



**Staff Council Meeting Minutes
July 20, 2016 - HP 1041**

Members Present: Terri Alvey, Danielle Artis, Nick Bebout, Mary Ann Bernard, Gloria Butz, Cole Collier, Travis Dickison, Vince Frazier, Stephanie Hawes, Chris Hogue, Erin Hollinger, Rebecca Lutton, Tina McCalment, Denise Michael, Nita Musich, Heather, Odom, Kathy Oeth, Tammy Oliver, Angie O’Nan, Stephanie Russell, Mary Scheller (p.m.), Jeff Smith, Kim Sullivan, Sherry Tynes, Julie Whorl, Lisa Wulff

Members Absent: Cindi Kueber, Michelle Simmons, and Kirsten Williams

Guests Present: Andrew Lenhardt, Sarah Will, and Aaron Adkins

- I. Call to Order – Nita Musich opened the meeting at 9:02 a.m.
- II. Ice Breaker – 2 truths & 1 lie
- III. Introduction of Guest Speaker: Andrew Lenhardt, Director of HR
- IV. Aaron Adkins, University Division – Myers Briggs Assessment and Presentation
- V. Teambuilders – (Angie O’Nan) People Bingo
- VI. Elections were held.
 - A. Vice Chair – Vince Frazier nominated Travis Dickison; Angie O’Nan nominated Denise Michael, Heather Odom nominated Heather Odom; and Nick Bebout nominated Nick Bebout. Travis Dickison was elected Vice Chair.
 - B. Secretary – Kim Sullivan nominated Heather Odom; Angie O’Nan nominated Denise Michael. Denise Michael was elected Secretary.
- VII. Committees
 - A. Economic Benefits – Gloria Butz, Mary Ann Bernard, Tina McCalment (Alt), Rebecca Lutton (Alt), Kathy Oeth, Vince Frazier, Chris Hogue, Cole Collier, Jeff Smith, and Cindi Kueber.
 - B. Employee Relations – Stephanie Russell, Erin Hollinger, Heather Odom, Tammy Oliver, Terri Alvey, Lisa Wulff, Sherry Tynes (Alt), Denise Michael, Julie Whorl, Nick Bebout, and Mary Scheller.
 - C. Employee Ambassadors – Denise Michael, Julie Whorl, Heather Odom, Travis Dickison, and Nick Bebout.
 - D. Bylaws – Nita Musich, Travis Dickison, and Denise Michael.
 - E. Wellness Fair – Vince Frazier, Gloria Butz, and Nick Bebout.
 - F. Web – Terri Alvey and Heather Odom.
 - G. Nominating – Travis Dickison, Mary Ann Bernard, Gloria Butz, and Denise Michael.
 - H. EEO Appeal and Hearing – Tammy Oliver and Julie Whorl.
 - I. Traffic Appeal – Mary Ann Bernard.
 - J. Safety Committee – Vince Frazier, Gloria Butz, and Jeff Smith.
 - K. Substance Abuse Committee – Nick Bebout.
- VIII. Approval of Minutes – Travis Dickinson moved to approve, Nick Bebout 2nd motion, June 2016 minutes approved.
- IX. General Staff Council meeting will be every 3rd Tuesday, 2pm. August 18, 2015 will be the first meeting.
- X. Committee Reports
 - A. Economic Benefits: Mary Ann Bernard – Chair, Vince Frazier – Vice Chair, Gloria Butz – Secretary. The meetings are scheduled for the third Thursday of the month at 2 p.m.
 - B. Employee Relations: Terri Alvey – Co Chair, Heather Odom – Co Chair, Mary Scheller – Secretary. Committee will meet on the 2nd Wednesday of each month at 1 p.m. The first event Archie’s Closet Food Drive was discussed.
- XI. Fall Meeting Tuesday, August 2, 2016. Staff Council usually helps distribute name tags. Tammy Oliver, Terri Alvey, Kathy Oeth, Tina McCalment, and Nick Bebout will help distribute name tags from 7:30 – 8:30 a.m. Stephanie Russell, Nick Bebout, Mary Ann Bernard, Julie Whorl, Denise Michael, and Chris Hogue will assist with the handout post meeting from 9:30 – 10:30 a.m.
- XII. Support Staff Recognition Luncheon, Tuesday, August 9, 2016: Staff Council to help check in people: 11-11:45 a.m.: Mary Scheller, Stephanie Russell, Nick Bebout, Julie Whorl, and Denise Michael. Selected Meal: Strawberry Fields Salad, Chicken Parmesan, Green Beans, Triple Chocolate Terrain and Cheesecake w/Berry Sauce.
- XIII. Closing Activity – (Angie O’Nan) Guess who

There being no further business, the meeting was adjourned 3:29 p.m.

Respectfully Submitted,

Stephanie Hawes, Secretary



Staff Council Meeting Minutes
August 16, 2016

Members Present: Terri Alvey, Mary Ann Bernard, Vince Frazier, Nita Musich, Tammy Oliver, Stephanie Russell, Travis Dickison, Jeff Smith, Nicholas Bebout, Denise Michael, Tina McCalment, Gloria Butz, Chris Hogue, Sherry Tynes, Heather Odom, Cindi Kueber

Members Absent: Cole Collier, Rebecca Lutton, Mary Scheller, Julie Whorl, Lisa Wulff

Alternates Absent:

Guests Present: Sarah Will, Andrew Lenhardt, Jean Kuebler

- I. Call to Order – Nita Musich opened the meeting at 2:00 p.m.
- II. Approval of Minutes – Nicholas Bebout motioned to accept minutes with no changes and Tami Oliver seconded. The minutes were approved.
- III. Committee Reports
 - A. Employee Relations – Terri Alvey discussed the theme for Archie’s Closet Food Drive. The theme this year is “The Hunger Games”. Terri gave the locations for the food drop boxes and the teams who have currently signed up for the food drive competition. Guest speaker, Jean Kuebler gave a brief presentation on the history and overall function of Archie’s Closet.
 - B. Economic Benefits – The committee has not met as of the present date. Nita Musich inquired if support staff service recognition gifts could be chosen out of a catalog similar to that of faculty service recognition gifts. Sarah Will is going to follow up on this.
 - C. Nominating – The committee has not met. Travis Dickison will be the chair of this committee.
 - D. Other University Committee Reports – President’s Meeting – Nita Musich reported that discussions took place regarding fee schedules for event rentals for employees. Employees will no longer receive the benefit of one free event rental a year.
- IV. Old Business
 - A. Support Staff Recognition Award – It was decided to keep the traveling trophy instead of a smaller eagle trophy that each Employee of the Year would keep permanently.
 - 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. An email will be going out shortly regarding USI spirit shirts for employees who did not receive a shirt due to proper sizing or absence. A brief discussion ensued about offering healthy non-carb options for the breakfast meeting.
- V. New Business
 - A. Staff Council Email Box – Nicholas Bebout suggested an email box for staff council to send and receive emails as a group. Nicholas will follow up with IT regarding the particulars, including permission to the “all employees” distribution list.
 - B. Committee Agendas – Nita Musich reminded all committee chairs to save agendas and minutes on the staff council drive.
- VI. Discussion/Announcements
 - A. Vince Frazier gave a reminder announcement regarding the Wellness Fair taking place September 28, 2016. There are still opportunities to volunteer to work this event.
 - B. Founder’s Day – Tuesday, September 15, 2015.
 - C. Next Staff Council General Meeting has been moved to Tuesday, September 20, 2016 at 2:00 p.m. in OC 2020.

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

Respectfully Submitted,

Denise Michael – Secretary



**Staff Council Meeting Minutes
September 20, 2016**

Members Present: Travis Dickison, Gloria Butz, Mary Scheller, Nicholas Bebout, Mary Ann Bernard, Terri Alvey, Sherry Tynes, Vince Frazier, Stephanie Russell, Cindi Kuebler, Nita Musich, Tina McCalment, Heather Odom, Tammy Oliver, Julie Whorl, and Lisa Wulff.

Members Absent: Cole Collier, Denise Michael, Kathy Oeth, Jeff Smith

Alternates Absent: Rebecca Lutton

Guests Present: Sarah Will

- I. Call to Order – Nita Musich opened the meeting at 2:00 p.m.
- II. Approval of Minutes – Motion was made and seconded to approve the minutes from the previous meeting. The motion carried.
- III. Committee Reports
 - A. Employee Relations – Terri Alvey reported that Archie’s Closet food drive was very successful. The Giving Tree application webpage is under construction and will be sent to staff council members for review and comments. Applications will be taken starting on October 3.

Two suggestions were made for future projects:

 - Hosting a yard sale/swap meet in late May for students who are moving and want to get rid of some things. Rather than just abandoning household items they could be sold and proceeds used to stock Archie’s closet. Currently Housing commissions donation trucks from Goodwill/Salvation Army during move out.
 - Students who have unused Munch Money could be encouraged use the funds to purchase items from the Eagle Express for donation to Archie’s closet. There could be a donation box in the store.

There was also a discussion of allowing employees to contribute through payroll deduction and purchasing items in bulk through Sodexo. Both ideas would need to be proposed to Steve Bridges and/or Lamar Patterson.
 - B. Economic Benefits – Mary Ann Bernard reported that the committee is in the process of creating a survey that will be distributed to staff asking what they know about benefits and what benefits they would like to see implemented. Kat Draughon in OPRA is helping to design the survey. Initial results would be discussed among staff only.
 - C. Nominating – Erin Hollinger and Chris Hogue resigned from the Council making Tina McCalment and Sherry Tynes full voting members serving the remainder of those terms vacated by Erin and Chris. The nominating committee also is looking into what areas might be under-represented on Staff Council as they think about nominations for 2017.
- IV. Other University Committee Reports
 - A. President’s Council - Nita Musich reported that there was a presentation by Higher Ed lawyers on the benefits of in-house counsel vs. outside counsel. Higher Ed legal issues include Title IX, ADA, and freedom of expression. USI does not presently have in-house counsel.
 - B. The HLC concluded their on-site evaluation of USI. Many staff members attended the open discussion sessions. Overall, it went well.
 - C. Administrative Senate – Procurement is now responsible for the employee discount webpage. There was a discussion of USI’s outside employment policy.
 - D. Faculty Senate – A proposal to increase tuition waiver from 75% to 100% is under consideration.
- V. Old Business
 - A. Nick reported that the Staff Council email has been set up and explained how to access the folder. There was a discussion of who can send and/or receive email. It was decided that all council members will be able to receive email through the folder but only Officers will have the ability to send broadcast email on behalf of Staff Council.
- VI. New Business
 - A. Denise Michael has resigned the position of secretary. Tina McCalment was elected to fill the position.
- VII. Discussion/Announcements
 - A. The Library is celebrating ten years in the new building. There will be a party from 1-3 p.m. tomorrow, September 21.
 - B. After discussion of the survey contents, Vince moved that council members send 3-5 questions to the Economic Benefits committee that they would like to appear on the survey. Stephanie seconded the motion and it carried. Members can submit questions to Mary Ann Bernard through Staff Council email.
 - C. Next Staff Council General Meeting will be Tuesday, October 18, 2016 at 2:00 p.m. in OC 2020.

The meeting was adjourned at 2:52 p.m.



**Staff Council Meeting Minutes
October 18, 2016**

Members Present: Vince Frazier, Heather Odom, Sherry Tynes, Terri Alvey, Nick Bebout, Nita Musich, Travis Dickison, Denise Michael, Rebecca Lutton, Kathy Oeth, Mary Scheller, Tammy Oliver, Lisa Wulff, Julie Whorl, Cole Collier, Gloria Butz.

Members Absent: Cindi Kueber, Stephanie Russell, Jeffrey Smith

Alternates Absent:

Guests Present: Peter Whiting, Vice-Chair of Faculty Senate and Sarah Will

- I. Call to Order – Nita Musich opened the meeting at 2:00 p.m.
- II. Approval of Minutes – Nick moved and Travis seconded a motion to approve the minutes from the previous meeting with corrections. The motion carried.
- III. Committee Reports
 - A. Employee Relations – Terri Alvey reported that we have had 20 entries in the Pumpkin Decorating Contest. Votes will be collected in three categories: overall, decorated and carved. The winner will be announced at 2 p.m. on the day of the contest. Terri asked for members to help with donations for prizes. There is also a sign-up sheet to help with the event between 10 a.m. and 2 p.m. on Friday October 28.
Terri also shared that the deadline for applications for the Giving Tree is October 28. Only 9 applications have been received. Members were asked to spread the word to colleagues who might qualify. Nita will ask University relations about sending a broadcast email to the campus. Unfortunately, employees of SODEXO cannot participate since they are not USI employees.
 - B. Economic Benefits – Mary Ann Bernard resigned from Staff Council making Vince Frazier acting Chair. The committee is working on a survey to send to USI staff. Vince asked that members send questions to him and he will collate them and work with Kat Draughon to create and administer the survey. Several questions have been submitted. The hope is that the results will provide useful information about the type of benefits USI staff would like the University to offer. The committee has been working for some time to have the University provide prescription safety glasses to staff who require them as part of their job. The University currently provides safety goggles for employees to wear over their prescription glasses with the position that the goggles meet the OSHA requirements. There is a concern that employees may not utilize the safety goggles if they impair vision or if they are uncomfortable, creating a compliance gap. The committee will continue to investigate the issue and report at the next meeting.
 - C. Nominating – Mary Ann Bernard has resigned and will be replaced by alternate Rebecca Lutton. The committee met to recommend new alternates so as to be prepared if they are needed. Travis presented a detailed spreadsheet demonstrating the departments on campus that are underrepresented on Staff Council. They are Public Safety, IT, HR and Facilities Management. Potential alternates will be sought from those areas and invited to attend the November meeting. The Council will vote on alternates at the December meeting. Travis saved the spreadsheet to the Staff Drive for future reference.
- IV. Other University Committee Reports
 - A. President’s Council - Nita Musich that there were several issues discussed at the President’s Council. The University is along with Academic Partnerships is preparing to launch its second online degree, RN-BSN degree and after it launches will look into offering an EdD degree. Additional student housing will be a proposal in the next Master Plan. Dr. Marcia Kiessling and others are visiting other University campuses to research the latest concepts of student housing. The Provost’s and Dean of Students office has developed a cultural observance memo in draft form to aid faculty and the USI community of some of the religious holidays our students might be personally observing. Public safety provided an overview of the services provided and their associated costs in preparation for negotiations with the Vanderburgh County sheriff’s office to assign deputies to the USI campus.
 - B. The Master Plan Committee is working to update the Campus Master Plan. The last plan was completed in 2006 and converted the campus from primarily a commuter campus to residential with the addition of student housing. They have asked two firms to develop proposals for the next phase with emphasis on redefinition and utilization of current space and the connectivity of students to campus.
 - C. Administrative Senate – There was nothing to report.

- D. Faculty Senate – Peter Whiting, Vice-Chair of Faculty Senate, presented the Faculty Senate’s proposal to increase the fee waiver for spouses and dependent children from 75% to 100%. There was considerable discussion on the issue. One being how dependent children are defined. Currently their eligibility ends when they reach 24 and is limited to a number of years or a number of credit hours. This may be an IRS definition. Sarah Will to investigate the limitations with HR. The availability of reciprocal tuition agreements with other in-state universities was also questioned. In the past it has been understood that the tuition rates are too different to offer tuition waiver at other Indiana institutions. Overall, the Council is in agreement with the Faculty Senate proposal and asked what steps the Senate would like us to take. Peter replied that they are hoping for an endorsement of the proposal. Nick moved that we endorse the proposal to increase the spouse and dependent fee waiver from 75% to 100%. Tammy seconded; the motion passed.
- V. Old Business
 - A. The suggestion was made at the last meeting that we look into several options to provide support to Archie’s Closet, among them having a community yard sale when students vacate housing and giving students the option to have excess Munch Money support purchases for Archie’s Closet. Amy Price in Housing indicated that they currently donate abandoned items to local charitable organizations but will work to publicize that to students as they move out of the residences. Andrew Lenhardt indicated that left over Munch Money returned to SODEXO is figured into their pricing analysis and redistributing those funds would cause their prices to increase. Also, food purchased through SODEXO can only be purchased in institutional sized cans and would not be any help to Archie’s Closet.
- VI. New Business
 - A. A member of staff indicated that the current holiday schedule excludes one paid holiday; with Christmas being on a Saturday the holiday would be observed on the Friday prior. Most members agreed that the current paid winter break is a valuable benefit that we don’t want to risk for the additional paid holiday, but it will be brought to the attention of Steve Bridges.
- VII. Discussion/Announcements
 - A. Angie Onan has asked that staff send her their baby pictures for a contest.
 - B. The Benefits Bash is scheduled for October 26 from 9 a.m. to 3:30 p.m. in UC 2217-2218.
 - C. Next Staff Council General Meeting will be Tuesday, November 15, 2016 at 2:00 p.m. with the location TBD.

The meeting was adjourned at 3:21 p.m.



**Staff Council Meeting Minutes
November 15, 2016**

Members Present: Vince Frazier, Sherry Tynes, Terri Alvey, Nick Bebout, Nita Musich, Travis Dickison, Denise Michael, Rebecca Lutton, Kathy Oeth, Mary Scheller, Tammy Oliver, Lisa Wulff, Cole Collier, Gloria Butz, Stephanie Russell, Cindi Kueber, Shelby Jackson.

Members Absent: Jeffrey Smith, Heather Odom, Julie Whorl

Alternates Absent:

Guests Present:

- I. Call to Order – Nita Musich opened the meeting at 2:02 p.m.
- II. Approval of Minutes – Terri Alvey motioned to accept minutes with no changes and Travis Dickison seconded. The minutes were approved.
- III. Committee Reports
 - A. Employee Relations – Terri Alvey reported the response to the Giving Tree has been good. There were 168 ornaments in addition to food requests. Most of the ornaments have been claimed; some departments have a few left. The committee will distribute the remaining ornaments and send an email informing where they can be claimed. There was an issue with the Eastland Mall gift cards – purchasers are required to pay a service fee. The suggestion was made to ask participants if they would like to choose something else. The card may be removed as an option for next year.
 - B. Economic Benefits – Vince Frazier accepted the chairmanship of the committee upon Mary Ann Bernard’s resignation; Gloria Butz will serve as vice-chair and secretary. Gloria presented proposed survey questions for discussion. She explained that the committee categorized them into four basic groups with Likert Scale type answers. They also felt it is important to leave some questions open ended so that staff can offer more detailed responses. After consideration of the questions, the decision was made to reformat the questions and send to members through Survey Monkey for review and comment.

There was considerable discussion regarding how much discretion is given to supervisors to interpret the employee handbook, leaving policies up to the departments rather than Human Resources. This is a problem particularly as it relates to overtime compensation. A need to clarify the grievance procedure for support staff was expressed. The issue of salary compression was also introduced.

Members supported the committee’s plan to continue to press for the University to provide prescription safety glasses to employees who require them to perform their duties.

- C. Nominating – Travis introduced Shelby Jackson, Senior Employment Assistant in Human Resources, and moved that we make her first alternate. Nick seconded the motion. The motion passed. The members welcomed Shelby to Staff Council. Nick indicated that he is trying to recruit from IT. Other areas that are underrepresented are Physical Plant and Public Safety. Members were encouraged to invite staff to participate in Staff Council.
- IV. Other University Committee Reports
 - A. President’s Council - Nita Musich reported that the dates for Winter Recess will remain as stated in the calendar. Friday will not be included in the break. There was talk of implementing a floating holiday for non-Christian observations. She also reported on the Bystander Intervention Training, and that Oscar Salazar, founder of Uber, will be on campus March 21.
 - B. Administrative Senate – Travis reported that Administrative Senate is considering the fee waiver issue that faculty senate proposed and that we discussed at the last meeting.
 - C. Faculty Senate – There was nothing to report from Faculty Senate.
 - V. Old Business - There was no old business.
 - VI. New Business – There was no new business.

VII. Discussion/Announcements

- A. Nita reminded us of the Employee Holiday Reception Open House at the University Home on Wednesday, November 30 from 2 – 4 p.m. Shuttle vans will leave from the UC.
- B. The Holiday Lunch is scheduled for Tuesday December 6 from 11 a.m. to 1 p.m. in Carter Hall.
- C. Next Staff Council General Meeting will be Tuesday, December 20, 2016 at 2:00 p.m. in UC 227.

The meeting was adjourned at 2:58 p.m.



**Staff Council Meeting Minutes
December 20, 2016**

Members Present: Travis Dickison, Nita Musich, Stephanie Russell, Lisa Wulff, Sherry Tynes, Denise Michael, Nick Bebout, Amy Doninger, Mary Scheller, Terri Alvey, Shelby Jackson, Rebecca Lutton, Kathy Oeth, Julie Whorl, Jeff Smith, Cole Collier, Vince Frazier, Gloria Butz, Tina McCalment

Members Absent: Cindi Kueber, Heather Odom, Tammy Oliver

Alternates Absent:

Guests Present: Steve Bridges, Andrew Lenhardt, Jalane Weber

- I. Call to Order – Nita Musich opened the meeting at 2:02 p.m. and introduced Steve Bridges, Vice President for Finance and Administration, and Andrew Lenhardt, Executive Director of Human Resources. Steve and Andrew requested the opportunity to address Staff Council about a proposal to engage a consultant to perform a comprehensive study on Support Staff compensation and benefits.

Mr. Bridges indicated that in conversations with University Administrators the issue of staff compensation and benefits has been brought up continuously, with an emphasis on identifying problems and generating possible solutions. With regard to benefits, he wants to explore if USI is offering those benefits that are a priority to this group of employees. He emphasized that this needs to be a transparent process and wants to work together with Staff Council to develop ideas for how to move forward. He opened the floor for comments and questions.

Discussion included the following items:

- Cafeteria plan for flexibility in selecting benefits
- Process for replacing employees who are leaving
- Turn-over rate as an indicator of job satisfaction
- Employee orientation/training
- Job Classification/descriptions
- Salary compression
- Staff evaluation process
- Employee handbook – supervisor discretion to enforce/interpret policies
- Complaint resolution – who advocates for staff

Steve stated that he anticipates the process will start in early spring. He couldn't predict how long the process would take but wants the process done right rather than quickly. He asked the Council to consider whether the proposal makes sense and if members of Staff Council want to work with Administration to conduct the study.

Cole Collier moved that Staff Council accept the offer from University Administration to participate in the process of selecting a consultant to conduct a comprehensive study of support staff salary and benefits and work with Administration to determine the course and content of the study. Nick Bebout seconded. The motion carried.

- II. Approval of Minutes – Julie Whorl indicated one correction to the minutes. Nick Bebout moved to approve the minutes from the last meeting with corrections. Gloria Butz seconded. The minutes were approved with corrections.
- III. Committee Reports
- A. Employee Relations – Terri Alvey reported the Giving Tree project was concluded. International students were provided snack food since there is no food service over the break. Everyone was very appreciative.
- B. Economic Benefits – Vince Frazier indicated that he thinks the Economic Benefits committee should still conduct its survey. There were questions that did not address salary and benefits. The committee will discuss at their meeting later this week.
- C. Nominating – Travis Dickison introduced Amy Doninger from Food and Nutrition and moved that she be elected to the position of second alternate. Nick Bebout seconded. The motion carried. The Council welcomed Amy.

IV. Other University Committee Reports

- A. President's Council – There was nothing to report from President's Council.
- B. Administrative Senate – There was nothing to report from Administrative Senate.
- C. Faculty Senate – There was nothing to report from Faculty Senate.

V. Old Business - There was no old business.

VI. New Business – There was no new business.

VII. Discussion/Announcements

Next Staff Council General Meeting: Tuesday, January 17, 2017 at 2 p.m. in UC 227.

The meeting was adjourned at 3:10 p.m.



**Staff Council Meeting Minutes
January 17, 2017**

Members Present: Julie Whorl, Kathy Oeth, Rebecca Lutton, Amy Doninger, Mary T. Scheller, Heather Odom, Lisa Wulff, Stephanie Russell, Cindi Kuebler, Nicholas E. Bebout, Gloria Butz, Sherry Tynes, Vince Frazier, Shelby Jackson, Travis Dickison, Nita Musich, Denise Michael, Terri Alvey

Members Absent: Tammy Oliver, Cole Collier, Jeff Smith

Alternates Absent:

Guests Present:

- I. Call to Order – Nita Musich opened the meeting at 2:02 p.m.
- II. Approval of Minutes – Vince moved to approve the minutes; Nick seconded. The minutes were approved with corrections.

III. Committee Reports

- A. Employee Relations – Student Worker Appreciation week will be February 13 – 17. Terri Alvey indicated that the committee will send reminders via email and offer suggestions for recognizing students for the work they do on campus. The Staff Council website contains printable certificates and examples of what other departments have done in the past.

The next event will be the Employee Picnic. One possible theme is Board Games. Everyone agreed that fried chicken was a popular menu choice. The committee will work around Dr. Bennett’s calendar to schedule the event and check with Special Events to reserve Carter Hall.

- B. Economic Benefits – Vince Frazier reported that the committee is working on items for the upcoming budget request. Staff Council will support the 100% tuition fee waiver for employee dependents that the Faculty Senate is proposing. Other suggestions will be discussed by the committee at their next meeting. The Economic Benefits Committee’s survey was distributed to Staff Council as a way to start the discussion of what Staff Council wants to propose at the budget hearings. This was an informal study for internal use only.

The question of why staff isn’t offered a discount in the loft came up. Staff members responded that there is a discount with the Munch Money program. Employees must pay tax unless you have the card flagged as a student card.

- C. Nominating – Travis Dickison indicated that nominations are being considered for the May election. There are seven seats up for election. Three people, Nita Musich, Cindy Kueber, and Lisa Wulff, are term limited. However, Nita Musich will serve next year as past chair. Travis will ask for candidates at the end of March.

IV. Other University Committee Reports

- A. President’s Council – Nita Musich reported that the biennial budget request is before the legislature. The Governor’s budget, which is the starting point, has no new line items, no capital projects, and no increases. The CHE backed our budget request. Dr. Bennett will present the budget to the House Ways and Means Committee tomorrow (January 18, 2017). Everyone can log on to the website to watch the presentation live.
- B. Administrative Senate – There was nothing to report from Administrative Senate.
- C. Faculty Senate – The Faculty Senate will present the 100% Tuition Fee Waiver proposal to the budget committee with Administrative Senate and Staff Council support.

- V. Old Business – Nita Musich reported that Steve Bridges and Andrew Lenhardt met with Staff Council Executive Committee about the Salary Survey. Andrew is putting together a list of consultants. If members of Staff Council have suggestions they can let Nita or Vince know. Shelby Jackson reported that HR has five consultants to choose from so far; two or three will be asked to come to campus to make a presentation. The Economic Benefits committee and Officers will be invited to the consultant presentations. Steve and Andrew are relying on Staff Council to tell them what we want the consultants to look at; Steve wants the process to be staff driven and transparent. Heather asked what we are trying to accomplish with the consultant. Nita responded that we are asking them to conduct a comprehensive study of the USI compensation package for

support staff compared to the region and make recommendations to Administration based on their findings. Both salary and benefits as part of compensation will be considered. It is possible that the results will not be what we expect; ultimately what the Administration does will be a function of budget. The question of who is paying for the consultant was brought up. The University is funding the study.

VI. New Business – There was no new business.

VII. Discussion/Announcements on January 24

Mary announced that Occupational Therapy Assistants will sponsor a blood drive on January 24, 2017 from 10 – 2 in Carter Hall. The Indiana Blood Center will be drawing blood.

Next Staff Council General Meeting: Tuesday, February 21, 2017 at 2 p.m. in UC 227.

The meeting was adjourned at 2:44 p.m.



**Staff Council Meeting Minutes
February 21, 2017**

Members Present: Heather Odom, Julie Whorl, Kathy Oeth, Rebecca Lutton, Denise Michael, Travis Dickison, Tammy Oliver, Lisa Wulff, Stephanie Russell, Cindi Kueber, Jeff Smith, Sherry Tynes, Shelby Jackson, Amy Doninger, Mary Scheller, Terri Alvey, Vince Frazier, Nita Musich, Nick Bebout, Tina McCalment

Members Absent: Cole Collier, Gloria Butz

Alternates Absent:

Guests Present:

- I. Call to Order – Nita Musich opened the meeting at 2 p.m.
- II. Approval of Minutes – Denise Michael moved to approve the minutes; Heather Odom seconded. The minutes were approved with corrections.
- III. Committee Reports
 - A. Employee Relations – Three possible dates were considered for the Employee Picnic; Thursday, May 25 was selected. The committee will verify that there are no conflicts with Dr. Bennett’s schedule.
 - B. Economic Benefits – The committee sent a request to prioritize items for this year’s budget request. Travis Dickison raised the possibility of a \$2.00 raise for all support staff and prepared a spreadsheet showing the budgetary effects it would have. Nita Musich will present our budget requests on Friday, March 24 between 9 a.m. and noon. The theme for this year’s budget is growth; we need to indicate how our requests provide growth in some area of the campus community. Vince Frazier asked that we watch for email asking for staff input on budget decisions.
 - C. Nominating – Travis Dickison reported that he is preparing to solicit nominations to Staff Council in April for the May election. The election period will be shortened from two weeks to one this year.
- IV. Other University Committee Reports
 - A. President’s Council – Nita Musich reported that there is not a lot of new money in the State budget under consideration. We will likely be asked to repurpose, reallocate or restructure to accommodate budget changes. Andrew Lenhardt relayed to the Council that we are evaluating consultants to conduct a support staff salary review. The Council was pleased that the University is looking into staff salaries. Richard Toeniskoetter reported that hacking is at an all-time high. Hackers are very clever and are sending emails that look authentic. He reinforced that we should be careful when clicking on a link. If you receive a suspicious email, send it to IT@usi.edu. Carol Schmitt suggested that Employee Ambassadors use a contact form instead of email for communication with new employees.
 - B. Administrative Senate – Travis Dickison reported that Administrative Senate is looking into conversion of sick time and vacation time to personal time. They are also considering creation of a grant for professional development that would include support staff. We currently have no process for professional development. They have also tabled their resolution in favor of the increased fee waiver because it focused on faculty. They want to be sure everyone shares in the benefit.
 - C. Faculty Senate – Faculty Senate is discussing a response to the Federal Government’s Executive Order banning travel from selected countries.
- V. Old Business – Nita Musich reported Economic Benefits and Staff Council officers are vetting three firms as possible consultants for the salary survey:
 1. Sibson Consulting, New York
 2. Lockton Companies, St. Louis
 3. Arthur J. Gallagher & Co., NashvilleA selection will be made in early March. The committee is pleased with the direction of the discussions.
- VI. New Business – Two issues were presented for consideration for the budget request:
 1. Why cousins are not included in the bereavement policy. This is an issue that had been considered previously without clarification.
 2. The wording in the unused sick day benefit which currently says that 50% of unused sick days up to 60 days will be paid out upon retirement rather than 100% of unused sick days up to 60 days will be paid out upon retirement.Both issues were referred to the Economic Benefits committee.
- VII. Discussion/Announcements
 - A Title IX handout prepared by Melanie Kendrick, Title IX Coordinator, was distributed.
 - Mary Scheller will send out the date of the Red Cross blood drive.
 - Next Staff Council General Meeting: Tuesday, March 21, 2017 at 2 p.m. in UC 227.

The meeting adjourned at 2:32 p.m.



Staff Council Meeting Minutes March 21, 2017

Members Present: Jeff Smith, Kathy Oeth, Rebecca Lutton, Sherry Tynes, Amy Doninger, Mary T. Scheller, Nicholas Bebout, Cole Collier, Denise Michael, Heather Odom, Shelby Jackson, Gloria Butz, Terri Alvey, Lisa Wulff, Stephanie Russell, Cindi Kueber, Vincent A. Frazier, Nita Musich, Travis Dickison, Julie Whorl, Tina McCalment

Members Absent: Tammy Oliver

Alternates Absent:

Guests Present:

- I. Call to Order – Nita Musich called the meeting to order at 2:03 p.m.
- II. Approval of Minutes – Travis Dickison moved to approve the minutes; Nick Bebout seconded. The minutes were approved as read.
- III. Committee Reports
 - A. Employee Relations – The committee met to finalize the plans for the employee picnic. The theme will be “Don’t get bored this summer” with an emphasis on board games. The committee is planning a family-feud type contest. They have requested a student to act as the game’s host and will work with University Relations to provide swag bags for prizes. Ann Fisher will finalize the menu and send a contract to Human Resources.
 - B. Economic Benefits – Vince Frazier explained the process of choosing a consultant to conduct the compensation study for support staff. Four companies were invited to submit proposals. Three of the four visited campus to present their study plans. The steering committee unanimously selected Lockton Company. Steve Bridges and Andrew Lenhardt agreed with the selection and the University has hired Lockton. Vince emphasized that this is the first time the University has engaged with Staff on issues of compensation. It is important that we remain positive and encourage co-workers to take part in the process. Steve has stated emphatically that there is no plan to cut back, outsource or declassify staff. The goal is to elevate competitiveness for hiring and retaining quality employees.

Nita will present Staff Council’s budget requests on Friday, March 24. We agreed to ask for a 3% pay increase for support staff as our first priority with the understanding that we be able revisit the request after results of the Compensation study are completed. Our second priority is a request to adjust benefits to include a 100% payout of sick time upon retirement; the third request is a change to professional development to increase the number of hours covered by the tuition waiver to 21 credit hours per fiscal year.
 - C. Nominating – Travis Dickison reported that nominations for Staff Council will be accepted from April 3 – April 28. OPRA will send an announcement with a link to the ballot. Voting will begin on May 8 and close at 4:30 p.m. on May 15. Travis hopes to report the results on Tuesday or Wednesday of that week. There are 7 positions open. Four members are at the end of their first term: Terri Alvey, Tina McCalment, Mary Scheller and Sherry Tynes. Two members, Cindy Kueber and Lisa Wulff, are term limited and cannot run again this year. Nita’s term is up but she will return next year as Past-Chair.
- IV. Other University Committee Reports
 - A. President’s Council – President’s Council hosted a speaker on Compassionate Responses as part of Title IX. Two faculty members, Sakina Hughes and Phoneshia Wells, are creating an organization for women of color. The organization will be open to all faculty, staff, administrators and graduate students. There was also discussion of E-sports (video games) in the Rec Center. There are student competitions and scholarships available.
 - B. Administrative Senate – It was announced in Administrative Senate that paper checks are going to be discontinued. Future payroll payments will be made through direct deposit to bank accounts or debit cards.
 - C. Faculty Senate – There was a discussion in Faculty Senate of student course evaluations.
- V. Old Business – As indicated above, Lockton Company was hired to conduct the Support Staff Compensation Study. The steering committee met with Kindra Strupp in University Relations to plan how to communicate study elements to the campus. The goal is to maintain transparency throughout the process. Communication will take place on the Human Resources and Staff Council webpages. The steering committee will meet next week to determine the timeline and make plans for launching the project.
- VI. New Business – There was no new business.
- VII. Discussion/Announcements - Mary Scheller reminded everyone that there is a blood drive going on in Carter Hall. Nita encouraged Council members to attend the Budget Presentation on Friday. The next meeting will be April 18, 2017 at 2:00 p.m. in OC 2020.

The meeting adjourned at 2:43 p.m.



**Staff Council Meeting Minutes
April 18, 2017**

Members Present: Nita Musich, Vince Frazier, Travis Dickison, Tammy Oliver, Sherry Tynes, Shelby Jackson, Lisa Wulff, Terri Alvey, Julie Whorl, Stephanie Russell, Mary Scheller, Amy Doninger, Nick Bebout, Cindi Kueber, Gloria Butz

Members Absent: Cole Collier, Rebecca Lutton, Denise Michael, Heather Odom, Kathy Oeth, Jeffrey Smith

Alternates Absent:

- I. Call to Order – Nita Musich opened the meeting at 2:02 p.m.
- II. Approval of Minutes – Julie moved to approve the minutes; Nick seconded. The minutes were approved as presented.
- III. Committee Reports
 - A. Employee Relations – Plans for the Employee Picnic are being finalized. Members can choose a time and place to work and sign-up on the sheet on the Staff Council shared drive. Posters will be sent to Staff Council members to display in their work areas once the email announcement is sent. Departments will have an opportunity to sign up for the “Family Feud” game in teams of five. The committee hopes to have at least four teams. Stephanie Russell is gathering prizes. Shelby Jackson volunteered her father to take photos, and Archie may make an appearance.

Terri Alvey suggested that we create buttons for Staff Council members to wear at the Employee Picnic. She will look into options from Signarama or the PUB or see if someone has a button maker.

- B. Economic Benefits – The consultants hired to conduct the Support Staff compensation study presented the plan at 3 town hall meetings on April 12th. The first step in the process is to conduct a review of all job descriptions. Andrew Lenhardt sent an email to all managers asking them to get input from staff regarding the accuracy of their job descriptions. Some members reported that they have not been involved. Nita Musich will ask Mr. Lenhardt to clarify with supervisors what should be done. Shelby Jackson indicated that HR can send an employee a copy of their job description if they do not have one.

Stephanie Russell reported she has heard concern from staff about the purpose of the study and that there is little confidence something will be done as a result. Vince Frazier responded that he hopes the purpose is to provide data that Administration can take to the State house to support budget request. The University is unlikely to spend the money to conduct the study if there is no intention to make changes. Staff Council can communicate with staff across campus about the progress of the study and answer questions from staff in their departments.

- C. Nominating – Travis Dickison reported that there are 14 candidates for the 7 open seats on Staff Council. The Council agreed that current members and alternates should be identified on the ballot but former members not currently serving should not be identified. Travis suggested that the bylaws are not specific about alternates and he would like to draft new language. He will send the new language to the bylaws committee for approval. He hopes to be able to announce the election results at the next meeting.

IV. Other University Committee Reports

- A. President’s Council – Nita Musich reported that President’s Council is focused on the Strategic Plan and the Vice Presidents are fine-tuning initiatives.
 - B. Administrative Senate – There was nothing to report from Administrative Senate.
 - C. Faculty Senate – There was nothing to report from Faculty Senate.

V. Old Business – There was no old business.

- VI. New Business – Andrew Lenhardt is considering flex hours for this summer but has not made a decision. There was an observation about fall Faculty meeting being called the University Meeting. Since staff are not included it shouldn’t be called a university meeting.

VII. Discussion/Announcements

Next Staff Council General Meeting: May 16, 2017 in UC 2207.

The meeting was adjourned at 2:50 p.m.



**Staff Council Meeting Minutes
May 16, 2017**

Members Present: Nita Musich, Vince Frazier, Travis Dickison, Tammy Oliver, Sherry Tynes, Lisa Wulff, Terri Alvey, Julie Whorl, Stephanie Russell, Mary Scheller, Nick Bebout, Cindi Kueber, Heather Odom, Tina McCalment

Members Absent: Cole Collier, Denise Michael, Kathy Oeth, Jeffrey Smith, Gloria Butz

Alternates Absent:

Guests: Kim Garey, Ingrid Lindy, Nancy Lumley

- I. Call to Order – Nita Musich opened the meeting at 2:02 p.m.
- II. Approval of Minutes – Vince Frazier moved to approve the minutes; Nick Bebout seconded. The minutes were approved as corrected.
- III. Committee Reports
 - A. Employee Relations – The ER committee hoped to have at least four teams to compete in the “Family Feud” game at the picnic, however twelve teams signed up. Everyone will play one round, they will know ahead of time when to be there. Winners of the first round will play in the quarter finals, winners of the quarter finals will play in the final round. Sherry Tynes has developed a bracket for the game play. The committee has reserved Carter Hall for all day Wednesday to practice. Terri Alvey reminded everyone to go to the Staff Council server and sign up to work at the picnic.
 - B. Economic Benefits – The committee met to go over the questions for the staff survey that Lockton will send out to support staff. The revised questions were sent back to Lockton to create the final survey. Updates on the Compensation Analysis project will be posted to the HR webpage and the USI Today newsletter.
 - C. Nominating – Travis Dickison reported Rebecca Lutton has accepted an Administrative Staff position and has resigned from Staff Council. Shelby Jackson will serve the remainder of Rebecca’s term, ending in 2018.
- IV. Other University Committee Reports
 - A. President’s Council – Nita Musich reported that President’s Council is focused on the Strategic Plan and the Vice Presidents are fine-tuning initiatives.
 - B. Administrative Senate – There was nothing to report from Administrative Senate.
 - C. Faculty Senate – There was nothing to report from Faculty Senate.
- V. Old Business – There was a question at the last meeting about why the University Meeting is called the University Meeting when staff are not included. Nita is looking into finding an answer and has determined that the meeting name varies by department. It appears that the title of University Meeting originated in the Provost’s office. She will continue to investigate.
- VI. New Business – Kim Garey, Senior Human Resources Assistant, presented information to the council on three topics: the selection of Service Awards, the menu for the Fall general meeting and the menu for the recognition luncheon. She indicated that HR will be updating the gifts awarded for employee service so that they mirror the selection of gifts for Administrative staff. She presented a slide show with the various items available. Staff will have the opportunity to vote on items for each category through an email survey. There was a discussion of the menu for the fall meeting; there have been requests for a greater variety of items such as yogurt parfaits, mini-quiche and fruit in addition to the traditional donuts. Suggestions for menu changes can be given to Kim or Nita. Staff voted on the menu selection for the Recognition luncheon. The menu will be Chicken Melanese, strawberry fields salad, mashed potatoes and grilled vegetables. Dessert will be cheesecake and lemon chiffon cake.

Travis introduced an amendment to the by-laws to clarify that alternates are non-voting members of the Staff Council and will be ranked in order by the number of votes they receive. A motion was made and seconded to approve the amendment as presented. The motion carried.

Travis announced that following new members were elected to Staff Council: David Huebner, Danielle Artis, Melissa Burch, William Poole. The following members will be returning for a second term: Amy Doninger, Tina McCalment, Sherry Tynes. Alternates are Jamie Little, Samantha Hadley, Catherine Vaughan, Sherry Dockery, Janet Ruddell.

Ingrid Lindy and Nancy Lumley addressed the council on coming changes in payroll. Beginning October 1, 2017 the University will no longer issue paper payroll checks. Employees will have the option of direct deposit or a paycard issued by Old National Bank. Emails will be sent to employees still receiving paper checks to make them aware of the change. They also clarified that anyone can choose to have funds deposited to the card even if they have direct deposit, i.e.: for vacation or Christmas savings. The card will work like a debit card and there will be no fees charged. If staff have questions about the change they can contact Nancy or Ingrid.

- VII. Discussion/Announcements – Mary reminded us that Staff Council is sponsoring a blood drive on Tuesday June 27 in Carter Hall. Staff are asked to sign up to help with registration or refreshments. Nick will modify the sign-up sheet to differentiate between the two choices.

The Staff Council retreat will take place on July 19. Nita will send out an email with lunch choices. Suggestions for speakers can also be emailed to Nita. We will discuss both at the next meeting.

Requests for nominations for the Support Staff Performance Award will also be sent out next week. Nominations can be made through June 9. We will vote at the next meeting.

Next Staff Council General Meeting: June 20, 2017 in UC 2217-18.

The meeting was adjourned at 3:17 p.m.



**Staff Council Meeting Minutes
June 20, 2017**

Members Present: Heather Odom, Tammy Oliver, Kathy Oeth, Jamie Little, Shelby Jackson, Sherry Tynes, Danielle Artis, Cindi Kueber, Stephanie Russell, Lisa Wulff, Julie Whorl, Amy Doninger, Mary Scheller, Sherry Dockery, Denise Michael, Terri Alvey, Janet Ruddell, Nick Bebout, David Huebner, Vince Frazier, Catherine Vaughan, William Pool, Travis Dickerson, Nita Musich, Cole Collier, Tina McCalment

Members Absent: Jeffrey Smith, Gloria Butz

Alternates Absent:

Guests: Linda Bennett, Kate Rotramel

- I. Call to Order – Nita Musich opened the meeting at 2:00 p.m.
- II. Travis Dickison introduced the newly elected members Danielle Artis, Jamie Little, Sherry Dockery, Janet Ruddell, David Huebner, Catherine Vaughan, and William Pool and welcomed them to Staff Council.
- III. Nita Musich introduced guest, Dr. Linda Bennett, to give an update on the University. Dr. Bennett thanked the members of staff council for their service and spoke for several minutes about issues concerning USI including the 2017-2019 budget approved by the State Legislature, the tuition increase, growth in enrollment particularly for graduate programs and the study of staff compensation currently underway. She emphasized that education is a human activity, whether in person or online, and the University is about its people. She answered several questions from council members and concluding by stating that overall the University is in good shape.
- IV. Approval of Minutes – Nick Bebout moved to approve the minutes, Cindi Kueber seconded. The minutes of the previous meeting were approved.
- V. Kate Rotramel from Human Resources recognized members whose terms are ending and presented service recognition certificates to Terry Alvey, Cindy Kueber, Mary Scheller and Lisa Wulff. Kate also informed council members HR is introducing significant changes to the process for student payroll which will include new forms. There will be two training sessions to introduce the new processing procedure. Interested staff can register on the O & E website.
- VI. Committee Reports
 - A. Employee Relations – The ER committee reported that they had a very good year. The food drive for Archie’s Food Closet was very successful; several teams took part in the competition. There was a good turnout for the pumpkin decorating contest. Fewer families participated in the giving tree, but gifts were given to students staying on campus over the holiday break. The employee picnic was well attended and the committee asked for ideas for next year as well as more volunteers from staff council. There is a blood drive scheduled for June 27th.
 - B. Economic Benefits – The committee reported that several staff proposals for the budget made it to the final presentation. The Lockton study is ongoing and hopes are that it will produce good results.
 - C. Nominating – Travis Dickison thanked committee members for their participation. There were four resignations that were filled by alternates. The election went smoothly although turnout was down slightly from the previous year. The committee also presented an amendment to the bylaws that was approved by vote of the council members.
 - D. President’s Council – Nita indicated that Dr. Bennett presented the relevant information from President’s council.
 - E. Administrative Senate – There was nothing to report from Administrative Senate.
 - F. Faculty Senate – There was nothing to report from Faculty Senate.
- VII. Old Business – Mary shared flyers for the blood drive and reminded members to sign up to help. The staff council retreat will be held on July 19 from 9am – 4pm in HP 1027. Laura Alexander from Springleaf will do a presentation on generations in the workplace. There will also be a panel from HR to discuss benefits. If members have other ideas for the retreat please email Nita. McAlister’s Deli was selected for the lunch menu and a sign-up sheet was passed around for other items. Nita will send out an email with McAlister’s catering menu so members can make a selection. Binders from retiring members should be returned. New members will receive a binder at the retreat.
- VIII. Discussion/Announcements – Travis reminded members that questions for OPRA’s employee survey are due by June 28. Questions can be sent to Nita or Travis.

There is a new feature on USI today – Screagle Pride Shout Out. If you want to nominate someone contact Angie O’Nan. Catherine Vaughan announced that the Charter for Compassion course begins on June 21. The course is free; Nita has information.

New members were dismissed.

- IX. New Business – Nita provided the nominations for the Staff Performance Recognition award. There were 20 nominations this year. Members were given a ballot and asked to select three from those nominated. The award will be presented at the Support Staff Recognition luncheon on August 8th.
Nominations were held for Staff Council chair. Nita declined to serve another term. Nick Bebout nominated Travis Dickison; Tina seconded. Travis was elected by unanimous vote.
Lisa Wulff asked what procedure is in place in the case of an active shooter incident on campus. There is no campus-wide procedure; each building has its own procedure. Information is posted on the Department websites.
The Employee Relations committee asked about posting a survey to get feedback on the employee picnic. The suggestion was made to ask Angie O’Nan to include a question in USI Today.
- X. Staff Council Retreat and General Meeting: July 19 in HP 1027.
- XI. The meeting was adjourned at 3:52 p.m.