Approved Minutes
July 26, 2006

Present: Karen Anderson, Gail Cummings, Deanna Engler, Yvonne Floyd, Shannon Hoehn, René Koressel, Linda Lefler, Frank Nagy, David O'Grady, Bea Purcell, Sara Rhoades, Sheree Seib, Lisa Staples, Lois Stevens, Virginia Thomas, Angela Torres, Julie Weinzapfel

Guests: Cindy Brinker, Donna Evinger, Mark Rozewski, Sherrianne Standley

Call to Order
The annual Staff Council Retreat was called to order by Sheree Seib at 10:05 a.m.

Sheree presented information to inform new Staff Council members of what to expect during their term. Sheree also introduced our guest speakers.

Campus Master Plan
Mark Rozewski discussed changes that we would see on the campus over the next few years.

This year we should see:

- a large scale landscaping project in front of the library
- a beltway around the entire campus started
- an increase in the size of the Fitness Center
- the move of the Social Work department and ROTC to the lower level of the Education building
- a makeover of the McWest Recreation Center
- a new Physical Plant building to be placed by the Foundation office
- a new Art Gallery
- updates of the Forums and Wright Administration building
- the move of Career Services to the lower level of the Orr Center
- the start of replacing outdoor furniture
- new furniture placed in the Technology Center

In the future we will see:

- the start of a new College of Business building
- the old library will become part of the University Center
- start of construction to move the drive to the outer section of campus

- better signage to direct guests on campus

Budget Requests

Cindy Brinker presented information about the process she goes through in order to obtain money for the University. The General Assembly provides over 55% of the operating budget for USI. There are two types of budget requests, one is capital and the other is operating budget. Two initiatives being taken to the assembly are for an increase in money to support economic development in Southern Indiana, and the other is for STEM, an initiative by Science, Technology, Engineering, and Math.

Self-Study

Sherrianne Standley discussed where we are now in the self-study process. There will be a site visit September 25-27. We will have a room in the library set up for the committee. We will also assign them a staff member for assistance and to help keep them on schedule.

There are 5 criteria the committee will focus on:

1. Mission and integrity
2. Future
3. Student learning and effective teaching
4. Acquisition
5. Service and engagement

A copy of the self-study will be posted on-line at www.usi.edu/accredidation/draftintro.asp and a copy will be in the library available for review. The Higher Learning Commission (HLC) would like unfiltered commentary about the self-study. Their website can be accessed at www.ncahigherlearningcommission.org. All conference rooms have been reserved for the two days that the HLC will be on campus. Please wear your nametags during the visitation. We will have table tents in the UC, a story in the Shield, and information cards that will help to implement awareness of the visit.

Advancement Updates

In 2000 we conducted an economic impact study asking the community how USI is doing. We started 13 new academic majors from the results of our last study. Pres. Hoops would like us to repeat the process, and it is set to start this fall with a report due next spring.

The USI Foundation had their best year ever by raising $11 million. They will be mounting a fundraising event soon for the new College of Business building.

There are four new University Trustees:

1. Amy MacDonell – from Indianapolis
2. Jeff Knight – from Evansville
3. John Dunn – from Evansville
4. Harold Calloway - from Evansville

The Board is committed to education and would like to keep a great relationship between the Board and the University President.

Fall Support Staff Meeting
Donna Evinger asked for volunteers to assist with the library tour during the annual Fall Support Staff Meeting.

Break for lunch at noon.

Elections
Chair: Chris Jines
Vice Chair: Dave O'Grady
Secretary: Angela Torres

Other Committees
Traffic Appeals: Julie Weinzapfel
Safety & Risk Management: Deanna Engler
Substance Abuse: Shannon Hoehn is serving a 2 yr term (05-07); René Koressel is interested in this committee should Shannon leave the University
Equal Employment Opportunities: Chris Jines is serving a 3 yr term (05-08)
Smoking: Dave O'Grady
Wellness: Yvonne Floyd

Staff Council Committees

Economic Benefits Committee Members
Christine Crews
Gail Cummings
Deanna Engler – Chair
Linda Lefler
James Morgan
Frank Nagy
Lisa Staples
Angela Torres
Julie Weinzapfel

Employee Relations Committee Members
Karen Anderson
Jeri Broshears
Yvonne Floyd – Co-Chair
René Koressel
Bea Purcell
Sara Rhoades – Co-Chair
Lois Stevens
Virginia Thomas

Nominating Committee Members
René Koressel
Linda Lefler - Chair
Bea Purcell
Virginia Thomas

Break-out into committees.

Approval of Minutes
A motion to approve the June 30, 2006 Staff Council meeting minutes as amended was made by Yvonne Floyd and seconded by Deanna Engler.

Old Business
Nothing to report.

New Business
Nothing to report.

Discussion/Announcements
The next Staff Council meeting will be held on August 18th. We will receive a reminder e-mail with the time and location.

The next Employee Relations Committee meeting will be on August 9th.

Adjournment
A motion to adjourn the meeting at 4:15 p.m. was made by Yvonne Floyd and seconded by Virginia Thomas.

Approved Minutes
August 18, 2006

Present: Karen Anderson, Jeri Broshears, Gail Cummings, Deanna Engler, Chris Jines, René Koressel, Linda Lefler, Tony Morgan, Frank Nagy, David O'Grady, Sara Rhoades, Lisa Staples, Virginia Thomas, Angela Torres, Julie Weinzapfel

Guest: Donna Evinger

Call to Order

Chris Jines called the meeting to order at 1:40 PM. She welcomed everyone and expressed that she would like everyone to feel that they can come and enjoy the meetings. Chris plans to start and end the meetings on time. If additional time is needed for certain issues, we can table the issue for the next meeting.

Chris announced that Lois Stevens has to resign from Staff Council. Tony Morgan had been approached to serve as a replacement. The council voted and approved keeping the current number of members.

Approval of Minutes

Previously approved minutes can be found on the Staff Council website. From now on, approved minutes will be sent out as an e-mail attachment. Please remember to keep the approved minutes in your binder.

Dave approved and Virginia seconded the minutes of July 26, 2006 as amended.

Committee Reports

Economic Benefits

There is nothing to report at this time. Meetings are to be scheduled soon.

Employee Relations

Sara handed out minutes from the committee's meeting. This year Special Events has a committee that will handle the Tailgate party. They asked to use members of Staff Council as volunteers for the event. The Giving Tree will start in October. The potential date for Family Day is Sunday, December 17. There is a women's game at 1 PM and a men's game on the same day with the time to be announced. Chris asked if any prizes are to be given out. Sara is to check and report back.

Nominating
There is nothing to report at this time.

Old Business
Dave announced that the domestic partner information has been forwarded to Don Crankshaw to review on a University-wide scale. Every public school in Indiana except USI recognizes domestic partners. Donna suggested that the Economic Benefits Committee discuss this issue and determine where it would rank as a priority for the council.

Rene brought up that the support staff has a different retirement plan than administrative personnel. Dave said that this issue has been presented at the budget requests for the last two years. We asked for a severance style package based on the number of years an employee has served. We have not yet heard what has or has not been approved.

Donna noted that Cindy Brinker would like to give us feedback on our budget requests. Donna will follow-up with Cindy since she has not given the council any information yet.

Our first proposal is always for pay raises and the second is for a 3% increase for the staff picnic. We will decide on two or three additional proposals for the council to vote on for our final presentation.

New Business
Linda Lefler read a note to the council thanking Lisa, Dave, Rene, Julie, and Angela for helping at the Staff Luncheon.

Chris received a resignation letter from Lois. Lois will be glad to help the council as she is able.

We need a Staff Council photographer who will update our pictures on the out-board. Rene volunteered to take the photos with her digital camera. Karen has a photo printer and volunteered to print the photos.

Chris is to contact Rose Scruggs to have the Staff Council website updated so that it includes information for the Giving Tree and the Employee Bible Study.

Chris asked that the Economic Benefits Committee consider researching the numbers and the types of medical claims that we have had in order to determine if it would be feasible to ask for lower premiums or increased coverage. As a reminder, there is a Wellness Program available that offers an hour of exercise a week as paid time as a benefit for employees.

Sara raised discussion about the current number of credit hours that are offered to staff and their spouse and/or dependents. She asked if it would be possible to

request 9 credit hours each semester instead of limiting employees to 6 credit hours. She also pointed out that a spouse or dependent receives half off any number of credit hours they take a semester. If one has a spouse or dependent taking advantage of the opportunity, then the employee receives greater benefits than a single employee. Dave did research the amount of education reimbursement that USI offers, and the employees here do receive better benefits than other schools.

Karen asked about working out a discount with the bookstore. Apparently Mike Goelzhauser said that they could not provide a discount or they would lose money.

Discussion/Announcements

There are clubs around campus who sell discount cards to the community. Some of the cards have up to a 20% discount on items in the USI bookstore, excluding non-sale items and textbooks.

The majority of the council voted to change the meeting times to the last Tuesday of the month at 1:30 pm. After scheduling the meeting space, Angela will send an e-mail with the dates for the rest of the year. Angela will also send out a reminder before each meeting.

The Wellness Fair will be the first Wednesday in October. Linda will e-mail a request asking for volunteers.

Adjournment

A motion to adjourn the meeting at 2:30 PM was made by Virginia and seconded by Dave.

Approved Minutes
September 29, 2006

Present: Karen Anderson, Jeri Broshears, Christine Crews, Deanna Engler, Chris Jines, René Koressel, Linda Lefler, Frank Nagy, David O'Grady, Bea Purcell, Sara Rhoades, Lisa Staples, Virginia Thomas, Angela Torres, Julie Weinzapfel

Guest: Donna Evinger

Call to Order
Chris Jines called the meeting to order at 1:34 PM.

Approval of Minutes
Virginia approved and Dave seconded the minutes of August 18, 2006.

Committee Reports

Economic Benefits
Deanna reported that we are still waiting to find out which requests from last year have or have not been approved. The committee discussed adding domestic partner benefits to our budget proposal, but we need to gather additional research first. We could not figure any way to reduce insurance claims. USI already offers Wellness programs, exercise classes, and screenings to the employees. Information on fee waivers offered by other Universities will be gathered and reviewed. There are already organizations that offer cards with bookstore discounts and the bookstore offers sales each semester, so we will not pursue further discounts at this time.

Employee Relations
Sara handed out minutes from the committee's meeting as well as a sample of the Giving Tree form. The forms will be distributed next week.

Sara suggested doing ornaments for gift baskets for the International students. Rene asked about other students that stay on campus over Christmas break. Sara will check with Residence Life to see if we could get a list of those students. All members approved adding ornaments for the gift baskets for those international students staying on campus during the winter break.

The committee will be making ornaments at their next meeting on October 17th at 1:30 PM in UC 206. All are welcome to come and help make ornaments. Please remember to bring your scissors.

The Tailgate party for the USI/UE game will be Saturday, November 4th at the Hartke Pool/Swonder Ice Rink parking lot. Volunteers from Staff Council are needed. There are four shifts you can choose from: 3:30-4:30, 4:30-5:30, 5:30-6:30, and 6-6:45. Virginia announced that the USI Art students and UE students have developed a design, each for ½ of a car, to be shown during the game. You can vote on the design and help USI win. This event is being sponsored by Kenny Kent Toyota.

Family Day with the Eagles will be Sunday, December 17th and we will need volunteers. More information will come at a later date.

The committee will start soliciting donations early this year for the staff picnic. It was suggested that the Foundation office be consulted before going to businesses to request donations. If we get the OK and businesses do donate, we will need to make sure that they complete a gift-in-kind form so the donation will be a tax write-off.

Nominating
There is nothing to report at this time.

Old Business
There is no old business to discuss at this time.

New Business
The Higher Learning Commission visits are now over. The concern of raises was voiced in meetings with the HLC team along with many positive comments. We are one of the best schools with regard to up-to-date technology. The university received a recommendation for accreditation.

Chris suggested that we start a monthly employee recognition program with a "traveling trophy" as the prize. Chris would purchase a trophy to use. Ideas were discussed as to how the program would work. It was determined that a committee should be put together that will develop guidelines for eligibility for the award. Once the guidelines are established, a committee would work on sending out e-mails each month asking for nominations. The winners could be listed on the Staff Council website for the year. Please let Chris know if you would like to serve on the committee that would develop the guidelines for this program.

Chris has an invitation for a luncheon for the Staff Council Adopt-a-Spot on Wednesday, October 11 at 11:15. She asked if anyone would be available to go and represent the council.

There was discussion about the Employee Ambassador Program. This program was developed in order to introduce new support staff to the campus and other employees. Debbie Clark oversees the program and has a list of volunteers. HR offers a new employee orientation but does not conduct tours. The custodial staff receives a tour by Karen or Bob Alves. Chris is to meet with Debbie Clark as to the guidelines for the program and will share the results with Donna. Please remember that volunteers for the program do not have to be on Staff Council.

The Wellness Fair is next week, and the Staff Council will be taking donations for the Archibald Food Closet. Jeri will check on the current stock and will take care of getting the box and taking the donations back to the food closet. The last time she checked, they were low on everything except vegetables.

How can we make Staff Council more visible? Chris suggested that we develop a logo that we could use that conveys what we do and who we are. Everyone agreed that we should open this up campus wide and then choose the best logo. Sara and Dave will work together to develop guidelines for developing a logo. It was suggested that we ask if food services would donate a free lunch to the winner of the design.

Discussion/Announcements
There are no announcements at this time.

Adjournment
A motion to adjourn the meeting at 2:45 PM was made by Dave and seconded by Karen.

Approved Minutes
October 31, 2006

Present: Karen Anderson, Jeri Broshears, Christine Crews, Deanna Engler, Yvonne Floyd, Chris Jines, Linda Lefler, Tony Morgan, Frank Nagy, David O'Grady, Bea Purcell, Sara Rhoades, Virginia Thomas, Angela Torres, Julie Weinzapfel

Guest: Donna Evinger

Call to Order
Chris Jines called the meeting to order at 1:35 PM.

Approval of Minutes
Virginia approved and Christine seconded the minutes of September 29, 2006 as amended.

Committee Reports

Economic Benefits
Dave made the report on Deanna's behalf. The committee brought five proposals to the council to vote on. There was discussion as to which items were to appear in which order for the budget proposal. All were in favor of the following proposal:

1) Salary increase with a 3% base and 1% for merit
2) Shift differential for 3rd shift
3) Retirement benefits based on 60 days of "unused sick leave" instead of 45 days.
4) Staff Council picnic requesting 2% increase to HR's budget
5) Short-term disability

Dave requested that a compression study be done for support staff. Donna is to check into who was responsible for doing the study in the past.

Employee Relations
The Tailgate Party is this weekend. Please sign up if you can help out.

At the last committee meeting the ornaments for the Giving Tree were cut out. So far only three applications have been submitted. They are due this Friday.

Sara will wait until after the deadline to see if she needs to send an e-mail to the department heads asking for information on those that may be in need.

The committee will get together on Tuesday, November 7 from 1:30-3:00 in UC 214 to label and cut out more gift cards. Bea is going to bring old gift cards for us to use for gifts for the international students staying on campus during the winter break. All are welcome to come and help make ornaments. Please remember to bring your ink pen and scissors.

Family Day with the Eagles will be Sunday, December 17. More information will come at a later date.

Nominating
There is nothing to report at this time.

Old Business
Chris spoke with Debbie Clark about the Employee Ambassador Program. They are trying to revise the program. Debbie will work more closely with HR so that new employees do not fall through the cracks. Chris passed out a handout with information about the program. They are still working on something official. If you are interested in being an Employee Ambassador, contact Debbie Clark in the library. Donna suggested that Chris get Cindi Wahl involved in the program.

Discussion was held about developing a Staff Council logo. Rose Scruggs is okay with changing the logo on the webpage. Deanna said that she had mentioned the idea to a graphics student and the student was excited about the prospect of doing a design for a portfolio. Dave brought along some sample logos developed by Terri Alvey. Donna spoke to Sherrianne Standley about the idea, and we would need to coordinate the design with Michael Harbison. Sara, Dave, and Deanna are to work on some written guidelines for us to open a campus-wide request for logo submissions for the council to vote on.

Chris handed out information that she had gotten on the program that Northeastern Illinois uses for choosing an "Employee of the Month." The majority of the council decided that we should pursue this program. Angela and Karen will work with Chris on establishing guidelines for eligibility for the award. Once the council approves the guidelines that we would like to use, we will need to have it approved by Dr. Hoops before putting the award in place.

New Business
Staff Council received a poor rating on our Adopt-a-Spot sponsored by Keep Evansville Beautiful. Apparently we have sunshine plants in a shady area.

Jean Kuebler with the food closet said that the closet is getting bare. They need paper and hygiene products as well as food. They currently have plenty of vegetables but are in need of other canned foods and non-perishable items. Chris suggested that we have tags on the Giving Trees for food closet items. It

was then suggested that we put the trees up early and do a Thanksgiving tree for those items that are needed. Sara is to e-mail the university community of our intent. Chris will let Sara know the items we need so that we can develop tags.

Discussion/Announcements

Deanna announced that the Safety Committee met at the beginning of October. She asked for feedback on the idea of reducing the number of crosswalks along the boulevard and installing a raised walk on those that remain. The members of the Staff Council felt that this would not be a feasible idea.

Frank asked for the guidelines on what employees need to do to become a Senior Maintenance Mechanic. Donna is to check into the guidelines for the process.

Julie asked about the enforcement of the non-smoking policy. Donna said that the smoking committee needs to reconvene on the matter. Jeri said that Dr. Parrent told Carmen Stoen that it is our duty, as employees of the university, to inform smokers of the policy and ask them to move away 30 feet from the building.

Adjournment

A motion to adjourn the meeting at 2:45 PM was made by Virginia and seconded by Julie.

Approved Minutes
November 28, 2006

Present: Jeri Broshears, Christine Crews, Deanna Engler, Yvonne Floyd, Chris Jines, René Koressel , Frank Nagy, David O'Grady, Bea Purcell, Sara Rhoades, Lisa Staples, Virginia Thomas, Angela Torres, Julie Weinzapfel

Guest: Donna Evinger

Call to Order
Chris Jines called the meeting to order at 1:34 PM.

Approval of Minutes
Bea approved and Dave seconded the minutes of October 31, 2006 as amended.

Committee Reports

Economic Benefits
Deanna reported on the budget proposal items. Dave and Deanna will put together the spreadsheet with this year's information and will e-mail it to Chris. Chris and Donna should get together to tweak the proposal.

We have asked for retirement benefits in different forms for the past seven years. Staff Council voted to change the benefits again this year and ask for 100% of sick time up to 60 days for the staff retirement plan. This change will be reflected in the proposal sent to Chris for the budget presentation.

Employee Relations
The Tailgate Party is over. It went well.

The Giving Trees are up. There are still a few ornaments left. Sarah now has space to keep the presents.

The Thanksgiving Trees went over very well. The ornaments worked well and can be used again next year.

Yvonne reported on Family Day with the Eagles. It will be Sunday, December 17th. The women's game will be at 1 PM and the men's game will be at 3:15 PM. We have requested 200 tickets, and Jon Mark Hall has approved the request. Yvonne will e-mail the employees with information about Family Day. Tickets will

be available on the Thursday and Friday before the game to pick up on a first-come/first-serve basis. Individuals will have to show tickets in order to get into the Varsity room. Those attending will receive a free Pepsi product. Rick Stein and Rick Herdes will donate some items for prizes. We will give out door prizes at half-time for each game. Individuals will have to be present to win. One prize is a small autographed basketball. Chris will write up a letter of appreciation to SGA, the Athletic Department, and the Varsity Club. Yvonne is to contact Ray so that he will acknowledge Family Day at different times throughout the games. We should put something in the University Notes on Friday 12/15/06, thanking SGA, the Athletic Department, and the Varsity Club. Yvonne will need one to two people for each game for the prize signup table. Please let Yvonne know if you can help. Doors open at noon, so the shift would be 12-3:30 PM.

Nominating

There is nothing to report at this time.

Old Business

Dave e-mailed Mike Harbison in Print Service and got information on the limitations required if we are to change the Staff Council logo. Terri Alvey drew up some designs and Dave passed them around. Dave is to send the 4 chosen logos to Donna to ask Sherrianne Standley to get pre-approval of the logos. We will then send the logos out to all the staff for a vote on the favorite design.

Chris handed out a preliminary application and qualifications for the Employee Recognitions Award and asked that we look over them. Please let Chris, Angela, or Karen know if you see any corrections or changes that are needed. It has been suggested that awards be given out two times a year, once at the fall meeting and once at the spring meeting. Chris Briggs would commit for one year to giving a free lunch at the loft for the winner. Please consider "who may be nominated" as we would not be able to easily determine if an employee has a good work record as currently stated in the qualifications.

New Business

The Harlem Globetrotters will be in Evansville on Monday, January 1st at 2:00 PM. Tickets are $21 for the lower bowl and $15 for the upper bowl.

Discussion/Announcements

Bea suggested planting tulips in our Adopt-A-Spot. If we are going to plant them, it needs to be done sometime between now and January. Chris suggested that Bea e-mail Don Fleming and ask if Physical Plant could take out the rocks and mesh for us.

Adjournment

A motion to adjourn the meeting at 2:32 PM was made by René and seconded by Virginia.

Approved Minutes
January 30, 2007

Present: Karen Anderson, Jeri Broshears, Christine Crews, Gail Cummings, Deanna Engler, Yvonne Floyd, Chris Jines, René Koressel, Linda Lefler, Frank Nagy, David O'Grady, Bea Purcell, Virginia Thomas, Angela Torres,

Guest: Donna Evinger

Call to Order
Chris Jines called the meeting to order at 1:35pm.

Approval of Minutes
Dave approved and Virginia seconded the minutes of November 28, 2006 as amended.

Committee Reports

Economic Benefits
The committee met last Tuesday and Dave went over the Budget Proposal. Dave said that other Universities get PERF only. Since other Universities do not receive retirement benefits, we may not want to push the issue. Chris said that since Banner has been implemented, four support staff have retired and none had up to the 45 sick days remaining. We are going to take out the proposal for the employee picnic because it will be presented in the HR budget request.

The Staff Council Budget Presentation will be Friday, February 16th, 9:00 – 9:20am in UC 201/202. Chris is to send the PowerPoint of the presentation to Donna tomorrow.

The council took a vote on whether to leave the proposal at 60 days for reimbursement, or drop the issue in order to do more research? This would leave the retirement at the current 45 days, where 90 days are needed in order to get retirement benefits. The staff voted unanimously to take out the 60 days for retirement for this year's budget proposal.

It was noted that sick time is not a paid benefit to employees. It is provided to employees at a cost to the University.

The Economic Benefits Committee needs to jump in and start doing research for the budget requests for next year. Someone will need to ask the College of Business, possibly Bill Henderson, to see if anyone can help with researching the numbers.

Employee Relations

Yvonne discussed the outcome of the Giving Tree. Sara was in charge of it. With the help of the USI community, Staff Council was able to assist 9 families with 30 children and their parents. Twelve international students were also assisted with gift baskets (laundry baskets with food and Schnuck's gift cards). The leftover items from the gift baskets were given to Archibald Food Closet. Ten phone cards were given to Julie Bordelon in the International office to give to international students that will remain here on campus over winter break. Dave was given a thank you note from one of the families who received gifts from the Giving Tree. The person was really touched by the gifts and the kids had a great time.

Family Time with the Eagles took place December 17th. Yvonne e-mailed the USI faculty and staff on Monday December 11th and passed out tickets starting on Thursday December 16th. There was an article in University Notes. We had 200 tickets, 178 tickets were distributed. Virginia helped at the table for the door prizes. For the women's game, Rick Stein gave a T-shirt and Jon Mark Hall gave a Women's Walk T-shirt for prizes. The winners were Brooklyn Masterson and Kelsey McManus. For the men's game, Rick Herdes gave a Men's Basketball T-shirt and a small autographed basketball. The winners were Jacob Slarkin and Jeff Syler.

Yvonne recommends continuing to offer the tickets and, if possible, offer tickets for other sports.

Student Appreciation Day is the week of Valentine's Day each year. This event should be advertised in University Notes, through e-mail, and on the announcements on the TVs around campus.

The Employee Relations Committee is working on the staff picnic.

Nominating

The committee had a meeting January 24th, where Linda showed the members how nominations were done last year with e-mails. They reviewed the nomination form to see if anything needed to be changed. The committee will start nominations in February. There are 10 spots on the council that will need to be filled.

Old Business

Staff Council Logo

Dave is to send the Staff Council logos to Donna.

Employee Recognition Award

The council discussed issues with the Employee Recognition Award. Dave suggested announcing the award winner at the staff picnic in the summer. Donna suggested limiting the time when nominations would be accepted. Donna and Chris are to get together to discuss further issues with the award. If we announce the winner at a luncheon, Dave suggested that the top five nominees are invited to the Service Award Luncheon and then we recognize the winner.

New Business

Budget Hearing Committee

Chris, Donna, Dave, and Angela will get together to review the budget presentation. Chris will present the budget on Friday 2/16 at 9 AM in UC 201-202.

Deanna attended the Safety Committee Meeting, and they talked about different issues regarding the speed bumps. Security moved the team bus parking to the tennis court area. They are not supposed to block the road. We are to report the traffic to security if the buses are blocking the road.

Dave brought up the fact that people are smoking right in front of the library. He asked if we could put an urn where the two sidewalks meet and put a sign up that says "No Smoking Beyond This Point." Donna will propose the sign to the Physical Plant. Dave should discuss with Don Fleming the possibility of placing the urn where the two sidewalks meet. It would be nice if Scheduling advised people of our smoking policy when they reserve a room. It was suggested that the smoking policy be announced at every opportunity, including faculty and staff meetings, and student orientations.

The question was raised for why we do not have police at this campus. The security officers do not have the authority to enforce anything. Discussion followed with mention of the costs that would be involved to hire police officers.

Yvonne brought up the fact that there is a lot of trash along the side of Schutte Road, and it looks bad. She suggested that the student groups could take it on as a project to keep the roadway clean. This could be used to show their pride for USI. Jeri will check with Carmen Stoen and Student Development about the idea.

Discussion/Announcements

Ideas for July Retreat

Chris asked everyone to think about who we want to have come and talk at the July retreat. Some ideas included inviting someone to talk about the Quad, or what is to be done with the Old Library. Chris would like to have something different and fun at the meeting.

The next meeting will be Tuesday, February 27, 1:30 PM in UC 214.

Adjournment

A motion to adjourn the meeting at 2:28pm was made by Karen and seconded by Dave.

Approved Minutes
February 27, 2007

Present: Jeri Broshears, Christine Crews, Gail Cummings, Yvonne Floyd, Chris Jines, Linda Lefler, Tony Morgan, Frank Nagy, David O'Grady, Virginia Thomas, Angela Torres, Julie Weinzapfel

Guest: Donna Evinger

Call to Order
Chris Jines called the meeting to order at 1:36pm.

Approval of Minutes
Dave approved and Virginia seconded the minutes of January 30, 2007 as amended.

Committee Reports

Economic Benefits
Dave discussed the comments and critiques that Pres. Hoops offered during the budget presentations. The Economic Benefits committee should start now on researching information for next year's budget presentation. Dave provided the council with a list of peer institutions that we should use to gather data. Those comparative institutions are Ball State, Indiana State University, Indiana University-Kokomo, Indiana University/Purdue University-Ft. Wayne, Purdue University-Calumet.

Employee Relations
Yvonne announced that the Student Appreciation e-mail went out and the week of February 12th went well. Sara is planning on getting the committee together soon in order to discuss plans for the Staff Picnic.

Nominating
The committee will meet sometime next week. There are currently 8 people on the ballot. We have 10 spots that will need to be filled for the 07-08 term, so we still need more names. Linda asked that the staff nominate anyone they wish. The committee members will contact the person to see if he/she would be interested in running for Staff Council. Chris asked Linda to send out a reminder e-mail to the staff that we are still accepting nominations.

Old Business

Adopt-a-Spot

Don Fleming had the rocks removed and mulch put in our adopt-a-spot. Chris and Bea are planning to get flowers together and plan to plant them some time in April and have asked for volunteers to help.

Staff Council Logo

Dave passed around different shapes and sizes of the 4 logos the council chose. Donna took the logos and will seek approval from Sherrianne Standley and Pres. Hoops for the council to use the logos. Once we have approval, we will send out the logos to all staff and ask them to vote on their favorite. The winning logo will be the one used to represent Staff Council.

Recognition Award

Chris and Donna met and revised the wording of the criteria for the recognition award. The name has been changed to "Employee of the Year." Staff Council will recognize the winner at the fall Employee Recognition Luncheon. This year the lunch will be on August 14th. Nominations would be open April 1 – June 30 so that we can vote on the winner at the July meeting. We would invite and recognize all nominees to the luncheon and then present the award to the winner. Dave suggested that the nominees be given a special nametag indicating he/she was nominated. It was suggested that the sentence "If the winner is upgraded or leaves the university after the award is given, then the award prizes will be turned over to the Staff Council" be added at the end of the paragraph under the section *Who May Be Nominated*.

Ambassador Program

Debbie Clark oversees the Ambassador program. The program starts with a new hire. HR gives the name of the new hire to Debbie who then contacts one of the Ambassadors from the pool. The Ambassador takes the new hire on a tour of campus and gives some information about the University and different sites. The information is provided to the Ambassador in advance and includes information on Staff Council, the Administrative Associates Club, and discounts for courses, among other information. The tour can take ½ hour to an hour depending on the amount of time the new hire would have away from the office.

The Staff Council budget presentation went well.

Jeri has not had a chance to talk to Carmen Stoen about picking up the trash along Schutte. Jeri plans to talk to Nickelaziena Clarkson, the Greek advisor, about this project as an opportunity to use if a Fraternity or Sorority is on probation. It was also mentioned that picking up cigarette butts around campus could be a project. Jeri explained that this would be a possibility but it would not be a regular solution for keeping campus clean from the cigarette butts.

Donna spoke to Steve Helfrich about the smoking in front of the Rice Library. The urn will be moved as requested. As for the sign, Steve will try to think of a different option so that we do not detract from the beauty of the University grounds. Jeri mentioned that someone should check with Linda Cleek in Extended Services regarding telling the BOP classes about the smoking policy. Maybe the person on duty in the UC could ask the person in charge of the class to tell the group about the smoking policy on campus.

New Business

Dave brought up the idea of the Committee Chairs developing guidelines about what they do and when for their position as Committee Chair for Staff Council. If the Chairs can put together a list of responsibilities and time-lines for projects and research, then we can put together packets to distribute to each member at the July retreat. Dave will put something together for the Economic Benefits Committee, Yvonne will work with Sarah on the Employee Relations Committee, and Linda will work on the information for the Nominating Committee. It would be a good idea to put information in the document on how to do things like scheduling rooms for meetings, including the Banner code that should be used.

Jeri asked about getting t-shirts for the council members to wear at the Staff Picnic. Unfortunately Staff Council does not have a budget to draw from. Dave suggested that someone contact Mike Goelzhauser in the bookstore to see what kind of pricing we could get to have t-shirts made. Dave also suggested that we could make buttons. Chris asked Dave to check on the cost of the materials for the buttons.

Chris mentioned that there is interest in the results from the Higher Learning Commission site visit. The results are not in, but once they are, Dr. Bennett will have them posted on the web.

We need to choose a date and location for the July retreat. It will be the last Tuesday in July. Angela is to check on the availability of the auditorium in Rice Library from 9 AM – 4 PM. Chris suggested we ask Mark Rozewski to report on the quad, the new College of Business, and maybe the Fitness Center. We could also ask Debbie to talk about Staff Council in general; Lois Stevens, Karen Anderson, or Chris Jines could talk about the Employee Relations Committee, and maybe Don Broshears could talk about the Economic Benefits Committee. It was suggested that Joe Palladino be invited as a motivational speaker. The tentative schedule for the retreat would be for Dr. Palladino to start the day with a motivational talk/ice breaker, followed by Mark Rozewski, then Debbie, then voting for officers, then lunch, and then we split into committees. This tentative schedule will be adjusted as we confirm the speakers. The suggested budget for the lunch is around $5-$6 per person. We need to make sure that we offer lunch to the previous Staff Council Chair and the guest speakers.

Discussion/Announcements

Dave thought that sending out reminders on both the Friday and the Monday before the council meeting was helpful and allowed those members who do not have constant computer access time to see the reminder.

The next meeting will be Tuesday, March 27, 1:30 PM in LA 3001.

Adjournment

A motion to adjourn the meeting at 2:27pm was made by Yvonne and seconded by Dave.

Approved Minutes
March 27, 2007

Present: Christine Crews, Gail Cummings, Deanna Engler, Yvonne Floyd, Chris Jines, Linda Lefler, Tony Morgan, Frank Nagy, David O'Grady, Bea Purcell, Sara Rhoades, Angela Torres, Julie Weinzapfel

Guest: Donna Evinger

Call to Order
Chris Jines called the meeting to order at 1:35 pm.

Approval of Minutes
Gail approved and Christine seconded the minutes of February 27, 2007 as read.

Committee Reports
Economic Benefits
Deanna stated that the committee discussed possibilities for next year's budget presentations. The committee should start researching information now. Deanna asked Staff Council to think of some new budget proposal ideas for next year. Right now our only focus is on salary increases. Chris reminded Deanna that an end-of-year report will be needed by the end of May.

Employee Relations
The Employee Picnic will be held Wednesday, May 23rd from 11 am to 1 pm. We have decided to try something different this year and will not be using Sodexho for food. The location of the picnic will be moved to the parking lot by the REC center. Employees will have access to sand volleyball and basketball. We will have a tent. It is possible to rent one with Special Events through Tru-Event Rental, but Sara is going to look into other possibilities. Last year we were charged for setting up trash cans for the picnic, but this should be donated time. Sara would like to have games of washers available as well as holding a Chinese auction. She suggested having flower pots on the tables that could be given away as prizes. Sara is to check with Foundation about the "In-Kind Gifts" requirements. Dave has offered to donate a time share for Las Vegas, but he will need to look into the tax ramifications and legality first. If he is allowed to donate the time share, the winner will have to provide transportation to and from Las Vegas, and this will be reflected in any advertising of the prize.

Sara has checked on pricing for food, BBQ from Shylers is about $4.50 per person and $3.38 per person from Buehlers (based on 700 people). We could get chicken from Buehlers at $2.90 per person. The majority of the council voted for chicken. Yvonne suggested going to the bread store and getting rolls to have as a side. Dave can get 600 bags of chips for a total of $50. Sara is working with Foundation to see if we can ask LICS or GD Ritzy for a donation of ice cream. We will need servers for the meat. Maybe we can ask the VPs to serve the food. Donna suggested that we check with Sodexho about supplies or equipment that we might need for food safety. Yvonne is working with Dave Goldenberg about getting drinks donated. She will try to get Pepsi, Diet Pepsi, Sierra Mist and Water. Yvonne is to check with Lois Stevens abut getting troughs to use for the drinks. Chris reminded Sara to have a year-end report by the end of May.

Nominating

Linda reported that we have 11 people for the ballot. She is waiting for one more bio. We have enough people to have one person as an alternate should someone quit during the year. Chris reminded Linda to have a year-end report by the end of May.

Old Business

Concern over the Smoking Policy

A suggestion was made to the council that building coordinators be responsible for enforcing the smoking policy. One problem with this is that the building coordinators are not always around to enforce the policy. Julie did not find anything on Ivy Tech's smoking policy. Dave is checking on other university policies to see if there is one that USI might be interested in adopting.

Recognition Award

Yvonne suggested using "destroyed" or "shredded" instead of "discard" when referring to disposing of the ballots. The term "shredded" will be used. Chris will make the changes and send the proposal to Cindy Brinker and the VPs in order to get their blessings. Subject to Pres. Hoops approval, we will start the award process this year. Chris suggested that an e-mail be sent to the staff in order to create excitement about the award. Yvonne suggested putting the information in the University Notes. Chris will ask Rose Scruggs to put the information on the Staff Council website once she has updated the forms we will use.

Adopt-a-Spot

Bea suggested using Astilbe or butterfly bushes for the spot. They are bulbs that we can plant at the end of April. It takes two people to water the plants. Send your name to Bea if you are interested in helping. Bea is to check with Sherry Seib to see if Staff Council already has a watering form.

Retreat

Joe Palladino will speak at the retreat. The retreat will be held on July 31st in RL 0017. Julie and Angela are to work on coordinating the lunches. Chris is to ask Mark Rozewski to make a presentation. Dave will present the information for the Economic Benefits

committee, and Sara will present information and time-lines for the Employee Relations committee. Chris will plan the agenda and define a time-line. Linda suggested presenting information about each committee before we break for lunch.

Staff Council Logo

The logo was given to Donna to give to review with Annie Krug and Sherrianne Standley. We have not heard any updates yet.

New Business

No new business to discuss at this time.

Discussion/Announcements

If the time-share is offered as a prize, the winner can stay for free in Las Vegas for up to 7 days but will have to pay for his/her own transportation to Las Vegas.

The next meeting will be Tuesday, April 24, 1:30 PM in LA 3001.

Adjournment

A motion to adjourn the meeting at 2:26pm was made by Yvonne and seconded by Julie.

Approved Minutes
April 24, 2007

Present: Christine Crews, Gail Cummings, Deanna Engler, Yvonne Floyd, Chris Jines, Linda Lefler, Tony Morgan, Frank Nagy, Bea Purcell, Sara Rhoades, Angela Torres, Julie Weinzapfel

Guest: Donna Evinger and Annie Krug

Call to Order
Chris Jines called the meeting to order at 1:35 pm.

Presentation by Annie Krug on Staff Council Logo
Annie gave a presentation to the staff about the branding of USI. Annie plans to bring in an outside firm in order to determine how best to go about branding USI. Chris explained that we wanted a new logo in hopes that it would generate excitement among the staff about Staff Council. We would use the logo on our website and for promoting events sponsored by Staff Council. Annie would be able to give us guidelines on when to use the USI logo versus using the Staff Council logo. She asked that we not have the entire staff vote on a logo because there is a possibility for a lack of buy-in by those voting for a non-winning logo. Annie would be happy to do a logo unveiling for us. She let us know that the university is moving away from using logos with full circles. We would need to have a color option and a corresponding black/white option. Once we decide on a color, that specific logo will be the design we are limited to using. We will need to decide when and where we plan to use the logo. Some current ideas included using the logo for the recognition award, the website, letterhead, in-kind letters, and the picnic. It was suggested that we have Annie present the logo to Staff Council at the summer retreat and then unveil it to the staff at the fall staff meeting.

Approval of Minutes
Christine approved and Sara seconded the minutes of March 27, 2007 as amended.

Committee Reports
Economic Benefits
Deanna stated that the committee discussed security versus a police force. IU, PU, and Ball State have an actual police force. It is up to Pres. Hoops to decide which he wishes to have on campus. The information has already been presented to him.

Frank asked if we wanted to pursue defining "Call-Back" time. It is currently only used for emergency situations. ISU pays the time an employee is called in for non-scheduled work the same as those employees called in on an emergency basis. Donna will need to do some research on how USI management handles these situations. She will need to distinguish between mandatory versus optional call-back.

Employee Relations

Sara passed around a sign-up sheet for helping with the picnic. She will see who signs up and then assign volunteers to the different stations. The committee that is putting together the Eagles Auction will have a meeting on May 3rd from 1:30-2:30 in UC 206. The picnic is on May 23rd. We will have chicken, potato salad, macaroni salad, baked beans and chips. Sara is going to contact GD Ritzy's about ice cream. Frank asked for a layout for Physical Plant. Sara said that Special Events is working on the layout that will be given to Physical Plant.

Nominating

Linda reported that ballots are ready and will go out sometime during the first week of May.

Old Business

Recognition Award

We are waiting for approval from Pres. Hoops. Chris has developed a nomination form that we can place on the Staff Council website once it is approved. Angela has agreed to spread the work about the recognition award. It would be nice if we could include our new logo on the nomination form.

Adopt-A-Spot

Bea needs to work up the watering schedule and put it on the O:/ drive. It takes two people to water the space. Bea may go ahead and plant some bulbs. She is to pick an evening and email us so that we can help.

New Business

Ushers are needed for commencement. The shifts are 12:30-3:30 PM for shift 1 and 12:30-6:00 PM for shift 2. Shift 1 pays $50 and shift 2 pays $75. If you are interested, e-mail Suzanne Pressel.

HR has blue binders that we can use for replacements or for new Staff Council members.

Discussion/Announcements

We will have our last official meeting in June. This is the meeting that new members are invited to attend and certificates are distributed to the outgoing members.

Chris asked that the end-of-year reports be ready to hand in at the May meeting.

The next meeting will be Tuesday, May 29, 1:30 PM in UC 206.

Adjournment

A motion to adjourn the meeting at 2:45 PM was made by Yvonne and seconded by Tony.

Approved Minutes
May 29, 2007

Present: Christine Crews, Gail Cummings, Yvonne Floyd, Linda Lefler, Frank Nagy, Dave O'Grady, Bea Purcell, Sara Rhoades, Lisa Staples, Virginia Thomas, Angela Torres

Call to Order
Dave O'Grady called the meeting to order at 1:45 pm.

Announcements
Dave read the resignation letter from Julie Weinzapfel. She had to step down from her position in Staff Council because she has been promoted to an administrative position in the Procurement and Distribution Department.

Dave read the memoriam for George R. Mills, retired Media Services technician. Mr. Mills passed away April 26, 2007. He was employed as a Media Services technician for USI from August 20, 1974 to July 1, 2004. Mr. Mills was a loyal and respected member of the USI family, and a valued member of Media Services. The Staff Council wishes to express to his family its sincere sympathy and condolences, and further expresses appreciation for the service and dedication which he provided to the University.

Approval of Minutes
Sara approved and Christine seconded the minutes of April 24, 2007 as amended.

Committee Reports
Economic Benefits
Dave reported that the committee needs to work on and research how other Universities are offering benefits to the employees.

Employee Relations
Sara reported that the picnic is over. The winners for the door prizes and the Eagles auction are listed below.

Door Prize – Loft Gift Certificate

Terry Hayden	Physical Plant
Steve Bridges	Business Office
Gail Cummings	Nursing
Willie Dortch	Physical Plant
Julie Brauser	Extended Services
Donna Koewler	Special Events

	Carol Schmitt	Computer Center
	Cheryl Griswold	Liberal Arts
	Mallika Gopinath	Computer Center
	Carolyn Campbell	Registrar's Office

Door Prize – Geraniums

	Mandi Fulton	Athletics
	Sarah Longnecker	Athletics
	Laura McDaniel	Admissions
	Kim Reddington	Athletics
	Amy Smith	Foundation
	Mary Ann Wehmer	Nursing
	Greg Murphy	Business
	Markay	Extended Services
	Peggy Harrel	Graduate Studies
	Jeff Thomas	Teacher Education
	Beth Thompson	Nursing

Eagles Auction

Keramos Vase	Arlene Fortune	Liberal Arts
Petunia Flat	Emily Holt	Nursing
Ice Bucket/Glasses	Steve Elsfelder	Physical Plant
Mulch	Mark Razor	University Division
Pedicure Set	Ginny Bryant	Development
Loofa Set	Rene Koressel	Career Placement
Popcorn Maker	Ed Scharf	Web Services
Candle/CD Set	Karen Brake	Student Health Center
Rain Gauge	Tony Russ	Physical Plant
Wind Chimes	Karen Altstadt	Printing Services
Sandwich Maker	Donna Jobe-Banks	Liberal Arts
Pink Impatience Flat	Matt Gregory	Judicial Affairs
Earring Sets	Becky Whited	ESLI
Necklace	Russ Mason	Physical Plant
Campbell Soup Tureen	Larry Green	Physical Plant
Petunia & Dianthus Arrangement	Janet Duncan	Procurement
Glass Chess Set	Linda Dillbeck	Business
New Harmony Glasses	Larry Wildeman	Physical Plant

<u>Nominating</u>

We will have 19 members for next year. Linda passed out the list of new Staff Council members who will each serve a two year term.

2007-2009

Becky Ball	Samoa Hempfling	Dave O'Grady
Vicki Bierley	Kristin Lewis	Tammy Oliver
Brian Brown	Terry Martin	Sheree Seib
Carol Evans	Pam Moore	

Old Business

Logo

Staff Council voted on a logo. Terri Alvey would like to be named as the designer for the logo, but she is not seeking any payment for the design.

Recognition Award

An e-mail has gone out and information has been placed in the University notes about the award. The information and form are now on the Staff Council website.

Adopt-A-Spot

Bea passed around a watering schedule. She feels that we could use a different sprinkler head. It was suggested that Don Fleming be contacted about getting a new sprinkler head.

Retreat Lunch

Angela suggested using Sodexho for the Staff Council retreat lunch. She feels that it would be easier to get the food and pay for it. Yvonne moved to approve that we use Sodexho, and Christine seconded the decision. All approved the use of Sodexho for the lunch.

New Business

Budget

The Staff Council budget is currently housed in HR. It was suggested that we discuss at the retreat the possibility of setting up our own budget.

Logo Unveiling

We would like for Annie Krug to present our new logo at the fall meeting either before or after the Staff Council Chair presents the members. Dave suggested having buttons made up with Staff Council and the new logo printed on them. These buttons could then be handed down year after year. The buttons should have the magnetic backings. It was suggested that we could hand out to the staff mouse-pads with the new logo.

Bulletin Boards

Yvonne asked if it would be possible to set up a bulletin board specifically for Staff Council's use. We could then post minutes and award winners on it. Sara suggested putting up bulletin boards in the break rooms across campus.

Discussion/Announcements

The next meeting will be Tuesday, June 26, 1:30 PM in UC 206.

Adjournment

A motion to adjourn the meeting at 2:35 PM was made by Lisa and seconded by Gail.

Approved Minutes
June 26, 2007

Present: Jeri Broshears, Christine Crews, Deanna Engler, Yvonne Floyd, Chris Jines, René Koressel, Linda Lefler, Dave O'Grady, Bea Purcell, Lisa Staples, Angela Torres

New Members: Becky Ball, Brian Brown, Carol Evans, Samoa Hempfling, Kristin Lewis, Terry Martin, Pam Moore, Tammy Oliver

Guest: Donna Evinger

Call to Order
Chris Jines called the meeting to order at 1:35 pm.

Approval of Minutes
Dave approved and Lisa seconded the minutes of May 29, 2007, as amended.

Committee Reports
Economic Benefits
Dave reported that the committee is looking at the call back time policy for clarification. Donna is to get back with us on what she finds for USI's actual policy and how it is interpreted by different managers around campus.

Employee Relations
Yvonne reported that the committee did not meet this past month. The last big event was the employee picnic. René mentioned that we might want to check with car dealerships to see if one might loan us tents for next year. Linda reported that we did not receive a chargeback for the work performed by Physical Plant this year. We will need to remember to contact Miles Mann next year to ask about donating the work. We save about $600 if the work is donated.

Nominating
Linda reported that everyone nominated agreed to serve on Staff Council for the two-year term. She will not be returning next year, so she has put together a notebook with instructions that she will pass on.

Old Business
Logo
The logo is finished and on disk. We would like to present it to the staff at the fall meeting. Annie Krug had said that she would be happy to present the logo. We will

need to decide at the retreat how we will want to present it. A suggestion was made to put the logo on mousepads and distribute them to the staff. Terry recommended that we not only put the logo but also the Staff Council website on whatever we hand out. We had also discussed using the logo to get buttons made for Staff Council members. The buttons would be passed down each year. Dave is to contact Printing Services to see if they are capable of printing up mousepads, and if so, how much it would cost. There are approximately 340 support staff members. Terry suggested getting additional mousepads printed so that we will have them to hand out to new hires. If Printing Services does not print mousepads, we should check with Annie as to where we can get the best deal.

Recognition Award

Friday is the deadline for nomination forms to be turned in for the Support Staff Employee Recognition Award. We have received eight nominations so far. Dave asked about the time period that the award covers. It covers the previous year's work, so for this year, the nominations will be for work performed from July 2006 – June 2007. We will present the award at the fall luncheon that is scheduled for August 14th. Linda commented that we will need to let CJ Regin and Linda know the names of the nominees so that we can have a special table and nametags made up for them. We also want to make sure that reservations for the meals are not duplicated. Yvonne suggested that we not have special tables. She suggested we have the nominees stand up to be recognized.

We still need to get a trophy. Yvonne deals with Sue Ann at Tri-State Trophies when ordering for the Athletics Department. Chris will send out an e-mail to see who would be available to go get a trophy. She will aim at going sometime next week.

Adopt-A-Spot

Bea moved the hose to a closer spot. She now has a key. Let her know if you want to help with watering the spot.

Hotel Information Boards

Karen brought up the idea last fall about having hotel information boards posted around campus, especially during new student orientations. There is supposed to be someone in housing that is always on call and will get students who planned to stay on campus settled in after hours.

Retreat Lunch

Angela will be contacting the members to find out preferences for the retreat lunch.

New Business

Attendance

We have had poor attendance this year. Chris reminded everyone that we can be removed from Staff Council if we miss three meetings. After Chris gave the budget presentation, President Hoops said that he is pleased with Staff Council, so we are getting recognition. Chris encouraged everyone to make it to all the meetings. She also

suggested that HR send a note to all the members' supervisors stating the times and dates of the meetings to help encourage support of the members' attendance.

Chris passed out the annual report and a list of the Staff Council members serving on the 07-08 term. The report will be voted on for approval at the retreat.

Binders were handed out to new members.

Discussion/Announcements

Chris has four tickets to give away to a Staff Council member for the Otters game this Thursday.

The tentative agenda for the retreat is to start with an ice breaker by Dr. Joe Palladino. Mark Rozewski will talk to us about the USI master plan. Cindy Brinker will give us updates on the budget requests. Debbie Clark will discuss the duties of the Staff Council Chair. Dave will talk about the Economic Benefits Committee, Linda the Nominating Committee, and Sara the Employee Relations Committee. Chris will discuss the process of the Staff Recognition Award. In the afternoon we will vote for officers and approval of the annual report.

Donna handed out to the out-going Staff Council members certificates signed by President Hoops and Mark Rozewski. The following members received certificates: Deanna Engler (2005-2007), Yvonne Floyd (2003-2007), Chris Jines (2003-2007), Linda Lefler (2005-2007), Bea Purcell (2005-2007), Dave O'Grady (2005-2007), Karen Anderson (2005-2007), Gail Cummings (2005-2007), and Sara Rhoades (2005-2007).

The next meeting will be the annual retreat on Tuesday, July 31. The retreat will run from 9 AM – 4 PM in RL 0017.

Adjournment

A motion to adjourn the meeting at 2:21 PM was made by Yvonne and seconded by Deanna.