



USI Staff Council  
July 21, 2020  
Via TEAMS

**Members Present:** Terri Alvey, Beth Burks, Paul Davies, Sherry Dockery, Stephanie Fifer, Michelle Hahn, Sharri Herriott, Michelle Herrmann, David Huebner, Rhonda Moore, Kathy Oeth, Tyler Rapp, Ziporah Rascoe, Shawn Williams, Rhonda Woosley

**Members Absent:** Bryce Anker, Melody Lemberg, Jamie Little, Amanda Mitchell, Greg Orth, Sarah Will, Lisa Wulff

**Call to Order:** The meeting was called to order at 2:06 pm.

**Minutes:** Kathy Oeth made a motion that the minutes from the June 16, 2020 meeting be accepted with no changes. Paul Davies seconded. The minutes were approved with no changes.

**Welcome – Terri Alvey**

**Committee Reports:**

**Nominating Committee – Michelle Herman**

**Staff Council member(s) retiring** – Jeri Broshears has retired. If anyone would like to send her a card, you are encouraged to do so. Terri will send a card from the Staff Council as a collective group.

**New Staff Council member(s)** – Beth Burks has agreed to fill Jeri Broshears' position. She will finish Jeri's term and then will be eligible to run for two more consecutive terms if she so desires.

**Campus Committee Updates – Terri Alvey**

**President's Council** – The meeting scheduled for today was cancelled.

**Faculty Senate** – You can look online to read minutes from past Faculty Senate meetings

**Admin Senate** – Admin Senate has been doing "chats" with their group similar to the "Coffee Break" sessions we are discussing.

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**Foundation**



#### Remote Chats aka Coffee Breaks

Discussion included:

1. Keeping the breaks to 15-20 minutes
2. Use it as a way for people to vent and share yet try to keep things in a positive vein. Don't let it spiral out of control into a negative gripe sessions.
3. Use it as a tool to reach out to everyone, keep everyone informed, keep everyone working as a group.
4. As hosts, we should have some questions prepared to direct the conversation. We will double up with another Staff Council member an co-host.
5. This could be a good recruiting tool for future Staff Council members.
6. Maybe we could have "focus groups" and have different chats be about different topics.
7. Should we have a separate group session for those that are working remotely? We should be able to get a list from Ingrid Lindy of who is working remotely. Will HR tell us who is working remotely?
8. The sessions should not be recorded (to encourage participants to be open), but the hosts should take good notes.
9. Should we have one session per week?
10. Should we start the sessions in August?

Farmer's Market – would it be possible to have an area where people could bring produce to share with those that want it? Terri will check with Steve Bridges for guidance with this.

#### Old Business:

Archie's Closet – Michelle reported that Archie's Closet is pretty full at the present. She also noted that the CLC donated many things when it closed.

Recruitment Email – It was noted that we might want to send an email soon and that sending it at the start of the semester might not be good timing. If anyone has any suggestions about the wording of the email, they should send them to David or Michelle Herrmann within the next week.

**Adjourn:** The meeting was adjourned at 2:48 pm.

**Next Meeting – Tuesday, August 18, 2020 @ 2 p.m.**

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#### Foundation



## **Staff Council Meeting Minutes**

**October 7, 2020**

**Via ZOOM**

**Members Present:** Terri Alvey, Paul Davies, Sherry Dockery, Stephanie Fifer, Michelle Hahn, Sharri Herriott, Michelle Herrmann, David Huebner, Amanda Mitchell, Rhonda Moore, Maria Nguyen, Kathy Oeth, Tyler Rapp, Shawn Williams, Lisa Wulff

**Members Absent:** Bryce Anker, Melody Lemberg, Jamie Little, Greg Orth, Ziporah Rascoe

- I. **Roll Call / Call to Order:** The meeting was called to order at 9:00
  
- II. **Approval of minutes:** Sharri had not sent out the minutes from the last meeting, so she read them aloud and asked for comments. There was discussion brought up about the virtual coffee chats. That discussion follows in the next section. Sharri will review the recording of the last meeting and correct the notes as needed before sending the written version of the minutes to the Council.
  
- III. **Virtual Coffee Chats:**
  1. Should we do several meetings within one week (we don't want to overwhelm people with meetings)?
  2. Should we have different topics within the week or carry the same topic throughout?
  3. Should we have guest speakers?
  4. Should we have one meeting dedicated solely to Staff Council recruitment?
  5. Could we do a Qualtrics survey to ask support staff what issues they would like to talk about?
  6. Could the Qualtrics survey also ask what days and/or times work best for support staff?
  7. Kathy Oeth and Stephanie Fifer will work on the Qualtrics survey. If anyone has any suggestions for questions, we might want to ask in the survey, please let Kathy or Stephanie know.
  
- IV. **Fall Decorating / Pumpkin Carving Contest**
  1. We have done these the last three years. This year we are expanding the contest to include fall decorations.
  2. Please review the instructions/rules that Terri wrote and let her know if you have any suggestions/changes.

3. A save-the-date will go out soon to pique interest.
4. The actual applications to submit entries will go out later in the week.
5. Shawn will put a PowerPoint slide show together of all of the entries. No names will be on the slide show. A number will be assigned to each entry to keep it anonymous. All of the applications and photos will go directly to Shawn.
6. Suggestions on how to vote:
  - a. Could we put a link at the end of the PowerPoint?
  - b. Could we put the pictures in a Qualtrics survey? Qualtrics will tally the results. Qualtrics has to approve the survey before it can be sent out.
  - c. Could we use Survey Monkey? Survey Monkey only allows you to see up to 100 responses for free. There is a charge after that.
  - d. Could we use Facebook? Not everyone uses Facebook.
  - e. Should we send links for the entries to Erin Meyer to be put in USI Today and to Carmen for the student newsletter "The Source?"
  - f. The deadline for entries will be noon on October 19.
  - g. Anyone can enter – even Staff Council members
  - h. Terri will buy gift cards for the winners (first place - \$25, second place - \$15, third place - \$10).
  - i. Sharri will put together prizes to go with the gift cards.
  - j. If anyone wants to donate any money to help defray the cost of the prizes, please give any donations to Terri.

**V. Giving Tree – Michelle Herman**

1. This year we are going to do gift cards only instead of actual presents. Each gift card will be for \$25.
2. We will do the same format as in years past: There will be one gift card for the family, two gift cards for each child ages 14-18, and three gift cards for each child 13 and under.
3. We will create a Qualtrics form that will list each family (just ages and number of people – no names), so that employees can choose which cards they want to buy (i.e. a Walmart card for a child under the age of 13, etc.). The families will be given options on the application as to where they want the cards to be from. The options will be Walmart, Target, Amazon, Meijers, Kohls, Toys R Us.
4. The families can pick the cards up at the Library dock or we can mail them. We will need Staff Council members to volunteer to man this table.
5. Discussion:
  - a. We should streamline the process to make it as simple as possible.
  - b. Should we do it earlier this year than usual? Advertise by the end of this week. Applications due by October 23. Cards due back by November 17. Pick up November 20-23. Have everything done by Thanksgiving.
  - c. Can Toys R Us still be purchased and redeemed online: Michelle will check
  - d. Michelle Herman will receive the applications
  - e. Who will maintain the drop boxes: Education/Science/WA – Michelle H; CNHP – Sherry or Melody; Foundation – Sharri: UC East/West \_\_\_\_\_ (I didn't recognize the voice?); LA \_\_\_\_\_ (I didn't recognize the voice?).

- f. Employees that are working remotely full-time can mail their gift cards directly to Michelle Herman. Terri will include that in the announcement.
- g. Each gift card should be \$25 – that will be on the form as well.
- h. Michelle and Terri will go over the form together to make sure it is right.
- i. Should we limit the number of families this year? Due to COVID, we may have more requests than usual. There are fewer number of people on campus, so donations may be less. It was suggested that we do a small number of families and then add more if we get more cards.
- j. We will sort by the neediest families first and NOT first applications received.
- k. If we get more applicants than expected and we get enough cards for the ten neediest families, we could always put out a request to the USI community asking if anyone would be willing to donate more cards.
- l. For now, we will see how many applications we get and then decide from that information.
- m. Much discussion was made about the cost of the cards: Would we accept cards of lesser amounts? Could we combine cards of lesser amounts so that the total is \$25; Could we accept cash donations and buy cards as a Council?; In the end we decided to just take \$25 gift cards as our goal was to streamline as much as possible. Suggestions were made that we could encourage people to buddy up to buy cards if they didn't want to spend \$25 or maybe to suggest that departments "adopt a family." Maybe departments could make a competition with another department.

Lots to think about!

**VI. Other discussion - none**

**Motion to adjourn** - Paul Davies made a motion to adjourn the meeting. Kathy Oeth seconded the motion. The meeting was adjourned at 10:23 am.



Staff Council Meeting Minutes  
November 17, 2020  
Via ZOOM

**Members present:** If you attended this meeting, please let me know so that I can update the minutes.  
Thanks, Sharri Herriott

**Members absent:**

- I. **Call to Order** – meeting called to order at 10:30 am by Terri Alvey.
- II. **Approval of Minutes** – Sharri Herriott read the minutes from the last meeting and noted any changes recommended.
- III. **Welcome** – Terri Alvey
- IV. **Committee Reports**

**Giving Tree:**

1. Michelle Herrman reported that the giving tree was a success. We exceeded our goal. The money left over after all gift cards are purchased will be left in the account to use for next year.
2. Anyone that would like to help package the gift cards should contact Michelle.
3. Anyone that would like to help with the distribution of the cards should contact Michelle.
4. Discussion was had about using this same format (or a combination of this format and the one that we have used in past years).

**Pumpkin / Fall Decoration Contest:** Shawn Williams and Stephanie Fifer reported the pumpkin/fall decoration contest. There were many entries and lots of voting. The event was a huge success. The winners were:

First Place - Entry Z - Tik Tok, Submitted by the SwISTEM department.

Second Place - Entry A Bat hanging upside down, carved into a pumpkin. Submitted by Kylie Skepnek

Third Place - Entry Q Pumpkins painted like donuts and displayed in donut box.  
Submitted by Hannah Burney

**V. New Business**

1. Rhonda Woolsey spoke about thoughts of having a parade of sorts as an Employee Morale Booster for after Thanksgiving Break. Groups could decorate golf carts and/or simply walk in their collective groups through the quad.
2. The Staff Council was asked to come up with some ways to make the employee recognition program more exciting and engaging.
3. In January of 2021 there will be an Employee Development Program done virtually. If anyone has any ideas of programs that might be well-received, please let Terry know.

**VI. Old Business: none**

**VII. Unfinished Business: none**

**VIII. Adjourn: Meeting was adjourned at 11:30 am**

**IX. Next Meeting: January 19, 2021 via ZOOM**



Staff Council Meeting Minutes  
January 19, 2021  
via ZOOM

**Members present:** Terri Alvey, Bryce Anker, Sharri Herriott, Michelle Herrmann, David Huebner, Jamie Little, Amanda Mitchell, Rhonda Moore, Maria Nguyen, Kathy Oeth, Greg Orth, Shawn Williams, Rhonda Woolsey

**Members absent:** Sherry Dockery, Ziphora Rascoe, Tyler Rapp, Lisa Wulf, Melody Lemberg, Michelle Hahn

- I. **Call to Order** – meeting called to order at 1:05 by Terri Alvey.
- II. **Approval of Minutes** – Shawn Williams made a motion to approve the minutes. Amanda Mitchell seconded. Minutes approved by consensus of council.
- III. **Welcome** – Terri Alvey
- IV. **Recruitment:**
  1. David and Michelle have been working on an email that can be sent to all eligible support staff inviting them to join Staff Council. As about  $\frac{3}{4}$  of the current members will be rolling off at the end of the term, we need to recruit heavily. David sent the proposed email to the Council and it was approved by all members present. Michelle has contacted Ingrid Lindy in HR and received an updated Support Staff list. Michelle will send the email tomorrow.
  2. John Farless is going to work with us to advertise via USI Today.
  3. All Staff Council members should be thinking about potential new members that we could encourage to join.
  4. David suggested that when we get some response from the email, we offer a couple of ZOOM sessions where we can greet potential new members, introduce ourselves, talk about staff council, and answer questions.
- V. **New Business** – We are unable to meet in groups yet. The potential for a spring picnic is not looking good. Maybe we can come up with some alternative ideas.
- VI. **Old Business** – The blood drive held today was a success
- VII. **Adjournment** – The meeting was adjourned at 1:30 pm.





Staff Council Meeting Minutes  
February 24, 2021  
via ZOOM

**Members present:** Terri Alvey, Bryce Anker, Sherry Dockery, Sharri Herriott, Michelle Herrmann, David Huebner, Amanda Mitchell, Rhonda Moore, Maria Nguyen, Kathy Oeth, Greg Orth, Tyler Rapp, Shawn Williams, Rhonda Woolsey, Lisa Wulff

**Members absent:** Sherry Dockery, Stephanie Pfifer, Michelle Hahn, Zipporah Rascoe, Sara Will

- I. **Call to Order** – meeting called to order at 10:09 by Terri Alvey.
- II. **Approval of Minutes**
- III. **Welcome** – Terri Alvey
- IV. **Employee Recognition** – Megan Doyle
  - a. We are still going to have a recognition event this year, but it will have to be held virtually.
  - b. There is currently no date set. Hopefully, this decision will be made in the next week or so.
  - c. There is going to be one event that will include Faculty, Staff, and Support Staff.
  - d. The event will include all milestone anniversaries for 2020 and the first half of 2021.
  - e. The President and Provost will record a greeting.
  - f. The Chairs of each of the three governing bodies will record a greeting.
  - g. A slide will be prepared for each honoree – the honoree will get a questionnaire to fill out with information that will be included personal for their slide. This will allow for a more personal touch
  - h. Each honoree’s supervisor will have the opportunity to fill out a form (300-character limit) about the employee that will then be converted to a slide. Again, allowing for a more personal touch.
  - i. The honoree will be able to choose their recognition award that day.
  - j. As there will be many slides (approximately 133), Megan will need help preparing and cleaning up these slides.

**V. Employee Picnic**

Much discussion was had about the potential of an employee picnic. We don't know yet if there are funds available. Terri will check on that. If there are funds, we aren't sure if we would be able to have a face-to-face picnic. Options discussed included:

1. Box Lunches – it was brought up that the problem with this is the COVID restriction that the boxes could not be stacked, so it would take a lot of room to line up tables to set out the boxes.
2. Having a buffet style meal – but serving staff would have to dish up the meal – which would be an added cost.
3. Putting Munch Money on everyone's Eagle Access card so they could eat when, where, and with whom they want. The restriction would be that the money would be good only on the day of the picnic. Any money not used would be returned to the picnic fund.
4. Since seating and serving would have to be done outside, we would have to have a rain date. That date would have to be close to the original date as the food would have already been ordered.

**VI. Recruitment – Michelle**

Michelle and David had a ZOOM meeting with three support staff members that expressed interest in joining Staff Council. There were others that were unable to attend, so they will hold a second meeting on Friday. We currently need two voting members that would be willing to serve until the election in May or June. We also welcome any non-voting members.

**VII. New Business** – We are unable to meet in groups yet. The potential for a spring picnic is not looking good. Maybe we can come up with some alternative ideas.

**VIII. Next Meeting** – The consensus was that Wednesday morning meetings are good for most. Terri will set up the next meeting for 2-3 weeks from now and will notify everyone.

**IX. Adjournment** – A motion to adjourn was made by Tyler Rapp and was seconded by Michelle Herrmann. The meeting was adjourned at 10:48.



Staff Council Meeting Minutes  
March 31, 2021  
via ZOOM

**Members present:** Jessica Adler, Terri Alvey, Bryce Anker, Jamie Curry, Sherry Dockery, Michelle Hahn, Sharri Herriott, Michelle Herrmann, David Huebner, Terri Kendall, Amanda Mitchell, Rhonda Moore, Maria Nguyen, Kathy Oeth, Tyler Rapp, Kara Rogers, James Wethington, Shawn Williams, Rhonda Woolsey, Lisa Wulff

**Members absent:** Greg Orth, Stephanie Fifer, Zipporah Rascoe, Sara Will

- I. **Call to Order** – meeting called to order at 10:02 by Terri Alvey.
- II. **Approval of Minutes**
- III. **Welcome** – Terri Alvey – everyone introduced themselves to the new members.
- IV. **Employee Picnic – Michelle & Rhonda**
  - a. The picnic will be held on July 7 from 11-1
  - b. There are going to be “grab and go” boxed lunches
  - c. Rhonda will prepare a Qualtrex form to be sent to employees to reserve a lunch. The form will have printable “receipt” that will have to be presented in order to get a lunch.
  - d. Employees will be encouraged to get their boxed lunch and congregate with others as they choose around campus.
- V. **Employee Recognition**
  - a. All three groups (support staff, administrative, and faculty) will be done at the same time via virtual video.
  - b. The date will be sometime the last week of June (possibly June 28).
  - c. Everyone that is celebrating a milestone anniversary (July 1, 2019 through June 30, 2021) will be contacted and asked to fill out a form. This form will give the employee the opportunity to tell about themselves and to include pictures. The gathering of information and putting together of the employee slides will take some time and our help may be needed.
  - d. Employees with milestone anniversaries will have the opportunity to choose their milestone gift.

## **VI. Fall Festival Support**

It was discussed that maybe money left over from the picnic fund could be used to support the USI food booths that participate in the West Side Nut Club Fall Festival. This idea has not yet been presented to the President. Some items discussed were:

- a. We could have the USI Fall Festival booths set up in one of the parking lots on the Friday prior to the Fall Festival.
- b. Could the cost of this be shared with the other governance groups?
- c. How would we donate?
  - i. Would we divide the lump sum equally among the participating booths?
  - ii. Would we give employees a ticket valued at a certain amount that they would use toward their purchase at the booth of their choice and then we would reimburse the individual booths for each ticket?
  - iii. Would it be open to the public – in which case we would not fund any part of their purchases.
  - iv. Should we ask President Rochon to offer a long lunch period instead of giving a meal ticket to employees. And then we would divide our money equally between the booths?
  - v. Should we provide some outdoor game opportunities?

**VII. New Staff Council Members** – Michelle and David will be sending out an email, requesting nominations for new members mid-April.

**VIII. Employee Recognition Award** – Should we skip this year? Is it too late to start? The Staff Council officers will discuss this.

**IX. New Business** – Is there going to be any opportunity for summer flex this year? Nothing has been said by HR about this yet.

**X. Adjournment** – A motion to adjourn was made by Tyler Rapp and was seconded by David Huebner. The meeting was adjourned at 10:54.



Staff Council Meeting Minutes

May 11, 2021

via ZOOM

**Members present:** Terri Alvey, Sherry Dockery, Sharri Herriott, Michelle Herrmann, David Huebner, Amanda Mitchell, Rhonda Moore, Maria Nguyen, Kathy, Oeth, Greg Orth, Tyler Rapp, Shawn Williams, Rhonda Woolsey

**Members absent:**

- I. **Call to Order** – meeting called to order at 1:08 by Terri Alvey.
- II. **Approval of Minutes** - A move to approve with no changes was made by Sherry Dockery and seconded by Shawn Williams
- III. **Welcome** – Terri Alvey
- IV. **Update from the Nominating Committee – Michelle Hermann & David Huebner**
  - a. An email asking for nominations was emailed on April 9 and again on April 22
  - b. There were 23 nominees, 14 accepted. There is a diversity of acceptances from throughout the University
  - c. Elections will run from May 7 – 14
  - d. An email with results will be sent to Staff Council members after the results are tabulated.
  - e. There are six current members that are staying on for another term
  - f. We have zero non-voting members.
- V. **Updates from Committees**
  - a. Employee Relations – Rhonda Woolsey, Chair
    - i. A Qualtrex form has been created to be sent to all USI employees for the summer picnic. After submitting, the employee will get a printable “ticket” to bring with them. They can show it on their phone if they like.
    - ii. A report will be generated after all reservations are made that will include the names of those that registered along with their food choice.
    - iii. Rhonda will send a “save the date” email.
    - iv. A question was asked: If when someone registers, can the event be automatically added to their Outlook calendar? Rhonda will check into that

- v. The picnic is July 7 and food choices include: vegetarian, turkey, and ham. You will also have a choice of a soft drink or water.

b. Task Force Committee – Rhonda Woolsey, Staff Council Representative

- i. The question was brought up about whether we should require people to report if they have been vaccinated. This was tabled for the current time being.
- ii. There will be a return-to-work expectancy module to be completed by everyone.
- iii. The plexiglass that is currently hung throughout campus will remain for the time being.
- iv. President Rochon supports the idea of a video showing positive feelings about getting vaccinated.
- v. A question was raised as to if USI could or would distribute COVID relief monies to employees the way EVSC and Ivy Tech have done. The answer given is that we operate under different guidelines than either of these two institutions and it is pretty certain that a distribution like that would not be allowed with our allocation.
- vi. Cleanliness of the campus is a concern right now. We have a significant amount of job openings in the FOP area. Everyone is asked to please help with the cleanliness effort.
- vii. If anyone has any questions, concerns, or suggestions that Rhonda could bring to the Task Force Committee, feel free to email her directly.

c. President's Council – Terri Alvey

- i. Enrollment – we are in a good place right now. Enrollment for Summer 1 is up 22% and is also up a little for Summer 2. We are looking good for the fall, but numbers aren't complete yet.

**VI. Notes from Terri**

- i. The Staff Council End of Year Report for 2020-2021 is due shortly. Terri will prepare it and send it to everyone before the next meeting.
- ii. Anyone interested in running for Chair of Staff Council should prepare for the election next month.
- iii. The Executive Committee will discuss how voting will take place.

**VII. July Retreat**

- i. The meeting will most like be held at the Grimes House.
- ii. The meeting will be a half day (morning).
- iii. We will have lunch catered.

**VIII. Old Business – none**

**IX. New Business – response regarding the proposed fall event involving the food trucks has been met with interest, but we have nothing concrete yet.**

- X. **Adjournment** – A motion to adjourn was made by Shawn Williams and was seconded by Tyler Rapp. The meeting was adjourned at 1:42.



Staff Council Meeting Minutes  
June 3, 2021  
via ZOOM

**Members present:** Terri Alvey, Bryce Anker, Gloria Butz, Jamie Curry, Sherry Dockery, Sharri Herriott, Michelle Hermann, David Huebner, Tammy Jewell, Terri Kendall, Amanda Mitchell, Kathy Oeth, Dawn Paris, James Wethington, Shawn Williams, Rhonda Woolsey

- I. **Call to Order** – meeting called to order at 1:05 by Terri Alvey.
- II. **Welcome** – Terri Alvey
- III. **End of Year Report** - Terri discussed the End-of-Year Report. There was a link sent with today's minutes to everyone. Those that have been members in the past are encouraged to read the report and suggest any additions/changes. The report will be submitted after our retreat.
- IV. **Updates from Committees**
  - a. **President's Council:** Terri discussed things that occurred during the President's Council Meeting. It was confirmed that we would be getting a pay raise this year. It was also announced that Dr. Ann White, Dean of the College of Nursing & Health Professions has announced her retirement.
  - b. **President's Task Force** – Rhonda discussed things that were brought up in the President's Task Force Meeting. She let us know that some the things that they are still debating are the future of mask wearing, capacity restrictions, and vaccination reporting. There should be some decisions made about these issues within the next couple of weeks.
- V. **Old Business**
  - a. **Retreat** – We will be able to have an in-person retreat this year. It will most likely be held the morning of either July 14 or 21 at the Grimes House and will be a half day meeting with a catered lunch.
  - b. **Employee Picnic** – Rhonda will send a "save the date" for the picnic soon. An invitation with the required RSVP link will be sent probably three weeks prior to the event with a reminder following one week prior.



**V. New Business**

- a. Michelle Herrmann introduced the new Staff Council members (see attached list).
- b. New members were released so that the discussion/voting for the new Chair could take place.
- c. Rhonda Woolsey was elected by unanimous vote to be Chair of the Staff Council for the 2021-2022 year. She can be re-elected for one more year following that term if she chooses to run again.

**VI. Adjournment** – A motion to adjourn was made by Michelle Herrmann and was seconded by David Huebner. The meeting was adjourned at 1:45.