



Approved Minutes
August 25, 2009

Present: Chris Jines, Melissa Miller, Michelle Herrmann, Charlene Kaufman, Terri Alvey, Mary Ann Bernard, Debbie Whiteside, Samoa Hempfling, Angie Goebel, Donna Dippel, Shannon Hoehn, Jeri Broshears, Cynthia York and Pat Zimmerman from Human Resources.

CALL TO ORDER

Chris Jines called the meeting to order at 2:04 p.m.

Approval of July 28, 2009 minutes with corrections, motion by Michelle Herrmann, seconded by Samoa Hempfling.

Economic Benefits Committee: Shannon Hoehn reported for Chair, Frank Nagy. Frank will be meeting with Zoe Sipes regarding guidelines for the upcoming compression study. Charlene Kaufman asked if the committee is still pursuing information on reciprocal agreements with Purdue, IU, IUPUI and Ball State concerning retirement and short term disability. Shannon Hoehn agreed to contact Faculty Senate for information they may already have with regard to reciprocal agreements.

Employee Relations: Archibald's Closet drive is set for September 14-25, 2009. Subcommittees were established to publicize the drive on campus and distribute boxes and posters.

Nominating Committee: Angie Goebel stated that the Nominating Committee will begin meeting just before Christmas break. One candidate name for Staff Council has already been received.

Web Committee: No Web Committee report.

Old Business: No old business.

New Business: Chris Jines received an ADA compliance complaint regarding a curb which does not comply which is on the boulevard between the old and new libraries. Chris has contacted Doug Goepfner and he agreed to refer the inquiry on to Miles Mann. Chris followed up with Doug and was advised that an asphalt or concrete ramp would be installed as soon as possible.



Shannon Hoehn related a security concern involving an August 24 incident in which distance education had arranged for an escort with campus Security for a student worker proctoring a non-credit computer proficiency test ending at approximately 10 pm. Campus Security apparently did not follow through on the escort and Steve from Physical Plant eventually escorted the student worker to her car. It was generally agreed that the situation was highly unusual.

Discussion/Announcements: Samoa Hempfling challenged the council to come up with ideas and activities that would restore familiarity among staff. Discussion of office retreats, name tags, department scavenger hunts and department ice breakers followed. Chris Jines stated that the growth at USI has mostly contributed to the loss of the small town school feeling. One possibility is to build this initiative into the 20th Anniversary Celebration. Charlene Kaufman suggested that a department scavenger hunt could be introduced at the staff picnic and then awards given at the Employee Appreciation Luncheon. Special permission would need to be obtained as there is a set program for the luncheon and Staff Council does not have control of that meeting. It was generally agreed that not just the anniversary committee, but all of staff council, will develop these activities. Ideas will be collected at the next meeting

Chris Jines gave feedback on the strategic plan breakout sessions. The strategic plan was initiated by the board of trustees. The overall consensus is that follow through and what is done with the information gathered is of most importance. Chris offered a reminder that contributions of stories, issues and concerns can be made online.

Meeting adjourned with motion by Charlene Kaufman and seconded by Shannon Hoehn.

Respectfully submitted,

Cynthia York, Secretary



Approved Minutes
September 23, 2009

Present: Samoa Hempfling, Michelle Herrmann, Terri Alvey, Angie Goebel, Julie Bordelon, Cyndi Brinker, Donna Dipple, Kathi Goen, Shannon Hoehn, Kim Jost, Charlene Kaufman, Debbie Whiteside, Michelle Miller, Frank Nagy, Catherine Vaughn, Jeri Broshears, Kim Armstrong, Jacki Spainhour, Linda Bennett, Stephen Woodall and Donna Evinger.

CALL TO ORDER

Samoa Hempfling called the meeting to order at 2:00 p.m. Staff Council members introduced themselves and the floor was opened to Dr. Linda Bennett.

Approval of the August 25, 2009 minutes was motioned by Michelle Herrmann and seconded by Jacki Spainhour. Motion Passed.

Linda Bennett

Dr. Bennett discussed more internal communication on campus and the strategic plan that is currently underway. She expressed an interest in returning to speak to Staff Council to discuss university changes. She also expressed the desire to have an "interactive campus" where everyone – faculty, staff & administrators – can bring ideas to the table. Dr. Bennett also wanted to promote attendance at the Inauguration on October 15th.

Dr. Bennett spoke until 2:20 pm and then opened the floor to Cyndi Brinker and Stephen Woodall. Dr. Bennett then left the meeting.

Cyndi Brinker/Stephen Woodall

Cyndi Brinker and Stephen Woodall spoke about the Inauguration events for October 15th. The date of Thursday, October 15, 2009 was chosen due to the fact that Thursdays at 3:00 pm offer the lowest number of classes in session. That way, as many students, faculty, and staff as possible would be able to attend.

Staff Council was the first to be informed of a bus system for October 15th established to allow faculty, students, and staff to park at the old Wal-Mart and be shuttled onto campus.

The object of the bussing system is to leave space for the invited delegates to park on campus (Lot C will be reserved parking). The buses will be furnished by New Image Travel and will operate from 7:00 am until 7:00 pm, every 15 minutes and provide coffee and donuts. A deputy sheriff will also be onsite watching the vehicles.

An online reservation has been established to determine how many people will park off-campus.

Cyndi and Stephen opened the floor for questions and comments from the members of Staff Council. Among the suggestions were multiple stops for the bus route and accommodations for employees who use the Children's Center.

Stephen Woodall ended the discussion with an offer to come back and speak to Staff Council in the future.



Economic Benefits Committee

Shannon Hoehn presented information on the proposed tuition exchange program, including University of Evansville's Tuition Exchange Program. The committee has elected to do further research into institutions throughout Indiana which have comparable tuition and fees/academic programs, including IU and Purdue – which were not on the U of E tuition exchange list.

Frank Nagy informed everyone that HR is still looking into short term disability. Donna will attend the next EBC meeting to discuss the compression study.

Employee Relations

Jacki Spainhour updated on the progress of the Archie's Food Closet drive. This year the ERC is trying to catalog items that are collected for the closet. The drive ends on Friday, September 25, 2009.

Nominating Committee

No Report

Web Committee

No Report

Old Business

ADA Compliance – the ramp has been installed along the side of the old library for wheelchair access

Security issue – Chris Jines has spoken to the security office and listened to the tape related to this situation. It has been determined that when requesting assistance from the security office, one must specify exactly what the request entails. Through discussion, many Staff Council members showed concern for areas where security was not present, such as the Education Building where there are no blue boxes or emergency areas indicated.

New Business

Continuing Education for support staff – tabled until next meeting on October 28th.

Discussion/Announcements

The next Staff Council meeting will be held on October 28th in UC 214 from 2:00 pm – 3:00 pm.

Meeting adjourned with a motion by Frank Nagy and seconded by Charlene Kaufman.

Respectfully submitted,
Samoa Hempfling, Vice Chair



Approved Minutes
October 28, 2009

Present: Chris Jines, Cynthia York, Julie Bordelon, Angie Goebel, Donna Dippel, Jacqueline Spainhour, Debbie Whiteside, Terrie Alvey, Lorie Van Hook, Kim Jost, Shannon Hoehn, Charlene Kaufman, Samoa Hempfling, Frank Nagy, Kim Shelton, Catherine Vaughan and Donna Evinger with guests Sheree Seib, Donna Moore, Karen Alstadt and Rose Scruggs

CALL TO ORDER

Chris Jines called the meeting to order at 2:02 p.m.

Guest Presentation: Rose Scruggs presented for the USI Diversity Committee. The committee replaces the Affirmative Action Committee with a focus on legislative mandates regarding recruitment and retention of faculty, staff and students. Creation of the committee starting with a survey was outlined. The vision statement was distributed, read and reviewed. Ideas about how the Diversity Committee may dovetail with the University Strategic Planning Committee were shared. A website will be forthcoming. Diversity Committee members left the meeting at the conclusion of the presentation.

Approval of September 23, 2009 minutes with corrections, motion by Charlene Kaufman, seconded by Shannon Hoehn.

Economic Benefits Committee: Reported by Shannon Hoehn. The committee's current focus is the upcoming compression study. Scheduling conflicts have caused the committee meeting to be rescheduled three times but the meeting is to take place tomorrow, October 29, 2009. Chris Jines urged the committee to narrow priorities for the budget presentation. Ideas include pay raises, retirement options, short term disability and more sick hours paid out.

Employee Relations: Reported by Kim Shelton. Staff Council 20th Anniversary is the event theme for all 2010 activities. An effort will be made to have a council table to honor Staff Council founders and first officers at the employee appreciation lunch.

There were 547 items collected during the Archibald's Closet food drive. A thank you was offered to Michelle Herrmann, Kathi Goen, Donna Dippel and Debbie Whiteside for their work with the food drive.

Closing date to submit applications for the Giving Tree is November 06, 2009. To date, three applications have been received and the closing date may need to be extended to November 13. Suggestion was made to check with International Programs, Counseling and the Children's Center for applicants. Ornaments will be made the week of November 08, 2009 with gifts due back by December 09, 2009. Gift sorting will take place December 10 & 11, 2009. Gift pick-up is scheduled for December 14 & 15, 2009. Vehicles and volunteers to transport gifts may be needed.



Nominating Committee: No report.

Web Committee: No report.

Old Business: Reported by Shannon Hoehn. Per Safety and Security meeting, Building Coordinators are no longer needed due to safety innovations such as Rave, clock alarms and Simon monitors.

The Science and Education building now have signs to indicate location of the security phone. Records indicate that the phone in that area has been used once.

Discussion of safety packs was introduced. There is no university safety pack policy. Each department is responsible for compiling a safety pack if desired. Steve Woodall and Brian Morris are available to help set up a university-wide meeting on disaster preparedness and disaster kit preparation presented by the Red Cross. Donna Evinger suggested that this effort be sponsored by Staff Council and coordinated with Extended Services.

Tobacco-free campus program was discussed. Donna Evinger has been asked to reconvene the University Smoking Committee.

Donna Dippel reported on traffic appeals. Twelve citations were heard on October 23, 2009 concerning eight faculty and four staff. Eight appeals were approved.

A reminder was made regarding Inauguration parking for the installment of Dr. Linda Bennett. Buses will be running every fifteen minutes to and from the old west-side Walmart parking lot.

New Business: Chris Jines reported that Extended Services is looking at offering Certificate programs for staff, i.e., Certificate of Leadership and Certificate in Management. Discussion of what impact a Certificate would have on wages and/or reclassification followed. Donna Evinger clarified that classification is based on differences in job duties rather than employee qualifications. Personal development was noted to be one of the advantages of the program. It was agreed that an invitation would be extended to Julie Brauser to speak to Staff Council regarding Certificate programs. Council members will compile questions.

Discussion/Announcements: Debbie Whiteside and Samoa Hempfling both recounted situations where employees attempting to fill out PERF forms for retirement were unhappy with the level/quality of assistance provided by Human Resources. Donna Evinger will address with Brandyn Smith.

Meeting adjourned with motion by Julie Bordelon and seconded by Shannon Hoehn.

Respectfully submitted,
Cynthia York, Secretary



Approved Minutes
November 23, 2009

Present: Chris Jines, Cynthia York, Angie Goebel, Donna Dippel, Jacqueline Spainhour, Debbie Whiteside, Kim Jost, Frank Nagy, Catherine Vaughan, Michelle Herrmann, Jerri Broshears, Melissa Miller, Kathi Goen, Donna Evinger and visitor Jalane Weber.

CALL TO ORDER

Chris Jines called the meeting to order at 2:07 p.m.

Approval of October 28, 2009 minutes with corrections, motion by Michelle Herrmann, seconded by Catherine Vaughan.

Economic Benefits Committee: Reported by Frank Nagy. Budget presentation concerns include short-term disability, an increase in banked compensation time ceiling from 37.5 hours to 75 hours and an increase in sick time payout at retirement. The committee will vote on the top three budget proposal items at their December meeting. Frank will request statistical information via email from Donna Evinger. Chris Jines reminded the committee that the items need to be voted on by the council and that there is no council meeting in December. Chris needs information on how these items would impact the university and supporting statistics as soon as possible in January so she can prepare for the budget presentation in February.

Employee Relations: Reported by Jacqueline Spainhour. The Giving Tree deadline has been extended to November 25, 2009. Debbie Whiteside is storing the presents in the Education building. There are eight tree locations on campus this year.

Game ideas for the staff council picnic include pin the tail or the beak on Archie. No meeting is scheduled for December but in January the committee will further discuss having clowns at the picnic.

Nominating Committee: No report.

Web Committee: No report.

Old Business: Reported by Donna Evinger. Donna and Chris Jines met to discuss the compression study. Length of service, length of time at job level, grade and title all have to be looked at. It was mentioned that a compression study may or may not be the best vehicle to gain staff rate increases. Donna needed the date of the next Economic Benefits Committee meeting which was reported to be December 15, 2009.



Chris Jines reported that she and Brandyn Smith will be meeting the second week in January 2010 to contact the Red Cross about a university wide presentation on emergency preparedness.

New Business: The council voted unanimously to pursue both the certificate program(s) as well as an increase in compensation for education increments. Currently, an associate's degree constitutes a wage increase of \$0.06 per hour, a bachelor's degree \$0.11 per hour and a master's \$0.15 per hour. Julie Brauser will be invited to attend the January council meeting to discuss the certificate program.

Discussion/Announcements: Mary Ann Bernard will serve on the new Environmental Sustainability Committee. Julie Bordelon and Don Broshears will serve on the Smoking Committee.

Announcement of the new provost is expected after the Thanksgiving break. The next Staff Council meeting will be held on January 27, 2010.

Meeting adjourned with motion by Kim Jost and seconded by Kathi Goen.

Respectfully submitted,

Cynthia York, Secretary



Approved Minutes
January 27, 2010

Present: Chris Jines, Cynthia York, Angie Goebel, Donna Dippel, Jacqueline Spainhour, Debbie Whiteside, Kim Jost, Frank Nagy, Catherine Vaughan, Michelle Herrmann, Melissa Miller, Donna Evinger, Shannon Hoehn, Mary Ann Bernard, Terri Alvey, Charlene Kaufman, Julie Bordelon and Samoa Hempfling

CALL TO ORDER

Chris Jines called the meeting to order at 2:01 p.m.

Approval of November 23, 2009 minutes as submitted, motion by Frank Nagy, seconded by Charlene Kaufman.

Economic Benefits Committee: Recommendations for the 2010 budget presentation were reported by Shannon Hoehn. Materials outlining four proposals were distributed. Proposal one: 1-3% Wage increase for all support staff. Majority of the council voted in favor of a 3% increase. Proposal two: Increase in the incentive pay for degree completion of an A.S., B.S. or M.S. Majority of the council voted in favor of proposing increases from \$.06/hr. to \$.13/hr. for A.S., from \$.11/hr. to \$.26/hr. for B.S. and from \$.31/hr. to \$.39/hr. for M.S. Proposal three: Increase compensation time bank ceiling. Majority of the council voted in favor of increasing the ceiling from the current cap of 37.5 hours to 75 hours. Proposal four: Increase sick-time payout of retiring employees. Majority of the council voted in favor of increasing the benefit from ½ up to 45 days to 2/3 up to 60 days. Since the university committee on smoking has begun meeting again, the council will not present on the tobacco free campus issue.

Employee Relations: Reported by Jacqueline Spainhour. Student Worker Appreciation Week is February 08 -12, 2010. A campus-wide reminder and certificates will be sent via email.

Jacqueline agreed to send an email request to Donna Evinger for the staff picnic budget. The proposed date for the picnic is May 19, 2010 in Carter Hall. Confirmation of the venue is pending.

The Giving Tree program assisted ten families and sixteen international students this Christmas. Included were 21 adults, 22 children, 110 gifts, and 42 gift cards. Chris Jines read and passed around a thank you card from the international students. Special thanks to Kathi Goen, Debbie Whiteside, Donna Dippel and Michelle Herrmann for their work on the Giving Tree program.



Nominating Committee: Report by Angie Goebel. Two nominations have been received for the next Staff Council ballot. An email call for nominations is scheduled to go out on February 08, 2010 with a February 26, 2010 deadline. Donna Evinger will send an email to staff managers to encourage their support of employee service on the Council. It was agreed that nominations should be reviewed to ensure equal campus representation.

Web Committee: No report.

Old Business: Kim Jost inquired about the emergency preparedness presentation. Chris Jines reported that to date she has not received a response from the Red Cross. Spring break may be the best time to schedule a training session. Linda Cleek may be a good contact on campus as she was previously involved in facilitating a first responder certification course at USI.

New Business: None.

Discussion/Announcements: Julie Brauser will try to attend the February Staff Council meeting to discuss professional development options.

Chris Jines will be presenting the budget proposal on Monday, February 15, 2010 at 9:15 am. Council members are encouraged to attend. Discussion took place to determine the order of budget proposal items according to priority. A majority of the Council voted to leave the order as presented in the handout: #1 3% support staff wage increase, #2 increase in incentive pay for degree completion, #3 increase the compensation time bank ceiling from 37.5 hours to 75 hours. #4 increase sick-time payout of retiring employees from ½ up to 45 days to 2/3 up to 60 days.

Donna Evinger requested that the council note that Ball State is the only other school in Indiana offering a sick-time payout.

The Council agreed to change the wording of budget proposal #2 to indicate that existing staff pay be adjusted and that funding would commence upon degree completion to fit the new funding formula.

Meeting adjourned with motion by Frank Nagy and seconded by Donna Dippel.

Respectfully submitted,

Cynthia York, Secretary



Approved Minutes
February 24, 2010

Present: Chris Jines, Cynthia York, Angie Goebel, Donna Dippel, Jacqueline Spainhour, Debbie Whiteside, Frank Nagy, Catherine Vaughan, Michelle Herrmann, Melissa Miller, Donna Evinger, Shannon Hoehn, Mary Ann Bernard, Terri Alvey, Charlene Kaufman, Julie Bordelon and Samoa Hempfling and Jeri Broshears

CALL TO ORDER: Chris Jines called the meeting to order at 3:01p.m.

Approval of January 27, 2010 minutes with corrections, motion by Frank Nagy, seconded by Debbie Whiteside.

Economic Benefits Committee: The Committee did not meet in February. Chris Jines reported on the February 16, 2010 budget presentation stating that the charts and graphs provided by the Council were well received. President Bennett said that our retirement may be scrutinized by the legislature in light of what happened with Purdue. The remaining three proposals drew no immediate comment.

Employee Relations: Jacqueline Spainhour reported on the Staff Picnic to be held May 19, 2010 from 11 a.m. to 1 p.m. in Carter Hall. A tentative menu has been discussed with Catering Manager, Ann Fisher. Hamburgers, hot dogs, macaroni and cheese, baked beans, chips, sheet cake and ice cream with iced tea or water can be offered for \$4.25 per person. Using this menu, the cost per person would be less than last year's and is feasible under the \$2,900 line item budgeted for the event. Variations on the vegetarian offering of macaroni and cheese were discussed and it was noted that adding fresh vegetable trays would increase the cost per person by about \$1.00. Chicken was suggested as an alternative for hot dogs since most people like chicken and think it would be a better choice. Pricing to replace the hot dogs with chicken or chicken salad will be explored.

The cake decoration will reflect the 20 year birthday of the Council. Students may be showcased for entertainment which could include clowns, balloon animals and magic acts at a projected cost of \$100. Gift bags with tissue along with boxes wrapped as presents will serve as table decorations.

It was confirmed that invitations to original Staff Council members would be sent for the Fall luncheon and not the Staff Picnic.

Melissa Miller advised that Access USI reported on Student Worker Appreciation week including an interview with a student worker from the Registrar's Office.



Nominating Committee: Michelle Herrmann reported that six nominations have been received and that two Council members are willing to stay on. A reminder email will go out tomorrow, February 25, as well as a support email from Donna Evinger to personnel managers. The new nominations deadline is March 5, 2010.

Web Committee: No report.

Old Business: Chris Jines explained that Julie Brauser has sent the professional development proposal to President Bennett but has not received any feedback to date. Julie's schedule would not permit her to attend today's meeting.

No reply has been received from Brian Morrison with regard to the pending emergency preparedness presentation. The presentation will be offered by the Red Cross at 11 a.m. and 1 p.m. Thursday, March 11, 2010 in Carter Hall D. Donna Evinger suggested that Steve Woodall be contacted as well.

New Business: As a reminder, Chris Jines reviewed the Fund Raising Policy managed by the University Office of Development. The entire policy is available in the University Handbook and also on the Foundation web page.

Catherine Vaughn volunteered to serve as the Staff Council representative on the University Wellness Committee with Dave Enzler and Donna Evinger. Charlene Kaufman also expressed interest in the term post which ends July 01, 2011. The Committee will be expanding its mission beyond the oversight of the Wellness Fair to promote a healthier campus overall.

Discussion/Announcements: Mary Ann Bernard, Secretary of the Environmental Stewardship Committee, brought it to the Council's attention that the University spends a quarter of a million dollars a month on Vectren services. A two month lab test showed a savings of several hundred dollars resulting from shutting computers down at night. The Committee would like to encourage everyone to shut their computers down, when possible, before leaving for the day.

Donna Evinger responded to Jacqueline Spainhour's inquiry about why Human Resources did not issue a notice of an increase in federal tax. Donna explained that there actually was no federal tax increase. In March of 2009, as part of the Federal Stimulus Package, a tax cut went into effect and was applied over the remaining 9.5 months of 2009. Going into 2010, the same amount was applied but had to be spread over 12 months creating a smaller credit. Donna



added that depending on individual circumstances, the change was not immediately evident on all payroll checks which may have added to employee confusion.

The next meeting of the Staff Council will be March 24, 2010 at 2 p.m. in UC214.

Meeting adjourned at 3:48 p.m. with motion by Frank Nagy seconded by Julie Bordelon.

Respectfully submitted,

Cynthia York, Secretary



Approved Minutes
March 24, 2010

Present: Chris Jines, Samoa Hempfling, Cynthia York, Angie Goebel, Donna Dippel, Jacqueline Spainhour, Debbie Whiteside, Frank Nagy, Catherine Vaughan, Michelle Herrmann, Melissa Miller, Donna Evinger, Kim Jost, Mary Ann Bernard, Terri Alvey, Kathi Goen, Julie Bordelon, and Jeri Broshears

CALL TO ORDER: Chris Jines called the meeting to order at 2:03 p.m.

Approval of February 24, 2010 minutes as submitted, motion by Kathi Goen, seconded by Julie Bordelon.

Economic Benefits Committee: The Committee did not meet in March.

Employee Relations: Jacqueline Spainhour reported that the staff picnic planned for May 19, 2010 from 11 a.m. to 1 p.m. in Carter Hall will be changed due to a conflict with President Bennett's schedule. The new tentative date is May 18, 2010 from 11 am to 1 pm in Carter Hall. Jackie will send an email confirmation of the new date as soon as it is approved by Donna Koewler with Special Events and Ann Fisher with Catering.

Nominating Committee: Michelle Herrmann reported that eleven candidates have agreed to be on the ballot. Biographies are due from the candidates in mid April. The voting is set for early May.

Web Committee: No report.

Old Business: Chris Jines reported that the Professional Development proposal remains with President Bennett. To date, no response has been received.

The Emergency Preparedness presentation by the Red Cross went well. Steve Woodall from USI Security and Bryan Morrison from USI Risk Management and Safety also spoke. Suggestions such as keeping batteries in the freezer and keeping three days of medications on hand were discussed.

New Business: Chris Jines reported that a call has gone out for additional Employee Ambassadors as well as an Ambassador Coordinator. Ambassadors take new support staff on campus tours and provide information and fast facts about USI. Samoa Hempfling volunteered to act as Coordinator while Jacqueline Spainhour, Debbie Whiteside, and Kathi Goen volunteered to serve as new Ambassadors. It was noted that Physical Plant conducts their own campus tours to include third shift workers.

Julie Bordelon reported on the following recommendations proposed by the University Smoking Committee:

1. No tobacco use on campus
2. Tobacco use on campus only in vehicles
3. Tobacco use on campus only in vehicles and in parking lots



4. Tobacco use on campus only in strategically placed, designated areas
5. No change in campus tobacco use policy

Discussion followed with regard to enforcement as well as smoker's rights and second hand smoke. Donna Evinger reiterated that restrictive policy with regard to tobacco use on campus does not work whereas education does. Free nicotine patches and smoking cessation classes are currently available on campus but the university community is not well-informed of these services. Constituent groups need to be listened to, surveyed and then educated. USI is the only university in Indiana without a tobacco free or smoke free policy.

Discussion/Announcements: The Council voted to keep the current "Adopt-A-Spot" location bordering the square outside of the forum building. The Home Depot plant give away is Saturday, May 1, 2010. Kim Jost and Chris Jines volunteered to pick up the plants but all interested council members are welcome. Free coffee and donuts will be available.

Teri Alvey suggested that the background of the Staff Council website be changed from red to blue. Chris Jines agreed to check with Sheree Seib on the background color.

The next meeting of the Staff Council will be April 28, 2010 at 2 p.m. in UC214.

Meeting adjourned at 3:59 p.m. with motion by Kim Jost seconded by Debbie Whiteside.

Respectfully submitted,

Cynthia York, Secretary



Approved Minutes
April 28, 2010

Present: Chris Jines, Samoa Hempfling, Debbie Whiteside, Melissa Miller, Donna Dippel, Terri Alvey, Angie Goebel, Kim Armstrong, Michelle Herrmann, Julie Bordelon, Catherine Vaughan, Kim Jost, Jacqueline Spainhour, Samoa Hempfling and Donna Evinger.

CALL TO ORDER: Chris Jines called the meeting to order at 2:06 p.m.

Approval of March meetings minutes with corrections, motion by Catherine Vaughan and seconded by Julie Bordelon.

Economic Benefits Committee: The Committee met and discussed short-term disability and the compression study. The compression study was put on hold again. It is hard to find information because of titles being different and information being outdated. The compression study was discussed to see if it is really viable to go ahead with. Human Resources has two proposals ready for employees to look at for short-term disability.

It was also discussed what ways we can get the word out to support staff for them to know what benefits are available on campus. Also, it was suggested to Economic Benefits that they work on ways the different departments on campus can save money. Maybe have a contest to see who can come up with the best idea to save their department money.

Employee Relations: The Staff Council Employee Picnic will be held on Tuesday, May 18th. We will be meeting at 9:00 a.m. to decorate. WSWI radio station will be coming. A magician will be performing two times during the luncheon. Donations to Archibald Closet will be accepted.

Nominating Committee: Michelle Herrmann reported that eleven candidates have agreed to be on the ballot. Biographies are due from the candidates in mid April. The voting is set for early May.

Web Committee: No report.

Old Business: Professional Development Certificate is a go. It will be one morning a month for three or four hours and will last for ten months.

Nominations for Employee Recognition are still being accepted. Two have been received.

Storage for Staff Council will be in PAC 023.

All subcommittee end of year reports need to be to Chris before next meeting.

Pick up for Staff Council's Adopt-a-Spot will be held on Saturday at 9:00 a.m. at the west side Home Depot.

New Business: Fall Luncheon will be held on Thursday, August 12, 2010. Donna & Chris will send a "save the date" postcard to the original Staff Council members.



Chris asked for volunteers for the July Staff Council Retreat. Need volunteers for the food, room reservation and ice breaker. Samoa volunteered to organize the ice breaker; Kim volunteered to get the food and Melissa will schedule a room. It will be held the last Wednesday in July.

Samoa spoke about the Ambassador Program. Tours for three new employees had been given. She would like to have more volunteers to give the tours. It will take about 30-45 minutes to give a tour. She is in the process of organizing the program better.

A sign-up sheet was sent around to sign up to water the Adopt-a-Spot.

Discussion/Announcements: None

The next Staff Council meeting will be on May 26 at 2 p.m. in UC 206.

The meeting was adjourned with a motion by Donna Dippel and seconded by Julie Bordelon.

Respectfully submitted,

Cynthia York, Secretary



Approved Minutes
May 26, 2010

Present: Chris Jines, Cynthia York, Samoa Hempfling, Debbie Whiteside, Melissa Miller, Donna Dippel, Angie Goebel, Michelle Herrmann, Shannon Hoehn, Catherine Vaughan, Frank Nagy, Jacqueline Spainhour, Charlene Kaufman and Mary Ann Bernard.

CALL TO ORDER: Chris Jines called the meeting to order at 2:06 p.m.

Approval of April meeting minutes with corrections, motion by Charlene Kaufman and seconded by Michelle Herrmann.

Economic Benefits Committee: No May meeting.

Employee Relations: Jacqueline Spainhour reported on the Staff Council Employee Picnic. Over 500 items were collected for Archibald's Closet. The magician was well received and there has been very positive feedback on the picnic in general. The committee will meet in June.

Nominating Committee: Angie Goebel reported that 358 electronic ballots were sent out. One reminder to vote was sent. A total of 139 responses were received. Newly voted members for the 2010/2011 year are: Bobbie Brown, Extended Services; Julie Bordelon, ITS; Sylvia Dillworth, Admissions; Brandan Garrison, Special Events; Angie Goebel, Travel; Chris Jines, Career Services; LaVerne Jones, News and Information Services; Peggy Mahrenholz, Extended Services; Katie Mathew, Business Affairs; Susan Todd, Admissions; Amanda Wildeman Mitchell, Business Office. Catherine Vaughan, Library, is the alternate.

Web Committee: No report.

Old Business: Registration for the Professional Development Certificate Program will begin soon. It is in the hands of Human Resources. Participants must attend all ten classes. Discussion of a possible campus information session followed. Chris will email a class list to council members and will check to see if Julie Brauser would like to address the Council with regard to the certificate program.

Melissa Miller has reserved HP1079 for the Staff Council Retreat on July 28, 2010 from 9 a.m. to 4 p.m. Samoa Hempfling is working on the ice breaker and Kim Jost continues to work on the food with Eagle Express.

Fall Support Staff Luncheon will be held on Thursday, August 12, 2010. No information on whether Donna Evinger has taken any action on the ad hoc and first officer's invitations.



New Business: Eleven nominations have been received for the Employee Recognition Award.

Chris Jines read a letter concerning compensation time versus a forced flex schedule. A discussion of Handbook policy and differences between departments followed.

Angie Goebel raised a question brought to her by a co-worker who was required to take vacation time to interview for another on-campus position. It was assumed that this requirement most likely falls within the individual supervisor's discretion (subject to confirmation).

Discussion/Announcements: Chris Jines handed out the Council Year-End Report and requested that corrections and additions be brought to the next meeting for approval.

Chris Jines read a letter of resignation from Kathi Goen.

The next Staff Council will be on June 23, 2010 at 2 p.m. in UC 206.

The meeting was adjourned with a motion by Frank Nagy and seconded by Angie Goebel.

Respectfully submitted,

Cynthia York, Secretary



Approved Minutes
June 23, 2010

Present: Chris Jines, Samoa Hempfling, Shannon Hoehn, Charlene Kaufman, LaVerne Jones, Michelle Herrmann, Angie Goebel, Debbie Whiteside, Amanda Mitchell, Bobbie Brown, Peggy Mahrenholz, Jacki Spainhour, Mary Ann Bernard, Melissa Miller, Sylvia Dillworth, Susan Todd, Kim Jost, Brandan Garrison, Catherine Vaughan, Donna Dippel, Julie Bordelon and Donna Evinger

CALL TO ORDER: Chris Jines called the meeting to order at 2:04 p.m.

Introduction of members of Staff Council for 2010-2011

Chris discussed mandatory attendance of the July 28th Retreat.

Approval of May meeting minutes with corrections, motion by Mary Ann Bernard and seconded by Charlene Kaufman.

Economic Benefits Committee: The Economic Benefits Committee met on Tuesday, June 22. Donna Evinger attended their meeting and reported that 40 reclassifications (administrative and support) were approved this year.

The status of the voluntary Short Term Disability insurance was also discussed in the meeting. HR has narrowed it down and is seeking the rates of two companies.

A more convenient location for the Deaconess Concern EAP was also discussed. Donna Evinger said that location was one of the questions of the renewal process, taking place July 1. She will keep us apprised of this situation.

Donna also answered questions about the flex-time policy and explained that flex/comp time is on a week-by-week basis, not by pay period. It is a supervisor's discretion to arrange a flexible schedule and Donna asked that violations be reported to her so that she can investigate. It is also up to a supervisor's discretion to allow an employee to use work time, or make them use leave time, when interviewing for an on-campus position.

The compression study was put on hold again, due to difficulty finding information because of differences in job titles and outdated information. The compression study was discussed to see if it is really viable to go ahead with.

It was also discussed what ways we can get the word out to Support Staff for them to know what benefits are available on campus. Also, it was suggested to Economic Benefits that they work on ways the different departments on campus can save money. Maybe, have a contest to see who can come up with the best idea to save their department money.

The committee asked Donna to find out the status of the budget proposals (excluding the raise) recommended by Staff Council. Donna agreed to ask Mark Rozewski.

Employee Relations: ERC discussed an overview of tasks from this past year and what to incorporate next year.

Nominating Committee: No report

Web Committee: No report.



Old Business: Donna Evinger was unaware that the information for the Professional Development Certificate was in her area for evaluation of how to conduct registration, benefit coverage and work schedule details.

The July Retreat will be held in HP 1079. Speakers invited to represent include Dr. Linda Bennett, Dr. Ronald Rochon and Donna Evinger. We are still waiting on a response from Dr. Rochon. We decided not to ask Cindy Brinker or Mark Rozewski to present this year.

“Save the Date” postcards will go out to the founders and first officers of Staff Council for the Fall Employee Luncheon, being held on Thursday, August 12, 2010. Chris Jines will get with Donna Evinger on the final approval of the postcards.

New Business: After review, the “Chair’s Annual Report” was motioned for approval, as is, by Kim Jost. The motion was seconded by Shannon Hoehn.

Donna Evinger presented Certificates of Appreciation as USI Staff Council Representatives to the following outgoing members: Chris Jines, Kim Armstrong, Julie Bordelon, Jeri Broshears, Angie Goebel, Michelle Herrmann, Frank Nagy, Jacki Spainhour and Catherine Vaughan.

Chris Jines recognized Staff Council members who had perfect attendance with a certificate. The representatives were: Donna Dippel, Samoa Hempfling, Angie Goebel and Debbie Whiteside

Discussion/Announcements: The new members were dismissed from the meeting for voting on the Employee Recognition Award.

Donna Dippel posed a question she was asked by a staff member. She was asked whether benefit eligible employees will have to pay taxes on the 75% healthcare benefit, which the university provides. We will post the question to Donna Evinger at the July Retreat as a last question.

The next time Staff Council will meet, it will be at the July Retreat on July 28 beginning at 9 am in HP 1079.

The meeting was adjourned with a motion by Julie Bordelon, seconded by Angie Goebel.

Respectfully submitted,

Samoa Hempfling, Vice-Chair