



Staff Council Meeting Minutes
July 17, 2015 HP 1041

Members Present: Terri Alvey, Danielle Artis, Mary Ann Bernard, Gloria Butz, Cole Collier, Michele Duran, Vince Frazier, Lesley Groves, Stephanie Hawes, Chris Hogue, Nita Musich, Tammy Oliver, Angie O’Nan, Britney Orth, Stephanie Russell, Mary Scheller, Michelle Simmons, Kim Sullivan, Kirsten Williams, Lisa Wulff

Members Absent: Erin Hollinger, Cindi Kueber, Pam Moore, Adam Rust

Guests Present: Donna Evinger, Dr. Ronald Rochon

- I. Call to Order – Britney Orth opened the meeting at 9:05 a.m.
- II. Ice Breaker
- III. Introduction of Guest Speaker: Dr. Ron Rochon, University Provost
- IV. A Tale of Staff Council – Jeopardy History Game
- V. StrengthsQuest Presentation & Activities
- VI. Teambuilders
- VII. Elections were held. Nita Musich was elected Vice Chair and Stephanie Hawes was elected Secretary.
- VIII. Committees
 - A. Economic Benefits
Michelle Simmons, Vince Frazier, Cole Collier, Kirsten Williams, Mary Ann Bernard, Cindi Kueber, Kim Sullivan, Angie O’Nan, Chris Hogue (A), Erin Hollinger (A).
 - B. Employee Relations
Michelle Duran, Danielle Artis, Terri Alvey, Mary Scheller, Stephanie Russell, Lisa Wulff, Tammy Oliver, Adam Rust
 - C. Employee Ambassadors
Michelle Duran, Michelle Simmons, Danielle Artis, Vince Frazier
 - D. Bylaws
Britney Orth, Kim Sullivan, Michelle Duran, Mary Ann Bernard
 - E. Wellness Fair
Kirsten Williams
 - F. 50th Anniversary
Stephanie Hawes
 - G. Web
Terri Alvey
 - H. Nominating
Nita Musich, Stephanie Hawes
 - I. EEO Appeal and Hearing
Vince Frazier, Mary Ann Bernard
 - J. Traffic Appeal
Terri Alvey
 - K. Safety Committee
Vince Frazier
Gloria Butz (A)
Chris Hogue (A)
 - L. Substance Abuse Committee
Cole Collier
- IX. Approval of Minutes – June 2015 minutes approved.
- X. Committee Reports
 - A. Economic Benefits: Kim Sullivan – chair, Michelle Simmons – vice chair. The meetings are scheduled for the first Wednesday of the month. Any topics you would like discussed/reviewed, please send to an Economic Benefits committee member.
 - B. Employee Relations – Michelle Duran – chair, Mary Scheller – secretary. Committee has added another event to the calendar, a Red Cross Blood Drive, Sub committees were named. Meeting times to be decided later.
 - C. Web Committee – if you would like new pictures, please get with Terri.
 - D. Bylaws –Committee will address job descriptions and define Past Chair role in Staff Council.

- E. Nominating – will meet as needed.
- F. Employee Ambassadors – Kim will send Debbie Whiteside’s notes to the committee members. Someone to talk with Donna on how to find who needs tours.

- XI. General Staff Council meeting will be every 3rd Tuesday, 2pm. August 18, 2015 will be the first meeting.
- XII. Fall Meeting August 4, 2015. Staff Council usually helps distribute name tags. Mary Scheller, Mary Ann Bernard, Tammy Oliver, Stephanie Hawes will help distribute name tags.
- XIII. Luncheon, August 11, 2015: Staff Council to help check in people: 11-11:45: Michelle Simmons, Terri Alvey, Mary Scheller. “Lemon Lunch”.

There being no further business, the meeting was adjourned 3:30 p.m.

Respectfully Submitted,
Kim Sullivan, Secretary



Staff Council Meeting Minutes
August 18, 2015 - UC 206

Members Present: Terri Alvey, Danielle Artis, Mary Ann Bernard, Michele Duran, Vince Frazier, Lesley Groves, Chris Hogue, Cindi Keubler, Nita Musich, Tammy Oliver, Stephanie Russell, Mary Scheller, Michelle Simmons, Kirsten Williams

Members Absent: Cole Collier, Stephanie Hawes, Angie O’Nan, Britney Orth, Adam Rust, Kim Sullivan, Lisa Wulff

Alternates Absent: Gloria Butz, Erin Hollinger

Guests Present: Donna Evinger

- I. Call to Order – Lesley Groves opened the meeting at 2:00 p.m.
- II. Approval of Minutes – Nita Musich motioned to accept minutes with one change and Mary Ann Bernard seconded. The minutes were approved.
- III. Committee Reports
 - A. Employee Relations – Michele Duran said the committee will host a new event, a blood drive in June with the committee hosting the check in table and the snack table. Archie’s Closet will be September 7-18. There will be a quick look at what is needed on September 1st. The committee recommended getting volunteers to be liaisons for each building to help students and staff in need reach out to Archie. Also looking at advertising Archie’s needs on MyUSI.
 - B. Economic Benefits: Michelle Simmons gave a brief list of topics that are being looked into by the committee. These include vacation time increase with years of service, open parking by the RFW for employees and move Freshmen, evaluation Processes, management training for Supervisors, RFW Lockers and Changing room for employees, prescription safety glasses, free textbook rentals, pay raise, volunteer day, cash out of sick time, cash out of vacation time, bus transportation during breaks and summer, and the retirement proposal from a few years ago.
 - C. Nominating – It was decided that the Past Chair will not be a voting member, so Chris Hogue is now a voting member and Gloria Butz and Erin Hollinger are now the alternates.
- IV. Old Business
 - A. Support Staff Recognition Award – Employees liked knowing who were nominated. It was also noted that the nominees and supervisors should be notified about a week before the luncheon about their nomination to encourage participation.
 - B. Fall Support Staff Meeting/Luncheon – It was noted that some that RSVP’d for the luncheon did not have nametags and that some very new employees did not get notified or have time to RSVP. For the meeting, it was requested to have fresh fruit available.
- V. New Business
 - A. Staff Council Calendar – All committee meetings have been set and all rooms reserved.
 - B. Employee Ambassadors – There are currently four ambassadors who will give tours to new staff. A brochure is in the works for handing to new staff that will include needed information such as parking, where to get keys, information on the wellness fair, the location of HR, Eagle Access, Photo Services, Health Services, Computer Center, and Public Safety, and more. There is also a new evaluation survey available on the Staff Council website.
- VI. Discussion/Announcements
 - A. Mary Ann Bernard suggested USI do a compression study and request adjustment to funding. It was recommended this be discussed with the Economic Benefits Committee.
 - B. Donna Evinger will retire July 2016.
 - C. Founder’s Day – Tuesday, September 15, 2015.
 - D. Next Staff Council General Meeting has been moved to Tuesday, September 22, 2015 at 2:00 p.m. in UC 206 due to Founder’s Day.

There being no further business, the meeting was adjourned 2:54 p.m.

Respectfully Submitted,

Michelle Simmons – fill in Secretary



**Staff Council Meeting
Minutes
September 22, 2015
UC 206**

Members Present: Terri Alvey, Danielle Artis, Michele Duran, Vince Frazier, Lesley Groves, Stephanie Hawes, Chris Hogue, Cindi Kueber, Nita Musich, Angie O’Nan, Stephanie Russell, Mary Scheller, Kim Sullivan, Lisa Wulff

Members Absent: Mary Ann Bernard, Gloria Butz, Cole Collier, Erin Hollinger, Tammy Oliver, Britney Orth, Adam Rust, Michelle Simmons, Kirsten Williams

Guests Present: Andrew Wright, Donna Evinger

- I. Call to Order – Nita Musich opened the meeting at 2:06 p.m.
- II. Guest Speaker – Andrew Wright, VP for Enrollment Management
(The meeting was turned over to chair, Lesley Groves.)
- III. Approval of Minutes – Kim Sullivan motioned to accept August 18, 2015 minutes with one change. Nita Musich seconded. The minutes were approved.
- IV. Committee Reports
 - A. Employee Relations – Michelle Duran reported the committee’s focus had been on Archie’s Closet Food Drive, which had been a great success with more than 4,000 items collected. The winning department was the College of Nursing and Health Professions with 2,117 items. She also stated advertising Archie’s closet via MyUSI has been very effective to get the word out to students.
 - B. Economic Benefits – Kim Sullivan informed the group they are open for suggestions for topics to research, so please pass on to anyone on their committee.
 - C. Nominating – No report.
 - D. Faculty Senate – Nita Musich reported they had discussed implementation of Title IX for employees as well as a Tk20 update. Donna Evinger stated this is a student assessment software that maintains program information. Nita also detailed there had been a lot of discussion regarding the new add/drop policy for students and the increase of transfer credits permitted.
 - E. 50th Anniversary – Stephanie Hawes stated the majority of the events pertaining to the 50th were completed with the conclusion of the Anniversary week.
 - F. President’s Council – Lesley Groves explained several topics had been discussed, such as enrollment, strategic reallocation and the rationalizing of programs.
 - G. Administrative Senate – Lesley Groves explained she had been asked if we would like to partner with Administrative Senate to request additional BuyUSI training, and the overwhelming consensus was yes. Lesley also reported they are evaluating the validity of various University committees and their usefulness.
- V. Old Business – No report.
- VI. New Business – No Report.
- VII. Discussion/Announcements
 - A. Vince Frazier mentioned the Wellness Fair was planned for the following Wednesday from 8 a.m. to 3 p.m. in Carter Hall and volunteers were still needed. Anyone interested could contact either himself or Amy Miller.
 - B. Next Staff Council General Meeting: Tuesday, October 20, 2015 at 2 p.m. in Traditions Lounge.

There being no further business, the meeting was adjourned at 2:55 p.m.

Respectfully Submitted,
Stephanie Hawes
Secretary



**Staff Council Meeting
Minutes
October 20, 2015
Traditions Lounge**

Members Present: Terri Alvey, Danielle Artis, Mary Ann Bernard, Cole Collier, Michele Duran, Vince Frazier, Lesley Groves, Stephanie Hawes, Chris Hogue, Cindi Kueber, Tammy Oliver, Angie O’Nan, Britney Orth, Stephanie Russell, Mary Scheller, Michelle Simmons, Kim Sullivan, Kirsten Williams, Lisa Wulff

Members Absent: Gloria Butz, Erin Hollinger, Nita Musich, Adam Rust

Guests Present: Stephanie Walden-Schwake (Admin Senate Chair)

- I. Call to Order – Lesley Groves opened the meeting at 2:00 p.m.
- II. Approval of Minutes – Mary Scheller motioned to accept September 22, 2015 minutes with change. Angie O’Nan seconded. The minutes were approved.
- III. Committee Reports
 - A. Employee Relations – Michele Duran reported Archie’s Closet Food Drive was a success. Currently working on The Giving Tree. Application announcement went out October 13th. Application deadline is Friday, November 6th. Ornaments will be distributed by November 14th. Wrapped gifts need to be in by December 4th. Sorting gifts will take place sometime between Dec. 7th and 11th. Student Worker Appreciation week is February 8-12. The Employee Picnic will be May 26th and hoping to move it back outside. Possibly an Olympic theme. A blood drive will be held on Tuesday, June 28th.
 - B. Economic Benefits – Still brainstorming budget presentation ideas. Kim Sullivan asked when the committee needed to have ideas ready to present to Staff Council as a whole.
 - C. Nominating – Due to Pam Moore retiring, we needed a Staff Council member for the EEO Appeal & Hearing board to finish Pam’s 2013-2016 term. Michelle Simmons offered to finish out the term.
 - D. Administrative Senate – Stephanie Walden-Schwake informed us that Admin Senate is working on a centralized location for all of the employee discount information.
- IV. Old Business – No report.
- V. New Business – No Report.
- VI. Discussion/Announcements
 - A. Vince Frazier had the idea of a Staff Council Newsletter that would go out to support staff 2-3 times a year via e-mail. A subcommittee was assigned to further discuss and research this project. The subcommittee is Vince Frazier, Lesley Groves, Angie O’Nan, Terri Alvey, and Stephanie Hawes.

There being no further business, the meeting was adjourned at 2:22 p.m.

Respectfully Submitted,
Lesley Groves
Chair



**Staff Council Meeting
Minutes
November 17, 2015
UC 206**

Members Present: Terri Alvey, Danielle Artis, Mary Ann Bernard, Michele Duran, Vince Frazier, Lesley Groves, Stephanie Hawes, Chris Hogue, Cindi Kueber, Nita Musich, Angie O’Nan, Britney Orth, Stephanie Russell, Mary Scheller, Michelle Simmons, Kim Sullivan, Kirsten Williams, Lisa Wulff

Members Absent: Gloria Butz, Cole Collier, Erin Hollinger, Tammy Oliver, Adam Rust

Guests Present: Dr. Bennett, Donna Evinger

- I. Call to Order – Lesley Groves opened the meeting at 2:02 p.m.
- II. Guest Speaker – Dr. Bennett, USI President
 - Budget Presentation: Revenue Foundations of USI’s Budget: Current Status & Future Planning
- III. Approval of Minutes – Nita Musich motioned to accept October 20, 2015 minutes with minor changes. Kim Sullivan seconded. The minutes were approved.
- IV. Committee Reports
 - A. Employee Relations – Michele Duran reported the committee’s focus had been on preparing for the Giving Tree, with 17 families approved and 13 locations throughout campus, many with ornaments already all taken.
 - B. Economic Benefits – Kim Sullivan reported their committee had a meeting planned for the first week in December, and they would have proposals ready to present at the December meeting.
 - C. Nominating – Nita Musich reported member Adam Rust had resigned from his position, moving Erin Hollinger to a full member, Gloria Butz to first alternate and Denise Michael to second alternate. Erin Hollinger had agreed to participate on the Employee Relations committee to balance numbers. Lesley Groves added Erin Hollinger is currently enrolled in a Tuesday-Thursday class at 2 p.m. that conflicts with the General Staff Council meeting time, therefore she would not be able to attend the meetings for the remainder of the fall semester.
- V. Old Business – Vince Frazier mentioned he had emailed Bryan Morrison in Risk Management and Safety and their office is in support of safety glasses for employees in the Science Center, however they had no funds to contribute to the cause.
- VI. New Business
 - A. Britney Orth announced she had accepted the Assistant Director of Student Conduct position in the Dean of Students Office effective December 1, therefore she would be forfeiting her position on Staff Council.
 - B. Michele Duran brought up the issue of speeding and student’s reckless driving on the Boulevard. The topic was tabled for later discussion.
- VII. Discussion/Announcements – Next Staff Council General Meeting: Tuesday, December 15, 2015 at 2 p.m. in UC 206, Economic Benefits budget proposals planned.
- VIII. Michele Duran motioned to adjourn the meeting, Cindy Keuber seconded. The meeting was adjourned at 3:05 p.m.

Respectfully Submitted,
Stephanie Hawes
Secretary



**Staff Council Meeting
Minutes
December 15, 2015
UC 206**

Members Present: Terri Alvey, Danielle Artis, Mary Ann Bernard, Cole Collier, Michele Duran, Vince Frazier, Lesley Groves, Stephanie Hawes, Chris Hogue, Cindi Kueber, Nita Musich, Tammy Oliver, Angie O’Nan, Stephanie Russell, Mary Scheller, Michelle Simmons, Kim Sullivan, Lisa Wulff

Members Absent: Gloria Butz, Erin Hollinger, Kirsten Williams,

Guests Present: Donna Evinger

- I. Call to Order – Lesley Groves opened the meeting at 2:01 p.m.
- II. Approval of Minutes – Nita Musich motioned to accept November 17, 2015 minutes as read. Cindy Kueber seconded. The minutes were approved.
- III. Committee Reports
 - A. Employee Relations – Michele Duran reported it had been brought to the committee’s attention that six Giving Tree applications had not been received, due to a filter of non-University emails. Three of the six applications were qualifying families. Tammy Oliver had reached out to the University and was able to get gift certificates for the three additional families, making a total of 20 families served by the Giving Tree. She also reported the International Students’ boxes were nearly complete and rooms had been secured for the May 26 employee picnic.
 - B. Economic Benefits – Economic Benefits Proposals with supporting documentation was distributed to the group. Ballots were distributed and members were asked to rank the proposals. Ballots were tallied and the following proposals are ranked in order of most votes to least votes.
 1. All full-time support staff who earn less than \$10.50 per hour have their pay adjusted to a living wage of \$10.50. All other support staff employees should receive a pay increase as funding levels allow with a target increase of no less than 3%. To resolve wage disparity and compression, we propose a sliding scale increase for employees earning above \$10.50. Employees on the lower end of the salary should receive a higher raise increment and top paid support staff should receive a lower percentage.
 2. At retirement all accumulated/earned sick time be paid out to employee.
 3. College tuition credit hour increase.
 4. Reduction in the sliding scale currently in place at the Children’s Learning Center for employees earning less than \$25,000.
 5. Management/Supervisory education for those employees in a supervisory role.Kim Sullivan also mentioned the Economic Benefits Committee is still open to hear any issues from members and employees. The topics of vacation time per years worked, shift differential and a sick bank were all mentioned as topics of interest for the committee to consider.
 - C. Nominating – No report.
 - D. Other University Committee Reports – Lesley reported she had attended an extended President’s Council meeting, in which Drs. Hanka and Valadares presented their Strategic Plan presentation with an interactive exercise as part of their environmental scan that they plan to share with us when they speak to our group.
- IV. Old Business – Lesley mentioned she had reached out to Public Safety regarding safety concerns on the crosswalks on the boulevard. She had been told there is increased police presence and visibility on campus and they are considering raised crosswalks in high-speed areas.
- V. New Business – No report.
- VI. Discussion/Announcements – Next Staff Council General Meeting: Tuesday, January 19th, 2016 at 2 p.m. in UC 206.
- VII. Adjournment - The meeting was adjourned at 2:45 p.m.

Respectfully Submitted,
Stephanie Hawes
Secretary



**Staff Council Meeting
Minutes
January 19, 2016
UC 2217-18**

Members Present: Terri Alvey, Danielle Artis, Mary Ann Bernard, Cole Collier, Michele Duran, Lesley Groves, Stephanie Hawes, Nita Musich, Tammy Oliver, Angie O’Nan, Stephanie Russell, Mary Scheller, Michelle Simmons, Kirsten Williams, Lisa Wulff

Members Absent: Gloria Butz, Vince Frazier, Chris Hogue, Erin Hollinger, Cindi Kueber, Kim Sullivan

Guests Present: Dr. Matt Hanka, Dr. Kevin Valadares

- I. Call to Order – Lesley Groves opened the meeting at 2:01 p.m.
- II. Guest Speakers – The floor was handed over to Drs. Matt Hanka and Kevin Valadares to explain findings from their strategic planning exercises and allow the group to take part. The committee was divided into three groups and given a topic: learning excellence, access by design or expansion. Each group was asked to contribute additional trends and barriers to their topic. Each group shared their findings with the entire group and discussion was had on each topic.
- III. Adjournment - The meeting was adjourned at approximately 3:30 p.m.

Respectfully Submitted,
Stephanie Hawes
Secretary



**Staff Council Meeting
Minutes
February 16, 2016
UC 206**

Members Present: Terri Alvey, Danielle Artis, Mary Ann Bernard, Cole Collier, Michele Duran, Lesley Groves, Stephanie Hawes, Chris Hogue, Cindi Kueber, Nita Musich, Tammy Oliver, Angie O’Nan, Mary Scheller, Kim Sullivan and Lisa Wulff.

Members Absent: Gloria Butz, Vince Frazier, Erin Hollinger, Stephanie Russell, Michelle Simmons and Kirsten Williams.

Guests Present: Donna Evinger and Sarah Will.

- I. Call to Order - Lesley Groves opened the meeting at 2 p.m.
- II. Approval of Minutes – Nita Musich motioned to accept the December 15, 2015 minutes as read. Cole Collier seconded. The minutes were approved. Nita Musich motioned to accept the January 19, 2016 minutes as read. Kim Sullivan seconded. The minutes were approved.
- III. Committee Reports
 - A. Employee Relations – Michele Duran reported Student Appreciation Week was complete and the committee was moving on to the next event, the employee picnic. They had chosen an Olympic theme for the picnic and they were waiting to figure out some trademark issues. They were still debating on food for the picnic, but had decided no barbeque or beans. The final event for the Employee Relation committee would be a blood drive on June 28.
 - B. Economic Benefits – Kim Sullivan mentioned their committee had met last in late January or early February and they were working on compiling a history of past budget proposals. Kim also mentioned the request for safety glasses for employees was being reviewed by the safety committee. Angie O’Nan contributed, Administrative Senate was also proposing the increase of tuition hours from 15 to 18 and Michelle Woodburn was going to approach Faculty Senate for their backing as well.
 - C. Nominating – No report.
 - D. Other University Committee Reports – Lesley reported she had attended a President’s Council meeting and the main focus was on budget hearings and the theme of growth. Lesley, Rex Strange from Faculty Senate and Stephanie Walden-Schwake from Administrative Senate were all scheduled to meet to work on the Campus Community budget presentation schedule on Monday, February 29.
- IV. Old Business – No report.
- V. New Business – Donna Evinger introduced Sarah Will, Human Resources Employment Manager, to the group and mentioned she would be bridging the gap as a liaison for the council while her successor is being oriented. She also mentioned that VP Steve Bridges has requested all proposals be put into a document and sent to him.
- VI. Discussion/Announcements
 - A. Angie O’Nan mentioned her department, University Communications, is rethinking how they connect with the campus and they are open for feedback. They will be reworking the website, weekly wrap-ups etc.
 - B. Lisa Wulff asked the purpose of the speed bump next to the Children’s Learning Center, as it is very low and not very noticeable. Donna Evinger explained the ramp had to be ADA compliant because there is Center parking on the other side of the street and therefor the grade of the ramp had to be accessible for wheelchair use. Sarah Will added there also needed to be a campus entrance permissible for delivery trucks. Mary Scheller asked the group if anyone had inquired about putting a ‘BUMP’ sign up in front of the new speed bump in front of Nursing and Health Professions warning of the bump similar to the one by the speedbump by the Orr Center.
 - C. Lesley reminded the group budget hearings were nearing, the first being President Bennett’s, who was reschedule from February 15 to Thursday, February 18 and the Campus Community presentation would be on Monday, February 29.
 - D. Next Staff Council General Meeting: Tuesday, March 15, 2016 at 2 p.m. in UC 206.
- VII. Adjournment – The meeting was adjourned at 2:20 p.m.

Respectfully Submitted,
Stephanie Hawes
Secretary



**Staff Council Meeting
Minutes
March 15, 2016
UC 206**

Members Present: Terri Alvey, Danielle Artis, Mary Ann Bernard, Gloria Butz, Michele Duran, Vince Frazier, Stephanie Hawes, Chris Hogue, Erin Hollinger, Cindi Kueber, Nita Musich, Tammy Oliver, Angie O’Nan, Stephanie Russell, Mary Scheller and Michelle Simmons.

Members Absent: Cole Collier, Kim Sullivan, Kirsten Williams and Lisa Wulff.

Guest Present: Donna Evinger.

- I. Call to Order – Nita Musich opened the meeting at 2:02 p.m.
- II. Approval of Minutes – Angie O’Nan motioned to accept the February 16, 2016 minutes as read. Cindi Kueber seconded. The minutes were approved.
- III. Discussion – Nita Musich announced Lesley Groves is no longer at the University, therefore vacating her chair position. Per ‘Section 4. Filling Vacancies’ and ‘Section 5. Duties’ of the Council’s Bylaws, all in attendance were agreeable with Vice Chair, Nita Musich, fulfilling the Chair position and holding a vote to fulfill the Vice Chair role. Stephanie Hawes nominated Angie O’Nan for the vice chair position. Angie accepted the nomination. Danielle Artis nominated Michele Duran for the position. Michele accepted the nomination. Michele Duran nominated Michelle Simmons for the position, who declined the nomination. Paper slips were dispersed and a secret ballot vote was held. Angie O’Nan was elected with the majority of votes to complete the current term as Vice Chair.
- IV. Committee Reports
 - A. Employee Relations – Michele Duran reported the Olympic debate had been resolved and it would be the theme for the Employee Picnic on May 26 from 11 a.m. to 1 p.m. in Carter Hall. A sheet with images depicting various Olympic sports was circulated for everyone’s preference for iron-on appliques to adhere to personal t-shirts. The menu of baked chicken, rice, green beans, salad and ice cream sundae bar had been selected for the meal. Michele also shared the décor for the picnic would be Olympic themed and a sign-up sheet for volunteers would be forthcoming. She also reported the committee would be decorating at 10 a.m. on May 26.
 - B. Economic Benefits – Per Angie O’Nan, the committee had not met.
 - C. Nominating – Nita Musich polled the group to confirm it was acceptable for her to remain chair of the nominating committee, given her new role as chair of the Council. Everyone was in favor of her maintaining the nomination chair position. Nita explained that with the movement in the Chair and Vice Chair roles, alternate Gloria Butz had been moved to a full member and Tina McCalment second alternate, leaving no additional alternates.
 - D. Other University Committee Reports – Nita Musich reported information from President’s Council. She shared over-all enrollment numbers are up. She also stated the Indiana General Assembly had completed the 2016 Legislative Session and departments would be contacted with any bill changes affecting their areas. She also reported the University’s Moody’s bond rating is strong.
- V. Old Business – No report.
- VI. New Business – No report.
- VII. Discussion/Announcements
Next Staff Council General Meeting: Tuesday, April 19, 2016 at 2 p.m. in FA 164.
- VIII. Adjournment – The meeting was adjourned at 2:50 p.m.

Respectfully Submitted,
Stephanie Hawes
Secretary



**Staff Council Meeting
Minutes
April 19, 2016
FA 164**

Members Present: Terri Alvey, Danielle Artis, Mary Ann Bernard, Gloria Butz, Cole Collier, Vince Frazier, Stephanie Hawes, Chris Hogue, Nita Musich, Tammy Oliver, Angie O’Nan, Stephanie Russell, Mary Scheller, Michelle Simmons, Kim Sullivan and Lisa Wulff.

Members Absent: Michele Duran, Erin Hollinger, Cindi Kueber and Kirsten Williams.

Guest Present: Donna Evinger and Sarah Will

- I. Call to Order – Nita Musich opened the meeting at 2:03 p.m.
- II. Approval of Minutes – Stephanie Hawes noted a correction from the previously dispersed minutes, Michele Duran had nominated Michelle Simmons for the vice chair position, not Angie O’Nan, as previously stated. Kim Sullivan motioned to accept the minutes with the edit. Stephanie Russell seconded. The minutes were approved.
- III. Committee Reports
 - A. Employee Relations – Per Stephanie Russell, the committee had not met. Tammy Oliver confirmed the Employee Picnic would be taking place on May 26.
 - B. Economic Benefits – Kim Sullivan reported Chris Hogue was working on a database for archiving budget request proposals. Donna Evinger reminded the committee Steve Bridges would like a copy of this year’s proposal. Nita detailed she had sent it to her electronically. Kim also shared they were working on a proposal for a safety glass allowance to the safety committee. She also reported Cole Collier was working on a textbook allowance in addition to the fee waiver for employees taking courses.
 - C. Nominating – Nita Musich reported of the 11 current members up for re-election, five had declined and six had accepted to run again. There are 13 open positions and she had received 10 nominations. She asked everyone to please nominate anyone who might be interested.
 - D. Other University Committee Reports – Nita reported for President’s Council. She shared that all departments would be asked, if they hadn’t been already, to answer questions pertaining to the strategic plan. She also mentioned the University is working with Academic Partnerships for an online program expansion. The first graduate degree offered will be the Masters in Business Administration, followed by Nursing RN-BSN and education.
- IV. Old Business – No report.
- V. New Business – No report.
- VI. Discussion/Announcements
 - A. Nita reminded the council, there are still several time slots open for volunteers for the employee picnic, please sign up whenever you are able to help.
 - B. Nita also shared the Staff Council Retreat will be held on Wednesday, July 20 from 9 a.m. to 4 p.m. The location is still to be determined due to summer class scheduling and ownership of rooms.
 - C. Kim Sullivan announced the Administrative Assistants and Associates coffee and donut get-together will be held in the Liberal Arts McCutchan Art Center/Pace Galleries from 7:30-8:30 a.m. on Wednesday, April 27, 2016 and all are welcome to attend. This date correlates with National Administrative Professionals Day.
 - D. Nita confirmed the next Staff Council General Meeting will be held on Tuesday, May 17, 2016 at 2 p.m. in UC 206 and vice chair, Angie O’Nan, will be chairing in her absence.
- VII. Adjournment – The meeting was adjourned at 2:20 p.m.

Respectfully Submitted,
Stephanie Hawes
Secretary



**Staff Council Meeting
Minutes
May 17, 2016
UC 206**

Members Present: Terri Alvey, Mary Ann Bernard, Gloria Butz, Michele Duran, Vince Frazier, Stephanie Hawes, Tina McCalment, Angie O’Nan, Stephanie Russell, Kim Sullivan and Lisa Wulff.

Members Absent: Danielle Artis, Cole Collier, Chris Hogue, Erin Hollinger, Cindi Kueber, Nita Musich, Tammy Oliver, Mary Scheller, Michelle Simmons and Kirsten Williams.

Guests Present: Donna Evinger and Sarah Will.

- I. Call to Order – Angie O’Nan opened the meeting at 2:02 p.m.
- II. Approval of Minutes – Stephanie Russell noted her last name was misspelled. Lisa Wulff questioned whether ‘reelection’ was, in fact, a word. Kim Sullivan motioned to accept the minutes with edits. Mary Ann Bernard seconded. The minutes were approved.
- III. Committee Reports
 - A. Employee Relations – Michele Duran began her report by introducing alternate Tina McCalment to the meeting. She reported the decorations are nearly complete for the Employee Picnic set for Thursday, May 26, 2016. She asked anyone able to sign up for open volunteer spots for the picnic. Angie O’Nan mentioned volunteers were needed in particular around the noon hour. Michele mentioned there would not be any coconut flavoring added to the chicken for the picnic. Michele also confirmed the committee would be sponsoring a blood drive on campus on June 28, 2016 from 10 a.m to 4 p.m. and volunteers would be needed for that event also. Duties would not involve being near or in contact with any blood, only registering donors or handing out snacks. She stated there would be an online sign-up to fill the 12 half hour slots.
 - B. Economic Benefits – Kim Sullivan reported their committee had met and Chris Hogue’s database/spreadsheet of past proposals was complete and he had uploaded the last several years’ worth of proposals. She also shared Cole Collier had been working on a textbook allowance to accompany the employee fee waiver, but unfortunately it is not feasible for the Campus Store to support at this time, as they are experiencing issues with collecting book fees with the new billing system. Kim also offered that Vince Frazier had taken the safety glasses proposal to the Safety Committee for review and it was being considered. Angie O’Nan suggested having the group propose a variety of gifts for the Milestones of Service gifts and discussion ensued with various ideas and suggestions. Donna Evinger mentioned any suggestions would not be able to be considered this year, as the gifts were already ordered.
 - C. Nominating – Stephanie Hawes reported the call for nominations had been sent to all benefit eligible support staff members on April 14, and were accepted through the month of April. She also shared the election ballots went out on May 4 via email to all eligible employees with 16 candidates running for the 11 member and two alternate spots. Elections would be closing at 4:30 p.m. that day and a reminder email was being sent to all eligible employees who had not yet submitted their vote. Election results would be announced on May 18 and nominations for the Support Staff Recognition Award would begin on May 23 and run through June 10. Staff Council will vote on nominees at the June meeting.
 - D. Other University Committee Reports – No report.
- IV. Old Business – Angie clarified the June meeting would be held in University Center East 2217-18, not Carter Hall A, B, C as initially sent on the agenda. It was determined the group did not have quorum and therefore could not vote on the menu for the retreat lunches. Angie mentioned she would have all members email her their preference between Fazoli’s or Spudz-n-Stuff for the retreat.
- V. New Business – Terri Alvey stated she had been working with Barb Goodwin in photography services to form an Instagram account for the council, which would allow us to share pictures from events.
- VI. Discussion/Announcements – Next Staff Council General Meeting: Tuesday, June 21, 2016 at 2 p.m. in UC East 2217-18.
- VII. Adjournment – The meeting was adjourned at 2:27 p.m.

Respectfully Submitted,
Stephanie Hawes
Secretary



**Staff Council Meeting
Minutes
June 21, 2016
UC 2217-18**

Members Present: Terri Alvey, Danielle Artis, Mary Ann Bernard, Gloria Butz, Travis Dickison, Michele Duran, Vince Frazier, Stephanie Hawes, Chris Hogue, Cindi Kueber, Rebecca Lutton, Tina McCalment, Denise Michael, Nita Musich, Heather Odom, Kathy Oeth, Tammy Oliver, Angie O’Nan, Stephanie Russell, Mary Scheller, Michelle Simmons, Jeff Smith, Kim Sullivan, Sherry Tynes and Julie Whorl.

Members Absent: Nick Bebout, Cole Collier, Erin Hollinger, Kirsten Williams and Lisa Wulff.

Guests Present: Dr. Bennett, Donna Evinger, Andrew Lenhardt and Sarah Will.

- I. Call to Order – Nita Musich opened the meeting at 2:00 p.m.
- II. Introduction of New Members and Alternates – All present, new members were given an opportunity to introduce themselves and what department they represent.
- III. Introduction of Guest Speaker – Dr. Linda L. M. Bennett, University President – Nita Musich introduced Dr. Bennett and turned the floor over. Dr. Bennett spoke to the group about the University’s strategic plan approach and look into the future.
- IV. Question and Answer Period – Dr. Bennett answered questions from the council.
- V. Introduction of new Director of HR – Andrew Lenhardt
- VI. Service Recognition Awards – Donna Evinger presented all departing members with service recognition awards. Nita Musich presented Donna with a service recognition award and thanked her for her many years of service to Staff Council.
- VII. Approval of Minutes – The May 17, 2016 minutes were reviewed. Gloria Butz motioned to accept the minutes as read. Kim Sullivan seconded. The minutes were approved.
- VIII. Committee Reports
 - A. Employee Relations – Michele Duran sent around a sign-up sheet and requested volunteers for the June 28 Blood Drive to be held in Carter Hall. Nita Musich commended the committee for their work on the Employee Picnic and shared she had received several complimentary remarks from employees on campus.
 - B. Economic Benefits – No report.
 - C. Nominating – No report.
 - D. Other University Committee Reports – No report.
- IX. Old Business – Nita Musich reminded that the Staff Council Retreat is planned for Wednesday, July 20, 2016 from 9 a.m. to 4 p.m. and would consist of guest speakers, a lunch menu of Spudz-N-Stuff and the collection of and redistribution of binders. A sign-up sheet was dispersed for volunteering of breakfast, snack and supply sign-up for the day.
- X. New Member Dismissal
- XI. New Business
 - A. Voting on Support Staff Performance Recognition Award - 17 anonymous nomination entries were distributed to each member and they were given the time to read each entry and vote on their top three choices and rank from one to three in order to prevent a tie.
 - B. Nominations and Voting on the 2016-2017 Chair – Angie O’Nan nominated Nita Musich. Nita accepted. Cindy Kueber nominated Vince Frazier. Vince accepted. Vince Frazier nominated Mary Scheller. Mary declined. Michele Duran nominated Terri Alvey. Terri declined. With no additional nominations, voting took place. Nita Musich was elected the 2016-2017 Staff Council Chair.
- XII. Discussion/Announcements – Staff Council Retreat: Wednesday July 20, 2016 from 9 a.m. to 4 p.m. in HP 1041.
- XIII. Adjournment – The meeting was adjourned at 3:06 p.m.

Respectfully Submitted,
Stephanie Hawes
Secretary