and Sarah Will (HR). Ask outside entity to collaborate with this committee to draft a purposeful proposal.
    - May invite Sarah Will to next meeting.
    - May reach to RCOB/COLA faculty members.
  - Attendance policy regarding inclement weather for essential personnel: Carolina has made some suggestions and the committee is creating a draft.
- Employee Relations
  - Giving Tree – This committee was able to assist the following:
    - 6 families
    - 14 children
    - 30 international students (Way to go!)
  - The committee did not meet last month.
  - Will vote for new chair at the next SC meeting.

New Business:

- Questions for the Town Hall meeting that Dr. Rochon will be answering:
  - What will the athletic fee cap be for employees and students?
  - Has the athletic fee made a positive impact on USI campus life?
  - Can USI's support staff expect annual raises?
  - What is the benefit of contracting out v onboarding?
  - Will there be a cap on how many or what type of jobs can be contracted?

- Given the turnover rate, will USI raise their base pay for existing positions or reclassify those positions so they can have a higher base pay?
- Nominating Committee-
  - We need at least 2 volunteers and 1 chair for this committee to nominate 6 full time employees who have been with USI for at least 90- days. Per our Bylaws this committee shall prepare a slate of eligible candidates who have consented to serve, if elected, for any special elections. This committee is also ad-Hoc and will dissolve once Staff Council has voted on 6 new members.
- Announcements:
  - Webpage Committee-
    - Abby Yates
  - Carolina is on medical leave.
  - Ella has accepted a position at the Owensboro Museum of Science and History.

Meeting was adjourned at 1:29 p. m.



Staff Council Minutes  
Wednesday, February 21, 2024  
RL0010  
1:00-1:50pm

Members present: Jennifer Day, Abby Yates, Gloria Butz, Terri Kendall, Robert Gober, Kathleen Kinney, Tiffany Porter, David Huebner, Amanda Mitchell, Deirdre Hartman, Caitlin Woolsey  
Members Absent: Carolina Soria, Kelley Collazo, Bryce Anker, Frank Nagy

Meeting began at 1:05 p. m. minutes from November & December 2023 approved.

Old business:

- Nomination Committee will have Abby Yates as chair, Caitlin Woolsey and David Huebner as members and will be responsible for reaching out to the USI community encouraging staff to nominate themselves or a colleague for Staff Council.
- Town Hall questions were finalized and sent to the president's office. Additionally, there was a Qualtrics form that was created for the townhall meeting and was made available to the USI community.

Committee reports:

- Employee Economic Benefits & Communications
    - David Huebner met with Kathy Oath from the Administrative Senate to ask for assistance in revising Inclement weather and pay increase documents. The annual pay raise takes precedence over the inclement weather incursions.
    - The group discussed the vetting process for contractors, how USI trains contractors, and how even with contractors, there are numerous departments that have several vacancies.
  - Employee Relations
    - Amanda Mitchel requested that she be one of the first to present at the meetings henceforth – it was approved by the group.
    - It was suggested that the Giving Tree have “Archie’s Food Closet” ornaments and bins next to the tree for easy pick-up. Additionally, SC needs to utilize the strategic communications department to announce the Giving Tree earlier and for a longer time frame and announce contests, prizes, or accolades to those departments/ individuals who raise the most.
    - Student Worker Appreciation Week:
      - 12<sup>th</sup> – 16<sup>th</sup> of February
- The Employee picnic was discussed, specifically the process and budget, as well as possible food (walking tacos) and a family and employee night.

New Business:

- None

Meeting was adjourned at 1:29 p. m.





Staff Council Minutes  
Wednesday, February 21, 2024  
RL0010  
1:00-1:50pm

Members present: Jennifer Day, Gloria Butz, Terri Kendall, Robert Gober, Kathleen Kinney, Tiffany Porter, David Huebner, Amanda Mitchell, Deirdre Hartman, Abby Yates, Caitlin Woolsey, Frank Nagy, Kelley Collazo

Members Absent: Carolina Soria, Bryce Anker

Nominees present: Bryn Best, Rebecca Yates

Nominees absent: Fred Wilson, Hannah Woodring, Shari Baird

Meeting began at 1:05 p. m. minutes from January approved.

Old business:

- None.

Committee reports:

- Employee Economic Benefits & Communications
  - David Huebner Caitlin Woolsey, and Bryce Anker set up a meeting with Sarah Will to discuss the wage increase proposal.
  - The group discussed the vetting process for contractors, how USI trains contractors, and how even with contractors, there are numerous departments that have several vacancies, & F. O. P inclement weather proposal talks.
- Employee Relations
  - Amanda Mitchel requested a budget for the Employee Picnic & a date of June 12th.
    - SODEXO food prices went up 5-8%
  - The group also suggested employee family events:
    - April 13<sup>th</sup> USI Day at the Zoo
    - Rec Center about another Burdette Family Night
    - USI Otters Night
  - Support Staff Recognition Trophy is in Amanda's office.

New Business:

- The nominees that were present introduced themselves to the current council members and engaged in our meeting discussions.
- The Qualtrics form was sent out and each current member of Staff Council voted all nominees into office. Those individuals were contacted and all five accepted the offer to join Staff Council 23 -24.

Meeting was adjourned at 1:29 p. m.



## Staff Council Minutes

Wednesday, March 20, 2024

RL0010

1:04 – 2:00 p. m.

Members present: Carolina Soria, Kelley Collazo, Amanda Mitchell, Frank Nagy, Tiffany Porter, Deirdre Hartman, Rebecca Yates, Fred Wilson, Bob Gober, Shari Baird, Bryn Best, David Huebner, Terri Kendall, Gloria Butz, Jennifer Day, Bryce Anker, Abby Yates, Caitlin Woolsey.

Members Absent: Kathleen Kinney, Hannah Woodring.

- Meeting began at 1:04 p. m. and February minutes were approved by Caitlin Woolsey & Bryn Best.
- Old Business:
  - Welcomed the elected members.
  - Discussed Town Hall meeting and that our specific questions were not answered. The group decided to table the flat raise proposal in favor of the F. O. P Inclement Weather Attendance Policy proposal. Staff Council will collaborate with the other governing bodies at a future date to re-propose a raise for lower paid employees.
  - Amanda Mitchell stated that the 2024 June Budget is \$7,323.
- Committee Reports:
  - Employee Relations:
    - Amanda Mitchell, the chair, stated that on May 15, 2024, Staff Council will review the nominations and choose the recipient for this award.
    - There will be a taco bar for the picnic that costs \$6,000 we have a confirmed 6/12/2024 date. Administrative Senate will pay for the desert.
      - 3<sup>rd</sup> shift employees will be held from 9:00 – 11:00 p. m.
      - Sarah Will was asked about SODEXO price raise.
    - It was suggested that we make the event more formal and encourage the supervisor of the recipient to join as well as director level and up participation.
    - April 20, 2024, is USI Day at the Zoo.
      - Bob Gober has a connection.
  - Employee Benefits & Communications:
    - David Huebner submitted a summary of the Sarah Will meeting to discuss annual

wage increases, cutting open positions, and sending those monies to current positions that are taking over those vacant tasks.

- There was discussion about collaborating with the Faculty Senate on annual wage increases because of the likelihood that we can support each other in our efforts for wage increase.
- New Business:
  - It was suggested that non-budget items be proposed and discussed before we work on policies that need monies or budgets to operate.
  - It was suggested that the trails and other areas on campus are not safe after dark or to be around by oneself and that this could affect retention, which in turn affect our pay raises.