



## Staff Council Meeting Minutes

June 21, 2023 – AC220

**Members Present:** Ella Avolio-Alschbach, Cindy Braker, Gloria Butz, Jamie Curry, Jennifer Day, Deirdre Hartman, Tammy Jewell, Terri Kendall, Kathleen Kinney, Pam Kobe, Dawn Paris, Charlie Walton, Madison Watson, Stephanie West, Caitlin Woolsey, Abby Yates (alternate)

**Members Absent:** Bryce Anker, Amanda Mitchell, Lauren Mygatt, Tiffany Porter, Kimberly Tanner

- I. **Approval of Minutes** - The minutes of the May 17, 2023 meeting were approved with a motion by Gloria Butz and seconded by Madi Watson.
- II. Dawn Paris welcomed everyone and led the discussion of the following items:
  - 1) Status of the Staff Council Representative election – The USI staff has elected 9 members: 6 are new to Staff Council, 2 are members who have completed their term and ran again, and 1 ran after being an alternate. There are also 8 current members who will be in their 2<sup>nd</sup> year of their 2-yr term. That leaves 3 open seats. If you are aware of anyone who may be interested in joining the Staff Council, please encourage them to contact Pam Kobe or Madi Watson.
  - 2) By-Laws final approval – Stephanie West made a motion to approve the revised By-Laws and Cindy Braker seconded the motion. The motion carried, and the By-Laws were approved. Dawn will post them on the Staff Council web page and send a copy to Sarah Will of Human Resources.
  - 3) Human Resources report from the Chair – Dawn met with Sarah Will and discussed the proposals that Staff Council put forward this year and last. Specifically regarding vacation, stipends or raises for those with increased responsibilities due to the staff shortage, the request for the 100R state form link on the HR web page, and for compensation policies to be made visible on the HR webpage. Sarah has the proposals from all three of the governance groups regarding the Athletic Fee Charge. She will be meeting with Steve Bridges, and we hope to have an update by the July retreat. There has been some testing of the new electronic timesheets with student workers, and the new “PageUp” applicant virtual training system is now live.
  - 4) Upcoming USI Fall Meeting – There will be morning snacks in the arena, and a slide show will be running continuously that will highlight upcoming events and items of interest such as the Staff Council Employee Recognition Award recipient. If you have something you might like submitted for the slide show, our new Staff Council Chair would be the person to contact.
- III. **Committee Overview** – Cindy Braker, Chair of the **Employee Relations Committee**, said the employee cookout went very well, and lots of positive feedback was received. Jamie Curry, Chair of the **Employee Benefits and Communications Committee**, is waiting to hear back from Human Resources regarding the Athletic Fee Charge.
- IV. **Election of 2023-2024 Chair** – Gloria Butz was voted in as the new Chair of the Staff Council for the 2023-2025 term. The motion was made by Deirdre Hartman, seconded by Charlie Walton, and voted in unanimously.
- V. **Informational Items** – Dawn Paris led a discussion concerning:
  - 1) The Staff Council Retreat will be July 19<sup>th</sup>. A committee is needed to plan for it in conjunction with the new Chair. Volunteers for that committee are Madi Watson, Stephanie West, Caitlin Woolsey, and Ella Avolio-Alschbach.
  - 2) Annual Report information is needed from the Employee Relations and the Employee Benefits and Communications Committees before the July retreat. Please prepare those and bring them to the retreat.
- VI. The meeting was adjourned at 1:40 after Gloria Butz motioned to adjourn the meeting and the motion was seconded by Deirdre Hartman.



## Staff Council Meeting Minutes

May 17, 2023 – Arts Center

**Members Present:** Cindy Braker, Gloria Butz, Jamie Curry, Jennifer Day, Deirdre Hartman, Tammy Jewell, Terri Kendall, Kathleen Kinney, Pam Kobe, Amanda Mitchell, Lauren Mygatt, Dawn Paris, Tiffany Porter, Kimberly Tanner, Stephanie West, Abby Yates (alternate)

**Members Absent:** Bryce Anker, Ella Avolio-Alschbach, Charlie Walton, Madison Watson, Caitlin Woolsey

- I. **Approval of Minutes** - The minutes of the April 19, 2023 meeting were approved with a motion by Deirdre Hartman and seconded by Gloria Butz.
- II. Dawn Paris welcomed everyone and asked for the status of the 2023-2025 Staff Council election.
  - 1) Pam Kobe summarized steps taken in the recent past to ask the USI support staff for staff council volunteers and nominations, as well as the ballot process. Questions were addressed, and Pam and Madi Waters will continue the next steps with Dawn's supervision.
- III. **Committee Overview** –Cindy Braker, Chair of the *Employee Relations Committee*, said that she will have a Save-the-Date put in USI Today for the June 14 Employee Cookout. There will be outdoor employee lunches such as walking tacos. Helping with expenses, Administrative Senate is going to order the dessert from Sodexo, such as ice cream and cookies. Cindy presented the results of the Employee Recognition Award nominations. We received 22 nominations, and the final four were chosen. A vote was taken to choose the winner. The winner will be announced at the Employee Cookout. Jamie Curry, Chair of the *Benefits and Communications Committee*, said she is happy to report that after Staff Council voted on the Friday following the April meeting, the Athletic Fee Charge was sent on to Sarah Will.
- IV. **Informational Items** – Dawn Paris led a discussion concerning:
  - 1) The Staff Council Retreat will be on the 3<sup>rd</sup> Wednesday of July on the 19<sup>th</sup>. This shouldn't interfere with any orientations.
  - 2) In the June meeting, we will vote on a Chair for the next term. Please contact Dawn if you have any questions about the time commitment or other topics.
  - 3) There are four candidates for the Provost search, who will present open forums from Mon, May 22 through Thurs, May 25. The governance chairs have the opportunity to meet with the candidates and ask more targeted questions relevant to issues concerning the groups represented. Gloria Butz volunteered to attend the ones that she is able to attend as our representative and help arrange for someone else to attend if she is unable.
  - 4) There are three candidates for the Dean of Students search, who will present open forums from Tues, May 30 through Mon, June 5. Deirdre Hartman volunteered to attend the ones that she is able to attend as our representative and help arrange for someone else to attend if she is unable.
- V. The meeting was adjourned at 1:50 after Terri Kendall motioned to adjourn the meeting and the motion was seconded by Cindy Braker.



## Staff Council Meeting Minutes

April 19, 2023 – RL 0005

**Members Present:** Bryce Anker, Ella Avolio-Alschbach, Cindy Braker, Gloria Butz, Jamie Curry, Jennifer Day, Deidre Hartman, Terri Kendall, Pam Kobe, Amanda Mitchell, Lauren Mygatt, Dawn Paris, Tiffany Porter, Charlie Walton, Madison Watson, Stephanie West, Caitlin Woolsey, Abby Yates (alternate)

**Members Absent:** Tammy Jewell, Kathleen Kinney, Kim Tanner

- I. **Guest Speaker** – The meeting began with a discussion led by Sarah Will, the Executive Director of Human Resources. The discussion included relevant topics currently being addressed by Human Resources and any questions the members of Staff Council had. Topics discussed were:
  - 1) The pilot program for the remote work option ends with the end of the spring semester. Please fill out the upcoming online survey that will be available in May, and also suggest to co-workers that they fill out the survey to provide important feedback. Concerns addressed included the need for appropriate resources such as providing for the use of a computer both at home and at the office. It was asked if remote work is available in the summer, and answered yes, summers may be better than through the academic year since a request can be submitted for a shorter duration. Also, the possibility of using alternative work arrangements while on leave with FMLA in place was discussed. It is important to work closely with Amy Miller of Human Resources to determine what can be put in place specific to each persons' situation.
  - 2) Sarah will look into the possibility of increasing vacation days for long-term employees with greater than a certain number of years of service. As it is a liability that requires additional funding, she will follow up with Steve Bridges and the budget team and get back to Dawn. Also discussed was the possibility of both administration and staff receiving the same 11% into their retirement account rather than administration receiving 11% and support services receiving 7%. Sarah pointed out that Staff Council can make recommendations, but to know that benefits and compensation come from the same "bucket", so if benefits increase, that will come out of what would have been a compensation increase.
  - 3) Employee awareness of benefits was discussed, and the Human Resources Benefits webpage was cited as an informative resource. Users can click on each individual benefit to find a thorough explanation of that benefit. Stephanie Wildeman and Sarah highlighted several benefits such as the Employee Assistance Program (EAP). The EAP benefits are outside of a medical plan and are available to anyone in the employee's household. Examples of EAP benefits include confidential counseling sessions, financial and legal assistance, and referrals such as those needed to find elder care. Support staff with specific questions about their retirement may schedule an appointment with Stephanie Wildeman. If needed, the employee may also be referred to the PERF or TIAA representative, who come to campus once a month. Human Resources offers informative sessions during open enrollment time in October, and they present benefit changes. They also send out information using the "USI\_Benefits@BenefitsFocus.com" email address. Employees should check that these emails are being received in their focused inbox and not elsewhere that could be missed.
  - 4) The roles and responsibilities of the Human Resources department were discussed, as was a new applicant tracking system. This will speed up the employee hiring process and free up time for the recruiter and hiring manager. The process to put paperless pay in place has begun. It will start with student workers first, followed by staff, and then faculty. Once it is fully integrated, there won't be any paper timesheets, and will be a completely web-based system. The deadline for payroll submission may be 10:00 on a Monday for the previous week, rather than due before the end of the relevant time period (as it is now).

- II. **Approval of Minutes** - The minutes of the March 15, 2023 meeting were approved with a motion by Gloria Butz and seconded by Caitlin Woolsey.
- III. **Informational Items** – Dawn Paris led a discussion concerning:
- 1) We need volunteers to form a nominating committee for 2023-2024 Staff Council membership. This involves encouraging co-workers and others to volunteer to serve as representatives of Staff Council. The committee would gather names and put together a ballot. We need a minimum of two people. Madi Watson and Pam Kobe volunteered. Madi said that she will be gone for the bulk of May. Dawn recommended that they get with Tammy Jewell to learn more about what is needed.
  - 2) To sum up several items of interest:
    - a. The Provost search is going well.
    - b. Thank you to Caitlin Woolsey for attending the most recent Data meeting, which included about 3 hours of discussion. Grey Associates is working with USI on a 3-year initiative to consolidate the collection of data and put it in an easily usable form. We are working toward collecting the same data in the same manner across the university to provide consistency.
    - c. Be prepared for increased traffic on and near campus on June 23<sup>rd</sup>. It's going to be a busy day with many visitors since the Governor of Indiana will be visiting USI and giving an address.
    - d. USI is participating in a pre-admission initiative for high school seniors, where USI will let the high school student know early that they will be admitted if they apply. Some of the bigger state universities are not participating in this initiative and we are expecting it to help increase enrollment.
- IV. **Committee Overview** –Cindy Braker, Chair of the **Employee Relations Committee**, mentioned that the Employee Recognition Award nominations are occurring now, and she will send an email out to all employees to encourage more nominations. The summer cookout was discussed including the potential number of meals needed and how we can decrease the Sodexo cost to make it reasonable (and possible). Fewer employees will be on campus in June and July than in May, so having the event the 2<sup>nd</sup> week of June could lower the costs and make it possible. Charlie Walton motioned to have the cookout the 2<sup>nd</sup> week of June on Wednesday, June 14<sup>th</sup> and the motion was seconded by Madi Watson. It was determined that RSVPs should be used to help get accurate attendance numbers of all 3 shifts. Sarah Will suggested that we get in touch with Ingrid Lindy of Human Resources who can run a report to determine how many faculty will be teaching that day on campus. Jamie Curry, Chair of the **Benefits and Communications Committee**, will send an email this Friday to Staff Council voting members to record the vote to approve the changes to the Athletic Fee Charge and to send them forward. Jamie has also sent the Recommendation Summary to all Staff Council members as a pdf email attachment today prior to the meeting. A joint effort has been made by the Staff Council, Faculty Senate, and Administrative Senate to submit identical forms from each group in order to increase the likelihood the charge will be approved. The 3 groups addressed topics together such as the verbiage used in the employee handbook that states the athletic fee is “mandatory”, and whether or not to include dependents in the fee waiver.
- V. The meeting was adjourned at 1:50 after Cindy Braker motioned to adjourn the meeting and the motion was seconded by Charlie Walton.



## Staff Council Meeting Minutes

March 15, 2023 – RL 0005

**Members Present:** Bryce Anker, Ella Avolio-Alschbach, Gloria Butz, Jamie Curry, Tammy Jewell, Terri Kendall, Kathleen Kinney, Pam Kobe, Amanda Mitchell, Lauren Mygatt, Dawn Paris, Tiffany Porter, Charlie Walton, Caitlin Woolsey, Abby Yates (alternate)

**Members Absent:** Cindy Braker, Jennifer Day, Deidre Hartman, Kim Tanner, Madison Watson, Stephanie West

- I. Approval of Minutes – The minutes of the February 15, 2023 meeting were approved with a motion by Gloria Butz and seconded by Jamie Curry.
- II. **Informational Items** - Dawn Paris led a discussion concerning:
  - 1) The upcoming **Quality Initiative** that is part of the accreditation process with the Higher Learning Commission. Staff Council has been invited to have a representative on the committee that will develop three potential initiatives to propose to university leadership. University leadership will pick one. The assessment of the university will be based on the process rather than the success of the ultimate initiative. It was asked if there is anyone interested in serving as the representative, and there were no volunteers. Dawn volunteered to be the representative if staff council approves by vote, and also with the approval of Aaron Adkins, who is heading up the committee. The vote was unanimous in favor of Dawn serving as the representative to the committee.
  - 2) The next order of business was to ask if there is anyone interested in serving out the rest of this term as **Vice Chair**. Caitlin Woolsey volunteered and was voted in unanimously.
  - 3) An email will be sent soon to staff council regarding the formation of a **nominating committee**. Three to four people are needed to help recruit employees for nomination to staff council. It will involve listing current members who are continuing with 1 year left in a 2-year term, members who want to run again, and employees interested in running for staff council.
  - 4) **Sarah Will**, the Executive Director of Human Resources, will attend the April Staff Council meeting in order to answer our human resources questions. If you have a question that may require Sarah to do some research ahead of time, please email it soon to Jamie Curry. She will gather those questions and send them on to Sarah.
  - 5) The most recent **President's Council** meeting included the discussion that the Division 1 Update is due in June, and they are pushing forward with that. The university is evaluating participation in the Indiana College Core program which includes 30 college credit hours taken at the high school level. IU, Purdue, Ball State, and others are participating, and USI also needs to since the students will likely only attend a college that has accepts those 30 credits hours. There is a new Preferred Name Policy in place. Please do a search on the usi.edu website to read it. All employees should be using the students' preferred name and pronouns if they interact with students.
- III. **Committee Overview** – Jamie Curry, Chair of the **Benefits and Communications Committee**, reported that she is meeting with Sarah Will of Human Resources this Friday to discuss the Athletic Fee. They met recently and discussed a cafeteria-type buffet of optional benefits. Sarah let us know that the university does not offer that since according to federal law, they still must budget for life-changing events, and they must budget it at the family rate even for the individual employee who has not elected any health coverage. There is no savings for the university to pass on to the employees. They also discussed the possibility of basing salary increases on dollar amount rather than a percentage. Sarah said that they have done that in the past and are willing to revisit that topic. Jamie invited Sarah to come to the next staff council meeting to answer our questions about human resources related topics. Caitlin Woolsey, a member of the **Employee Relations Committee**, mentioned that their recent discussions have been about the specifics of the Staff Council Excellence in Service Award, and the end-of-semester staff picnic.

- IV. ***Discussion Overview*** – Possible ways to increase student worker compensation were discussed, however we need to be aware that any increase in student compensation is taken out of tuition, which is the same pool that funds staff compensation. Student pay increases cannot be funded without taking away from the already too low staff compensation. It may help to recruit potential student workers by letting them know how employment with the university will boost their resume and serve them well in the future compared to some of the off-campus jobs available that pay more.
- V. The meeting was adjourned at 1:50 after Tammy Jewell motioned to adjourn the meeting and the motion was seconded by Charlie Walton.



## Staff Council Meeting Minutes

Feb 15, 2023 – RL 0005

**Members Present:** Bryce Anker, Ella Avolio-Alschbach, Cindy Braker, Gloria Butz, Jamie Curry, Jennifer Day, Deirdre Hartman, Tammy Jewell, Terri Kendall, Pam Kobe, Amanda Mitchell, Lauren Mygatt, Dawn Paris, Kim Tanner, Madison Watson, Caitlyn Woolsey, Abby Yates (alternate)

**Members Absent:** Kathleen Kinney, Tiffany Porter, Charlie Walton, Stephanie West

- I. Approval of Minutes – The minutes of the January 18, 2023 meeting were approved with a motion by Caitlyn Woolsey and seconded by Jamie Curry.
- II. **Informational Items** - Dawn Paris discussed the new online employee training regarding phishing emails. USI will save money on data breach insurance premiums, so please complete the training. There is an active search committee to fill the Provost position. If you have any thoughts or concerns, please share those with Dawn. The Administrative Senate and Faculty Senate have discussed looking into increasing student worker pay. Dawn communicated with them that it is important to first address the need of a staff pay increase before considering the student worker pay increase.
- III. **Committee Overview** – Jamie Curry, Chair of the **Benefits and Communications Committee**, reported that they haven't heard back yet from Human Resources regarding the Athletic Fee. The committee will continue to be in communication with Human Resources with questions and feedback about an overall 3% raise. Dawn advised that if we have several proposals to submit to Human Resources, we will want to determine which one takes top priority, and they will address that one first. Cafeteria-type benefits were discussed, as well as the large amount of data to be gathered to present a proposal about that. Jamie mentioned that her 2-year service with the staff council will be ending with this term, and we will need a new Chair for the Benefits and Communications Committee. Cindy Braker, Chair of the **Employee Relations Committee**, mentioned that this week is Student Appreciation Week. The Staff Council website has nice cards, certificates, and good ideas of things to do for the student workers. The timing of the Staff Council Excellence in Service Award nominations will be from May 1 – June 1. They are starting to look into catering an employee cook-out. As we approach the time for recurring events, Dawn is updating the bylaws and is using last year's minutes as a source for updates to be made.
- IV. **Discussion Overview** – Since our current Vice Chair Tammy Jewell's 2-year service will be ending with this term, we are encouraged to vote in a new Vice Chair who is interested in serving as Chair for 2023-2024. Dawn asked if there are any nominations for Vice Chair. There were no nominations, so Dawn will talk with a few people who may be interested before our next meeting. We will also be putting together a sub-committee to recruit others to join the Staff Council.
- V. The meeting was adjourned at 1:50 after Cindy Braker motioned to adjourn the meeting and the motion was seconded by Jamie Curry.



## Staff Council Meeting Minutes

Jan 18, 2023 – RL 0005

**Members Present:** Ella Avolio-Alschbach, Cindy Braker, Jennifer Day, Deirdre Hartman, Tammy Jewell, Terri Kendall, Pam Kobe, Amanda Mitchell, Lauren Mygatt, Dawn Paris, Tiffany Porter, Kim Tanner, Madison Waters, Stephanie West, Abby Yates (alternate)

**Members Absent:** Bryce Anker, Gloria Butz, Jamie Curry, Kathleen Kinney, Charlie Walton, Caitlin Woolsey

- I. Approval of Minutes – The minutes of the November 16, 2022 meeting were approved with a motion by Terri Kendall and seconded by Deidre Hartman.
- II. **Informational Items** - Dawn Paris discussed Professional Development Day. Thank you to those who volunteered to video record the presenters. Before the Fall 2023 Meeting/Professional Development Day, there will be a survey asking employees what they would like offered that day. They do ask us to sign up for the classes so that the needed room sizes are known. If you have any feedback, please send it to Dawn and she will pass it along.
- III. **Committee Overview** - Cindy Braker, Chair of the **Employee Relations Committee**, discussed the very nice feedback received about the Giving Tree. Dawn also mentioned that we have received kind emails expressing appreciation and thanks. Cindy mentioned that Student Appreciation Week is coming up: Feb 13-17. At the next meeting, we will talk about the Staff Council Excellence in Service Award and will soon take nominations. The recipient receives a stipend and a traveling trophy. Staff council members aren't eligible as it would be a conflict of interest.
- IV. **Discussion Overview** – Dawn is letting us know that she won't be running as Chair of Staff Council for 2023-2024. Since December, she has been stretched too thin to serve again as Chair, but she intends to leave the position set up well for the next person. Vice Chair Tammy Jewell wants us to know that she will not be running as Chair, and if there is someone interested in serving as Chair for 2023-2024, she would encourage us to vote in that person now as Vice Chair so that they would get valuable experience and training prior to serving as Chair. Dawn mentioned that when we pick our new Vice Chair, we will pull together a large nominating committee to encourage others to join us here on the Staff Council.
- V. The meeting was adjourned at 1:30 after Madison Waters motioned to adjourn the meeting and the motion was seconded by Jennifer Day.





**Staff Council Meeting Minutes**  
**Nov 16, 2022 – RL 0005**

**Members Present:** Ella Avolio-Alschbach, Cindy Braker, Gloria Butz, Jamie Curry, Jennifer Day, Deirdre Hartman, Tammy Jewell, Terri Kendall, Kathleen Kinney, Pam Kobe, Amanda Mitchell, Lauren Mygatt (alternate), Dawn Paris, Tiffany Porter, Kim Tanner, Stephanie West, Caitlin Woolsey. Guest - Abby Yates

**Members Absent:** Bryce Anker, Emily Brinkmeyer, Charlie Walton, Madison Waters

- I. Approval of Minutes – The minutes of the October 19, 2022 meeting were approved with a motion by Madison Waters and seconded by Deidre Hartman.
- II. **Informational Items** - Dawn Paris discussed:
  - 1) The most recent **President's Council** meeting included the update that the IT Department will now have fixed, regular times for performing upgrades such as one weekly morning time and one weekend time. Notices will continue to be sent out before the upgrades occur. The President's Council meeting discussed putting more focus on ways to help local high school students complete the FAFSA form in order to increase that application rate in the local Evansville area.
  - 2) Sarah Will is the new Executive Director of Human Resources.
  - 3) The administration is looking at what barriers are in place that are preventing students from attending USI. If you have any ideas and/or would like to be on a task force that is looking further into this, please let Dawn know.
  - 4) The university will have Professional Development Day on the same day of the University Meeting, Wednesday, Jan 4. They are asking what we would like to see offered in the Professional Development classes. Please send Dawn your ideas.
  - 5) We will soon be having the Service and Recognition Dinner which will include the entire campus. The meal will be available for all three shifts.
- III. **Committee Overview** - Cindy Braker, Chair of the **Employee Relations Committee**, discussed the upcoming Giving Tree details, dates and upcoming needs. Jamie Curry, Chair of the **Benefits and Communications Committee**, gave an update regarding reaching out to Stephen Bequette, the Director of Public Safety, to discuss possible solutions to the difficulties with finding employee parking since construction has begun on the east side of campus. Stephen did not want to make any changes other than reminding people they can check when the campus busses are running and can call an escort if wanted for safety. We are still waiting to hear from Sarah Will about the decision regarding the Athletic Fee.
- IV. **Discussion Overview** – Regarding employee benefits, similar to bereavement leave and parental leave, the council discussed the need for a leave designated for the occurrence of miscarriage. The Benefits and Communications Committee is going to pursue adding that. Also discussed were the previous year staff council proposals that were being reviewed by Human Resources. Dawn is following up with Sarah Will now that she is the new Executive Director of HR. Which federal holidays are designated as a day off not only for faculty, but also for staff was discussed.
- V. The meeting was adjourned at 1:55 after Amanda Mitchell motioned to adjourn the meeting and the motion was seconded by Gloria Butz.



**Staff Council Meeting Minutes**  
**Oct 19, 2022 – RL 0005**

**Members Present:** Bryce Anker, Ella Avolio-Alschbach, Cindy Braker, Gloria Butz, Jamie Curry, Jennifer Day, Deirdre Hartman, Tammy Jewell, Terri Kendall, Kathleen Kinney, Pam Kobe, Amanda Mitchell, Lauren Mygatt (alternate), Dawn Paris, Larina Phegley, Tiffany Porter, Madison Waters, Stephanie West, Caitlin Woolsey. Guest - Abby Yates

**Members Absent:** Emily Brinkmeyer, Kimberly Tanner, Charlie Walton

**Also Present:** Guest Speakers Paige Rogers and Amy Wilkerson from the USI Center for Adult Learner Success

- I. The meeting began with an informative presentation by Paige Rogers and Amy Wilkerson about the USI Center for Adult Learner Success. They discussed the center's history, mission, vision, services, and resources. We are encouraged to visit their USI webpage to learn more about how the center can serve the adult learner.
- II. Approval of Minutes – The minutes of the September 21, 2022 meeting were approved with a motion by Tammy Jewell and seconded by Terri Kendall.
- III. **Informational Items** - Dawn Paris discussed:
  - 1) The most recent **President's Council** meeting included the latest department name changes across campus.
  - 2) A notice has been sent out by Human Resources for the upcoming Dependent Eligibility Audit (relevant for those covered by the university medical plan). Stephanie West, staff council member and Human Resources Benefits Coordinator, explained the specifics about the audit. Stephanie also reminded attendees that the Benefits Bash is tomorrow at UC East, and open enrollment begins tomorrow. She will make sure the workshop schedule is available on the website.
  - 3) Our staff council webpage is partially completed. The link for the Giving Tree is live and ready to go.
  - 4) Thank you to Deidre Hartman for volunteering to be the staff council representative to the Equity, Diversity, and Inclusion Council (EDIC). Deidre reported that EDIC has 11 focus groups coming in.
  - 5) The Admin Senate, Faculty Senate, Staff Council would like to form a task force that is charged with the review and improvement of cross-campus communication. This need has been noted recently with several cross-campus communication issues.
- IV. **Committee Overview** - Cindy Braker, Chair of the **Employee Relations Committee**, discussed the upcoming pumpkin decorating contest details. She is also working on the Giving Tree emails that will be sent out campus wide. The deadline for Giving Tree Application submission will be put in the USI webpage Events calendar, the staff council webpage, and sent in the emails. Jamie Curry, Chair of the **Benefits and Communications Committee**, discussed the recent Athletic Fee that is not being treated as part of the Employee & Family Fee Waiver, nor scaled for part-time students. The committee would like to seek approval for a discount to be applied that would keep the fee at the initial \$60, rather than progressing to over \$300. The \$300 fee would almost double the cost of attendance for employees and family members who take one course.
- V. The meeting was adjourned at 1:50 after Stephanie West motioned to adjourn the meeting and the motion was seconded by Deidre Hartman.



**Staff Council Meeting Minutes**  
**Sept 21, 2022 – RL 0005**

**Members Present:** Bryce Anker, Ella Avolio-Alschbach, Cindy Braker, Gloria Butz, Jamie Curry, Jennifer Day, Deirdre Hartman, Tammy Jewell, Terri Kendall, Kathleen Kinney, Pam Kobe, Amanda Mitchell, Lauren Mygatt (alternate), Dawn Paris, Tiffany Porter, Kimberly Tanner, Charlie Walton, Madison Waters, Caitlin Woolsey

**Members Absent:** Emily Brinkmeyer, Larina Phegley, Stephanie West

**Also Present:** Guest Speaker President Rochon

- I. Meeting began at 1:00 with a call to order, roll call, and a welcome to the Staff Council and President Rochon.
- II. Approval of Minutes – The minutes of the August 17, 2022 meeting were approved with a motion by Madison Waters and seconded by Kathleen Kinney.
- III. **Informational Items** - Dawn Paris introduced President Rochon who took questions and discussed:
  - 1) The new Athletic Fee not being treated as part of the Employee and Family Fee Waiver, nor scaled for part-time students. Dr. Rochon emphasized that enrollment needs to go up in order to consider benefits such as removing those fees from employees. If enrollment goes up, there will be additional revenues, and those fees could then be removed from employees.
  - 2) Possible ways to provide compensation for longevity as a USI employee. The state of Wyoming has a system in place that may serve as an example to follow. Kathleen Kinney will look for a link to provide Dr. Rochon with a description of that process (and cc: Steve Bridges).
  - 3) Request to consider compensating employees for securing credentials or attaining academic degrees.
  - 4) Resuming the Recognition Dinners/Gatherings. Kindra Strupp is currently evaluating possible ways the recognition gatherings will resume.
- IV. **Committee Overview** - Cindy Braker, Chair of the **Employee Relations Committee**, requested volunteers for the Wellness Fair, in particular to staff Archie's Closet donation barrel with at least one person per shift. This year's Wellness Fair will be September 28<sup>th</sup> in the Screaming Eagles Complex. Cindy also discussed the upcoming pumpkin decorating contest in October.
- V. **Discussion Overview** – Caitlin Woolsey would like the council to consider how we can help new employees, and to possibly recruit interested employees as new-employee mentors.
- VI. The meeting was adjourned at 1:50 after Gloria Butz motioned to adjourn the meeting and the motion was seconded by Amanda Mitchell.



**Staff Council Meeting Minutes**  
**Aug 17, 2022 – RL 0005**

**Members Present:** Bryce Anker, Ella Avolio-Alschbach, Cindy Braker, Gloria Butz, Jennifer Day, Deirdre Hartman, Tammy Jewell, Terri Kendall, Kathleen Kinney, Pam Kobe, Amanda Mitchell, Dawn Paris, Larina Phegley (alternate), Tiffany Porter, Kim Tanner, Madison Waters, Stephanie West, Caitlin Woolsey

**Members Absent:** Emily Brinkmeyer, Jamie Curry, Charlie Walton

- I. Meeting began at 1:00 with a call to order, roll call, and a welcome to the Staff Council.
- II. Approval of Minutes – The minutes of the June 16, 2022 and July 21, 2022 meetings were approved with a motion by Terri Kendall and seconded by Kathleen Kinney.
- III. **Informational Items** - Dawn Paris began a discussion of the following:
  - A) “Robert’s Rules of Order” is a manual of procedural rules that can serve as a source of procedures for our staff council to follow in our meetings.
  - B) We are encouraged to report our time spent on staff council efforts as volunteer hours.
  - C) We are encouraged to review the emergency procedures on the Public Safety web page. There are important suggestions such as designating someone to verify all individuals have cleared their area when emergency procedures call for that.
  - D) Fee waiver questions may be directed to Outreach and Engagement.
- IV. **Committee Overview** - Cindy Braker was elected as Chair of the Employee Relations Committee with a motion made by Madison Waters and seconded by Stephanie West. Amanda Mitchell will serve as Vice-Chair. Cindy Braker will continue to serve as the Wellness Fair Representative. Volunteers will be needed for the upcoming Wellness Fair. The Deaconess Mobile Center date is Sept 30. Deidre Hartman will serve as the Nominating Committee Representative.
- V. **Discussion Overview** –

Alternative work schedules were discussed, including the flex schedule option over the summer period. Each distinct department may need to evaluate the various arrangements that could work for them and present an agreed-upon plan to their supervisor in order to attain a new alternative working schedule.

Regarding the Facilities and Operations attendance policy, Human Resources recommended that members of staff council meet with the appropriate supervisor to discuss possible changes.

The next staff council meeting may include a visit from President Rochon either in-person or on Zoom.
- VI. The meeting was adjourned at 1:50 after Cindy Braker motioned to adjourn the meeting and the motion was seconded by Gloria Butz.



**Staff Council Meeting Minutes  
July 21, 2022 – Grimes Haus**

**Members Present:** Gloria Butz, Jamie Curry, Sharri Herriott (last day of term), Tammy Jewell, Terri Kendall, Pam Kobe, Amanda Mitchell, Greg Orth (last day of term), Dawn Paris, Kim Tanner, Rhonda Woolsey

**Members Absent:** Cindy Braker, Emily Brinkmeyer, Charlie Walton, Stephanie Wildeman (last day of term)

**Incoming Members Present:** Ella Avolio-Alschbach, Jennifer Day, Larina Phegley (alternate), Tiffany Porter, Madison Waters (alternate), Caitlin Woolsey

**Incoming Members Absent:** Bryce Anker, Deirdre Hartman, Kathleen Kinney, Stephanie West (alternate)

- I. Retreat began at 8:15 with donuts and introductions. Rhonda Woolsey introduced the incoming Chair Dawn Paris, followed by an ice breaker game.
- II. Selection of Vice Chair and Secretary – Representatives voted in were Tammy Jewell as Vice-Chair and Pam Kobe as Secretary. The designation of representatives such as for the Wellness, Safety, and Nominating subcommittees will be determined at the August Staff Council Meeting.
- III. 2021-2022 **Employee Benefits and Communications Committee** overview report - Dawn Paris discussed the following ongoing issues for the 2022-2023 committee to be aware of: 1) They received a request to make recognition of employees with 10+ years of service more visible on the USI website. 2) They have recently met with Human Resources and delivered a list of proposals. For example, if specific conditions are met, staff that perform the duties of unfilled positions would get a small bonus. If the duties are distributed, then the bonus would also be distributed. This would be going forward, not retroactive. 3) Regarding ongoing issues with the Facilities and Operations Absence Policy, Human Resources suggests that Staff Council meets with that department's supervisor to discuss concerns. Dawn would like staff council members to join her in a future meeting with that department's supervisor to address concerns. 4) The committee would like to continue to address vacation accrual policies.
- IV. The **Employee Relations Committee** – Jamie Curry introduced this committee to the new members, discussing its responsibility for planning events and functions that support the staff and students such as cook-outs, the Pumpkin Decorating Contest, the Giving Tree, Student Worker Appreciation Week, and support for Archie's Closet. This committee does the planning, but everyone on Staff Council helps with the events.
- V. Breakout of Committees and Selection of Committee Members - **Employee Relations** – Amanda Mitchell, Tiffany Porter, Kimberly Tanner, Madison Waters, Caitlyn Woolsey. They will vote for their Chair, Vice-Chair, and Secretary in the August Staff Council Meeting. **Employee Benefits and Communications:** Ella Avolio-Alschbach, Gloria Butz, Jamie Curry, Jennifer Day, Terri Kendall. They voted for Chair – Jamie Curry, Vice-Chair Ella Avolio-Alschbach, and Secretary – Jennifer Day. Dawn Paris met with both committees.
- VI. Discussion and motion passed to meet on the third Wednesday of every month at 1:00.
- VII. The Chair adjourned the meeting at 9:30 a.m.