



**Staff Council Meeting
Minutes
July 23, 2014**

Members Present: Danielle Artis, Lesley Attebury, Mary Ann Bernard, Gloria Butz, Cole Collier, Michele Duran, Vince Frazier, Stephanie Hawes, Stephanie Higgins, Erin Hollinger, Tammy Johnson, Kim Jost, Cindi Kueber, Amanda Mitchell, Pam Moore, Betsy Mullins, Nita Musich, Angie O’Nan, Britney Orth, Michelle Simmons, Kim Sullivan, Josh Thomas, Lisa Wulff

Members Absent: Marie Gallagher, Kirsten Williams

Guests Present: Donna Evinger, Tom Longwell, Cindi Goodwin

Betsy Mullins opened the meeting at 9AM.

Group Photos were taken.

Betsy Mullins announced that she would be resigning her position as Chair as she was leaving the University. After discussion, nominations and voting, the following were elected to their positions:

Britney Orth – Chair
Angie Onan – Vice Chair
Kim Sullivan – Secretary

Outside Speaker Presentation: Tom Longwell – Director of USI Counseling Center on Relaxation techniques

Committee Assignments: Please see attached listing

Lunch

Individual Committee Meetings were held to discuss meeting times, committee chairs and year agenda.

Full Staff Council Meeting: Every Third Wednesday, 2pm

Economic Benefits: Every Second Tuesday, 2pm Chair: Pam Moore, Vice chair: Gloria Butz

Employee Relations: Every Second Wednesday, 2pm Chair: Nita Musich, Vice chair: Stephanie Higgins

Outside Speaker Presentation: Cindi Goodwin – Communication Styles – What color are yours?

Future Dates of Interest:

Support Staff Employee Recognition Luncheon: Tuesday, August 12, Noon Carter Hall

Economic Benefits Committee Meeting: Tuesday, August 12, 2pm UC 2205


Employee Relations Committee Meeting: Wednesday, August 13, 2pm WA100

Full Staff Council Meeting: Wednesday, August 20, 2pm UC 2207

Bylaws Committee Meeting: Thursday, September 4, 2:30pm Dean of Students Office

There being no further business, the meeting was adjourned.

Respectfully Submitted,
Kim Sullivan
Secretary

UNIVERSITY OF

SOUTHERN
INDIANA™
Staff Council
Staff Council Meeting
August 20, 2014 Minutes
UC 2207

Members Present: Danielle Artis, Lesley Attebury, Mary Ann Bernard, Gloria Butz, Cole Collier, Michele Duran, Marie Gallagher, Vince Frazier, Stephanie Hawes, Erin Hollinger, Cindi Kueber, Pam Moore, Nita Musich, Angie O’Nan, Britney Orth, Kim Sullivan, Joshua Thomas, Kirsten Williams

Members Absent: Stephanie Higgins, Tammy Johnson, Lisa Wulff

Guests Present: Donna Evinger

- I. Call to Order – Britney Orth opened the meeting at 2:24 p.m.
- II. Introduction of New Members
- III. Approval of Minutes – July 23, 2014 Minutes approved with changes.
- IV. Committee reports
 - A. Employee Relations
Met August 13, 2014. Future meetings will be held in WA100. The year’s events were discussed.
September 17-30, 2014: Archie’s Closet Supply Drive, new incentives were discussed.
February 9-13, 2014: Student Worker Appreciation week.
May, 2015: Staff Picnic, themes were discussed, incorporating USI’s 50th anniversary.
 - B. Economic Benefits
Met August 12, 2014. Reviewed previous year’s topics.
 - C. Nominating – No Report.
 - D. Other University Committee Reports
 1. Campaign – Video being created for Staff concerning the Campaign.
 2. 50th Anniversary – Calendar of Events being created.
 3. Bylaws – First meeting scheduled for September 4, 2014.
 4. Accreditation/HR – No report.
 5. Administrative Senate and Faculty Senate – An email has been sent to both committees introducing Staff Council’s new executive committee.
- V. Old Business
 - A. Support Staff Recognition Award – Chris Hogue – Chemistry
 - B. Information Hotline – Discussion.
- VI. New Business
 - A. Printed Membership list – distributed.
 - B. Updates on Membership – discussed.
 - C. Staff Council Calendar – one will be created and distributed to members.
 - D. Proposed Bylaw Changes/Questions – The current bylaws will be emailed to the entire council for review and comments. Please send your comments to any of the Bylaw committee members.
- VII. Discussion/Announcements
 - A. Founder’s Day – Monday September 15, 2014
 - B. Next Staff Council General Meeting: Wednesday, September 17, 2014 at 2 p.m. UC2207

Future Dates of Interest:

Economic Benefits Committee Meeting: Tuesday, September 9, 2014 2 p.m. UC 2205

Employee Relations Committee Meeting: Wednesday, September 10, 2014 2 p.m. WA100

Full Staff Council Meeting: Wednesday, September 17, 2014, 2 p.m. UC 2207

Bylaws Committee Meeting: Thursday, September 4, 2:30 p.m. Dean of Students Office

There being no further business, the meeting was adjourned.

Respectfully Submitted,
Kim Sullivan
Secretary

UNIVERSITY OF

SOUTHERN
INDIANA™
Staff Council
Staff Council Meeting
September 17, 2014 Minutes
UC 2207

Members Present: Danielle Artis, Lesley Attebury, Mary Ann Bernard, Gloria Butz, Michele Duran, Vince Frazier, Stephanie Higgins, Tammy Johnson, Pam Moore, Nita Musich, Angie O’Nan, Britney Orth, Joshua Thomas, Kirsten Williams

Members Absent: Erin Hollinger, Lisa Wulff, Cole Collier, Marie Gallagher, Stephanie Hawes, Kim Sullivan, Cindi Kueber

Guests Present: Donna Evinger

- I. Call to Order – Britney Orth opened the meeting at 2:12 p.m.
- II. Approval of Minutes – August 20, 2014 Minutes approved with changes.
- III. Committee reports
 - A. Employee Relations

Met September 10, 2014. Future meetings will be held in WA100. The year’s events were discussed.

September 17-30, 2014: Archie’s Closet Supply Drive. October 1 winners will be announced from the list of competing departments. There are eight departments competing, with a total of 13 departments participating in the food drive.

February 9-13, 2014: Student Worker Appreciation week.

May, 2015: Staff Picnic, themes were discussed, incorporating USI’s 50th anniversary. The sub-committee has not met yet. The committee should get the date on the master calendar as soon as possible.

Giving Tree- Applications accepted beginning October 6. Paper applications will be sent to six locations. November 14- Ornaments will go out to the tree locations. December 5- Gifts are due back. December 8 & 9- Gifts will be sorted. December 10 -12 gifts can be picked-up.

Employee Fitness Program-the sub-committee met with administrators from various departments to discuss possibilities.
 - B. Economic Benefits

Reviewing topics on the list.
 - C. Nominating – No Report.
 - D. Other University Committee Reports
 1. Campaign – Britney Orth met with Foundation. 13 of the 21 Staff Council members have contributed. Support Staff contributions is at 27%
 2. 50th Anniversary – Has met and is still discussing events. A firework display was suggested.
 3. Bylaws – Met September 4, 2014. The committee is reviewing and found it to be more intensive than anticipated.
 4. Accreditation/HR – No report.
 5. Administrative Senate and Faculty Senate – No Report.
- IV. Old Business
 - A. Support Staff Recognition Award –Discussion on final decisions should be done by the end of next semester on the form set-up, the voting process (voting by component and who is allowed to vote), and should all nominees be announced.
 - B. Information Hotline – There was a motion for job aids to be created.
 - C. Staff Council Calendar- The draft will be emailed.
- V. New Business
 - USI Today Feedback- A survey is being emailed for input on the likes & dislikes of the website since it is being redone.

VI. Discussion/Announcements –

- Next Staff Council General Meeting: Wednesday, October 15, 2014 at 2 p.m. UC2207

There being no further business, the meeting was adjourned 2:34 p.m.

Respectfully Submitted,
Michele Duran
Secretary for a day ☺



**Staff Council Meeting
Minutes
October 15, 2014
UC 2207**

Members Present: Danielle Artis, Lesley Attebury, Gloria Butz, Cole Collier, Vince Frazier, Marie Gallagher, Stephanie Hawes, Stephanie Higgins, Tammy Johnson, Pam Moore, Nita Musich, Angie O’Nan, Britney Orth, Kim Sullivan, Lisa Wulff

Members Absent: Mary Ann Bernard, Michele Duran, Erin Hollinger, Cindi Kueber, Joshua Thomas, Kirsten Williams

Guests Present: Donna Evinger

- I. Call to Order – Britney Orth opened the meeting at 2:07 p.m.
- II. Approval of Minutes – September 17, 2014 minutes approved with changes. Moved: Marie Gallagher, Seconded: Angie O’Nan.
- III. Committee Reports
 - A. Employee Relations - Archie’s Closet finished up on October 3, 2014 with College of Nursing and Health Professions winning the trophy. 3661 items were collected from all departments.
Giving Tree: applications were made available starting October 6, 2014. October 31, 2014 is the deadline to submit an application. November 14, 2014 ornaments will be delivered to departments.
Spring Picnic was discussed and it needs to be reserved in Carter Hall for this year. Make sure that it is on the Master Calendar.
Employee Fitness – researching what is currently being offered around campus before starting any new programs.
 - B. Economic Benefits – still researching topics for the committee review. Ideas from council members were given.
 - C. Nominating-no report
 - D. ByLaws – no report
 - E. Other University Committee Reports-no reports
- IV. Old Business
 - A. Staff Council Calendar reviewed.
- V. New Business
 - A. Parental Leave Policy proposal from Administrative Senate
Discussion. Motion passed to support the Administrative Senate Proposal.
 - B. Support Staff Recognition Award – Nomination Form
Discussion. Suggestions for Form: Since there are 4 criteria – have an area for 2 sentences per each criteria. Administrators and Faculty should be able to nominate. Form to be available online. Staff Council members are not eligible to nominate nor receive nominations for Support Staff Recognition Award.
Motion: Change Format of the Support Staff Recognition Award Nomination Application to include areas to answer to each specific criteria, vs. one long narrative. Also, to allow the application to be submitted online and in paper form. Motion passed.
Motion: Support, Faculty, Administrators may nominate staff for the Support Staff Recognition Award. Motion passed.
 - C. Pet Therapy
Discussion. Maybe a pet therapy event to be hosted by Staff Council in conjunction with a student group.
- VI. Announcements
 - A. Archie’s Birthday Party: October 21, 11:30 a.m.
 - B. Next Staff Council General Meeting: November 19, 2 p.m. UC206

There being no further business, the meeting was adjourned 3:03 p.m.

Respectfully Submitted,
Kim Sullivan
Secretary



**Staff Council Meeting
Minutes
November 19, 2014
UC 206**

Members Present: Danielle Artis, Lesley Attebury, Mary Ann Bernard, Gloria Butz, Cole Collier, Vince Frazier, Stephanie Hawes, Stephanie Higgins, Erin Hollinger, Nita Musich, Britney Orth, Stephanie Russell, Kim Sullivan, Joshua Thomas, Kirsten Williams, Lisa Wulff

Members Absent: Michele Duran, Marie Gallagher, Tammy Johnson, Cindi Kueber, Pam Moore, Angie O’Nan

Guests Present: Pat Zimmerman

- I. Call to Order – Britney Orth opened the meeting at 2:03 p.m.
- II. Approval of Minutes – October 15, 2014 minutes approved. Moved: Nita Musich, Seconded: Stephanie Hawes. Passed.
- III. Other Announcements
 - A. Welcome to New Members Marie Gallagher has left USI. Kirsten Williams, first alternate is now an acting member. Stephanie Russell and Tammy Oliver have moved up to first alternate and second alternate.
 - B. Placard – if you need one, please note on the sign in sheet and one will be provided for you.
 - C. Budget – please let Britney Orth know if there are items that as a committee are needed.
- IV. Committee Reports
 - A. Employee Relations - Archie’s Closet overflows: Food baskets are going to be created for Giving Tree families and International Students using excess items from Archie’s. Giving Tree: Applications have been received from 18 families, 186 ornaments were created and distributed. Gifts are due December 5 for December 10 and December 11 distribution. Student Worker Appreciation week is to be February 9-13, 2015. Employee Picnic is to be May 27, 2015. Stephanie Russell has joined the Employee Relations committee.
 - B. Economic Benefits – still researching topics for the committee review. Top 6 ideas: Pay Increase, Increase allowable annual credit hours from 15hrs to 21hrs, Fee reduction for Children’s Learning Center, One Volunteer Day with pay, More Food Service Options, Rec Center Employee Locker Rooms. If lockers can be found, the Employee Locker Rooms may be handled without adding this to the list of requests.
 - C. Nominating Committee – Marie Gallagher resigned. Kirsten Williams moved to active, Stephanie Russell and Tammy Oliver moved up in alternate status.
 - D. By Laws – Committee met. Bylaw revision to be available for review and vote at January 2015 meeting.
 - E. 50th Anniversary Committee – Calendar to be available with Holiday Card. Spring 2015 Commencement to have speakers from every decade and there will be a special speaker. The Campus Store will have 50th Swag for purchase.
- V. Old Business
 - A. Support Staff recognition award link reviewed and discussed.
- VI. New Business
 - A. Moved: Employee Picnic May 27 to be part of the 50th Anniversary festivities. Motion approved, Stephanie Hawes will get picnic added to 50th Calendar.

There being no further business, the meeting was adjourned 2:28 p.m.

Respectfully Submitted,
Kim Sullivan
Secretary



**Staff Council Meeting
Minutes
December 17, 2014
UC 206**

Members Present: Danielle Artis, Lesley Attebury, Mary Ann Bernard, Gloria Butz, Michele Duran, Vince Frazier, Stephanie Hawes, Cindi Kueber, Pam Moore, Nita Musich, Britney Orth, Kim Sullivan, Joshua Thomas, Kirsten Williams, Lisa Wulff

Members Absent: Cole Collier, Stephanie Higgins, Erin Hollinger, Tammy Johnson, Angie O’Nan, Stephanie Russell

Guests Present: Donna Evinger

- I. Call to Order – Britney Orth opened the meeting at 2:05 p.m.
- II. Approval of Minutes – November 19, 2014 minutes approved. Moved: Nita Musich, Seconded: Stephanie Hawes. Passed.
- III. Committee Reports
 - A. Employee Relations - Archie’s Closet overflows: 18 Food baskets were created for Giving Tree families. Giving Tree gifts last pick up day will be December 19. International Students collected their gifts December 16. Employee Picnic theme will be Hawaii 5-0.
 - B. Economic Benefits – still researching topics for the committee review. Top 6 ideas: Pay Increase, Increase allowable annual credit hours from 15hrs to 21hrs, Fee reduction for Children’s Learning Center, One Volunteer Day with pay,
 - C. Nominating Committee –No report.
 - D. By Laws – Committee met. Possible proposals to bring to a vote January 2015: 1. Changing of election times for certain positions: Chair to be elected at last meeting of the year (May/June). Vice Chair and Secretary to be elected at first meeting of the year (July). 2. Vice Chair to have more specific duties.
 - E. 50th Anniversary Committee – Calendar to be available with Holiday Card.
- IV. Old Business
 - A. Support Staff Recognition Award Application – online application still in the works.
- V. New Business
 - A. Name Placard will be created by Vice Chair, Angie O’Nan.
 - B. Support Staff Recognition Award – Identities known during voting process? Motion: Support Staff Recognition applications will be reviewed and reworded using gender neutral/anonymous language before distributing applications to staff council members for review. Motion approved.
- VI. Other Announcements
 - A. 50th Anniversary website: <http://www.usi.edu/50>
 - B. Next Staff Council General Meeting: January 14, 2015, at 2:00 p.m., Room TBA

There being no further business, the meeting was adjourned 2:32 p.m.

Respectfully Submitted,
Kim Sullivan
Secretary



**Staff Council Meeting
Minutes
January 14, 2015
UC 206**

Members Present: Danielle Artis, Lesley Attebury, Mary Ann Bernard, Gloria Butz, Cole Collier, Michele Duran, Vince Frazier, Stephanie Hawes, Stephanie Higgins, Erin Hollinger, Cindi Kueber, Pam Moore, Nita Musich, Tammy Oliver, Angie O’Nan, Britney Orth, Stephanie Russell Kim Sullivan, Joshua Thomas, Kirsten Williams

Members Absent: Tammy Johnson, Lisa Wulff

Guests Present: Donna Evinger

- I. Call to Order – Britney Orth opened the meeting at 2:05 p.m.
- II. Approval of Minutes – December 17, 2014 minutes approved. Moved: Nita Musich, Seconded: Gloria Butz. Passed.
- III. Committee Reports
 - A. Employee Relations – No report.
 - B. Economic Benefits – See New Business.
 - C. Nominating Committee – No report.
 - D. By Laws – Finalize and bring proposals to the membership for a vote at February 2015 meeting.
 - E. 50th Anniversary Committee – No report.
 - F. Other University Committee Reports – No report
- IV. Old Business – No Report
- V. New Business
 - A. Economic Benefits Proposals with supporting documentation are attached to these minutes. Discussion. 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.
Proposals
 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 the 2015 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. For those employees earning less than \$25,000 per year, offer child care at a reduced cost, \$100 per week.
 3. Increase the fee waiver from 15 credit hours to 21 credit hours per semester.
 4. Allow employees to use their one paid volunteer day to be used for the charity of their choice – not just United Way’s Day of Giving.
 - B. List of All Nominees Presented at the Recognition Luncheon – tabled to next meeting.
 - C. 50th Tab on Staff Council’s webpage (add special events we are doing, right now); it is a link to the 50th webpage – <http://www.usi.edu/50>
 - D. Any other new business?
- VI. Discussion/Announcements
 - A. Check out the 50th Anniversary Website & Events - <http://www.usi.edu/50>
 - B. Bylaws Committee will work on presenting recommendations at next meeting.
 - C. Next Staff Council General Meeting: February 18, 2015, at 2:00 p.m., UC 206

There being no further business, the meeting was adjourned 3:05 p.m.

Respectfully Submitted,
Kim Sullivan
Secretary



**Staff Council Meeting
Minutes
February 18, 2015
UC 206**

Members Present: Gloria Butz, Cole Collier, Stephanie Hawes, Stephanie Higgins, Erin Hollinger, Cindi Kueber, Pam Moore, Nita Musich, Tammy Oliver, Angie O’Nan, Britney Orth, Stephanie Russell, Kim Sullivan, Joshua Thomas, Lisa Wulff

Members Absent: Danielle Artis, Lesley Attebury, Mary Ann Bernard, Michele Duran, Vince Frazier, Kirsten Williams

Guests Present: Donna Evinger

- I. Call to Order – Britney Orth opened the meeting at 2:02 p.m.
- II. Membership Update: Tammy Johnson resigned, Tammy Oliver is now active, Stephanie Russell is now first alternate, Michelle Simmons is now second alternate.
- III. Approval of Minutes – January 14, 2015 minutes approved. Moved: Angie ONan, Seconded: Nita Musich. Passed.
- IV. Committee Reports
 - A. Employee Relations – No report. Employee picnic discussed. Fitness and Recreation options for employees were discussed with Faculty Senate.
 - B. Economic Benefits – No Report.
 - C. Nominating Committee – See membership update noted above.
 - D. By Laws – See old business.
 - E. 50th Anniversary Committee – Calendar, Bobble Head, Coffee Table Book. All employees should have received a bag. Posters can be obtained from Penny White and/or Sally Gries.
 - F. Faculty Senate – No report.
 - G. Website
 - H. President’s Council Meeting – Budget meeting discussion, cluster meetings like previous years. USI Performance Center is new name of Teaching Theatre.
 - I. Other University Committee Reports – No report
- V. Old Business
 - A. Update on Staff Council Award Nomination-online/pdf versions – Discussion. Form to be amended with changes discussed and to forward to Donna Evinger to have appropriate USI leadership review and approve.
 - B. Recommended Bylaw Changes – Review and discussion. Alternate definition needed. Clarification of who can nominate needed. Send the current revisions to Angie O’Nan for USI standard review. Final to come back to membership with the additions.
- VI. New Business
 - A. Outcomes of Human Resource Assessment – new outcome assessment disseminated and tabled for next meeting.
 - B. Determine Date for Staff Council Retreat – tabled for next meeting.
 - C. Any other new business
- VII. Discussion/Announcements
 - A. Check out the 50th Anniversary Website & Events - <http://www.usi.edu/50>
 - B. International Food Expo
 - C. Spring Break: March 9-15.
 - D. Next Staff Council General Meeting: March 18, 2015, at 2:00 p.m., UC 206

There being no further business, the meeting was adjourned 3:10 p.m.

Respectfully Submitted,
Kim Sullivan
Secretary



**Staff Council Meeting
Minutes
March 18, 2015
UC 206**

Members Present: Danielle Artis, Lesley Attebury, Mary Ann Bernard, Gloria Butz, Cole Collier, Michele Duran, Vince Frazier, Stephanie Hawes, Stephanie Higgins, Erin Hollinger, Cindi Kueber, Pam Moore, Nita Musich, Angie O’Nan, Britney Orth, Stephanie Russell, Michelle Simmons, Kim Sullivan, Joshua Thomas, Kirsten Williams, Lisa Wulff

Members Absent: Tammy Oliver

Guests Present: Donna Evinger, Steve Woodall

- I. Call to Order – Britney Orth opened the meeting at 2:02 p.m.
- II. Membership Update: Nominating Committee Report. Joshua Thomas and Stephanie Higgins are leaving the University. Stephanie Russell and Michelle Simmons will move from alternates to representatives. We are currently out of alternates.
- III. Approval of Minutes – February 18, 2015 minutes approved.
- IV. Guest Steve Woodall described the incident concerning a firearm brought to campus by a student. Discussion. Shots Fired Video. <http://emergency.unl.edu/shotsfired>. Online training: FEMA 701.
- V. Tabled for April: Outcomes of Human Resources Assessment
- VI. Committee Reports
 - A. Employee Relations – Employee picnic details.
 - B. Economic Benefits – No report.
 - C. Nominating Committee – See membership update noted above.
 - D. By Laws – Discussion and vote on recommended By Laws changes in Old Business.
 - E. 50th Anniversary Committee – Sally Gries could come to our meeting if we are interested. See website. Bags and posters should have been distributed to all offices.
 - F. Faculty Senate – No report, meeting cancelled.
 - G. Website – No report.
 - H. President’s Council Meeting – Last meeting of every month, the chairs of Administrative Senate and Staff Council will be invited to attend to discuss University policy changes. While the Chairs have attended several President’s Council Meetings, specific policies meeting have not occurred yet.
 - I. Leadership Evansville Awards – USI won an award for Contribution to the Community.
 - J. Other University Committee Reports – Budget meetings are coming up. Schedule was sent out. The Community meeting featuring Staff Council, Faculty Senate and Administrative Senate is scheduled for Monday, April 20 at 9:30 a.m. in Carter ABC. Staff Council representatives are invited to attend.
- VII. Old Business
 - A. Recommended Bylaw Changes – Review and discussion. Tabled to April meeting.
- VIII. New Business
 - A. Discussion: University Policy - F.34 Firearms Restriction On Campus. Concerns could be brought up in the Safety Committee: Brian Morrison is the chair. Motion: That the administration or responsible parties revisit policy F.34 to clarify what is and is not a weapon and amend the policy to include an approval process for employees to obtain approval to carry approved weapons. Seconded. Discussion. Motion rescinded. Committee formed: Mary Ann Bernard, Joshua Thomas, Cole Collier. Vince Frazier, Gloria Butz, Pam Moore. Committee formed with the charge to bring back a motion for Staff Council General Assembly to discuss at April Meeting. Please send any ideas or concerns to Vince Frazier.
- IX. Discussion/Announcements
 - A. Check out the 50th Anniversary Website & Events - <http://www.usi.edu/50>.
 - B. Next Staff Council General Meeting: April 15, 2015, at 2:00 p.m., Carter D.
 - C. Ben Bernanke: Monday, March 23, 6 p.m. in the PAC.
 - D. New Screaming Eagle Orientation: Wednesday, March 25 and Friday, March 27.
 - E. Breakfast with the President: Thursday, March 26, 7:45 a.m. in Carter D.
 - F. No Classes/University Closed: Good Friday, April 3.

There being no further business, the meeting was adjourned 3:19 p.m.

Respectfully Submitted,

Kim Sullivan

Secretary



**Staff Council Meeting
Minutes
April 15, 2015
UC 2205**

Members Present: Danielle Artis, Lesley Attebury, Mary Ann Bernard, Gloria Butz, Cole Collier, Vince Frazier, Stephanie Hawes, Cindi Kueber, Nita Musich, Tammy Oliver, Angie O’Nan, Britney Orth, Stephanie Russell, Michelle Simmons, Kim Sullivan, Kirsten Williams, Lisa Wulff

Members Absent: Michele Duran, Erin Hollinger, Pam Moore

Guests Present: Donna Evinger

- I. Call to Order – Britney Orth opened the meeting at 2:00p.m.
- II. Membership Update: Nominating Committee Report. Nothing to report.
- III. Approval of Minutes – March 18, 2015 minutes with correction approved by motions and passed.
- IV. Outcome of HR Assessment-Donna Evinger distributed handout and discussion.
- V. Committee Reports
 - A. Employee Relations – Employee picnic details: decorations have arrived; entertainment – hula dancers. Information is on the website and will forward that to Angie O’Nan. Please sign up for a shift – see sign up instructions below.
 - B. Economic Benefits – no report.
 - C. Nominating Committee – 6 returning members have accepted nominations. 4 new nominations have accepted. Discussion.
 - D. By Laws – Old Business.
 - E. 50th Anniversary Committee. Evansville Museum – rotating display of USI artists.
 - F. President’s Council Meeting – Last meeting of every month.
- VI. Old Business
 - A. Recommended Bylaw Changes – Review and discussion. Motion: Revised Bylaws to be emailed to all members for vote. Motion Passed.
- VII. New Business
 - A. Recommendation of OPS Body Cameras. Discussion. Tabled.
 - B. Nominating Committee: Motion: The 2015-2017 Staff Council Ballot to note current, prior or new Staff Council Member by nominee’s name. Motion passed.
- VIII. Discussion/Announcements
 - A. Next Staff Council General Meeting: Wednesday, May 20, 2015, at 2:00 p.m., UC206. Guest Speaker: Cindy Brinker, VP for Governmental and University Relations.
 - B. Last Staff Council General Meeting for 14-15 & First for 15-16: Wednesday, June 17. Guest Speaker: Dr. Linda L.M. Bennett, University President.
 - C. Staff Council Retreat: Wednesday, July 15, 2015 from 9:00 a.m. to 4:00 p.m. in HP 1041.
 - D. Staff Council’s Employee Picnic: Wednesday, May 27 11:00 a.m. to 1:00 p.m. in Carter Hall. Sign up to volunteer to work a shift or 2 or more by clicking on this link:
<http://www.usi.edu/staffcouncil/employee-relations-committee/employee-picnic/volunteer-signup>
The Username is: **employeepicnic** and the password is: **signup**. “All Hands on Deck” for this event!
 - E. Spring Fest: Wed-Thurs. April 15-16, 2015 from 10:00 a.m. to 11:30 p.m.
 - F. Paws & Play: April 27, 2015 11 a.m. to 1:00 p.m., April 28, 2015 5:00p.m. to 7:00 p.m., April 29, 2015 11:00 a.m. to 1:00 p.m..
 - G. Study Day – No Classes: April 29, 2015.
 - H. Final Exams – April 30 – May 6, 2015.
 - I. Spring Commencement Weekend: May 1 and 2, 2015.
 - J. Check out the 50th Anniversary Website & Events – <http://www.usi.edu/50>

There being no further business, the meeting was adjourned 3:05p.m.

Respectfully Submitted,
Kim Sullivan
Secretary



Staff Council Meeting Minutes
May 20, 2015 UC 206

Members Present: Danielle Artis, Lesley Attebury, Mary Ann Bernard, Gloria Butz, Cole Collier, Michele Duran, Vince Frazier, Stephanie Hawes, Cindi Kueber, Pam Moore, Tammy Oliver, Angie O’Nan, Britney Orth, Kim Sullivan, Kirsten Williams, Lisa Wulff
Members Absent: Erin Hollinger, Nita Musich, Stephanie Russell, Michelle Simmons
Guests Present: Cindy Brinker, Donna Evinger

- I. Call to Order – Britney Orth opened the meeting at 2:04p.m.
- II. Membership Update: Nominating Committee Report under committee reports.
- III. Approval of Minutes – April 15, 2015 minutes approved by motions Stephanie Hawes, Angie O’Nan and passed.
- IV. Guest Speaker - Cindy Brinker, VP for Government & University Relations
- V. Committee Reports
 - A. Employee Relations – Employee picnic next Wednesday. 9am Wednesday for set-up. Collection for Archie’s closet.
 - B. Economic Benefits – no meeting, report submitted.
 - C. Nominating Committee – Elections May 4 –May 13, 148 submitted ballots out of 373 eligible voters for a turnout of 40%. Those elected for the 2015-2017 term : Terri Alvey, Cindi Kueber, Nita Musich, Adam Rust, Mary Scheller and Lisa Wulff. Britney Orth will also serve as Past Chair for 2015-2016. The Alternates in alphabetical order are: Gloria Butz, Chris Hogue, Erin Hollinger, Tina McCalment and Denise Michael.
 - D. By Laws – Bylaw revisions were emailed to all members for review and voting. All members approved the bylaws as emailed. Motion: Remove duties description of positions from Bylaws and have a separate document noting these items. Approved.
 - E. Faculty Senate – no report.
 - F. Community Cluster Budget Presentation – Top two priorities: Salary Increase: 3%. Review of Equity in faculty and staff compensation. Other items: Reimbursement increase for per diem; Children’s center support; Volunteer service day.
 - G. 50th Anniversary Committee- no report.
 - H. President’s Council Meeting – Environmental scan. University Handbook review and revision.
 - I. Other University Committee Reports
- VI. Old Business
 - A. Staff Council / Safety Committee Recommendations: Motion: Request clarification and /or revision of the weapons policy F34 in Handbook by Administration. Moved, Seconded, Approved.
- VII. New Business
 - A. Child Protection Policy – there will be a committee. If you are interested in reading this, please let Britney know and she will send it to you.
 - B. List of All Nominees Presented at the Recognition Luncheon – members to think about (1) display all nominees or (2) just the winner.
 - C. Staff Council Chair for 2015-2016 to be nominated and voted on at the June Meeting
 - D. Topics and presenters for July Retreat – please send ideas to Britney.
 - E. Food Options for July Retreat - sign up sheet going around for supplies for July retreat.
 - F. New Business from the floor
- VIII. Discussion/Announcements
 - A. Last Staff Council General Meeting for 14-15 & First for 15-16: Wednesday, June 17 at 2:00 p.m. in Carter ABC. Guest Speaker: Dr. Linda L. M. Bennett, University President.
 - B. Staff Council Retreat: Wednesday, July 15, 2015 from 9:00 a.m. to 4:00 p.m. in HP 1041.
 - C. Staff Council’s Employee Picnic: Wednesday, May 27 11:00 a.m. to 1:00 p.m. in Carter Hall. Sign up to volunteer to work a shift or 2 or more by clicking on this link:
<http://www.usi.edu/staffcouncil/employee-relations-committee/employee-picnic/volunteer-signup>
The Username is: **employeepicnic** and the password is: **signup**. “All Hands on Deck” for this event!
 - D. Check out the 50th Anniversary Website & Events – <http://www.usi.edu/50>

There being no further business, the meeting was adjourned 3:15p.m.

Respectfully Submitted,
Kim Sullivan, Secretary