



USI
Staff Council
Yearly Report
2021-2022

Fall 2021 – The Formation of the Governance Committees

This report outlines all the projects that the USI Staff Council and its committees sponsored for the year Fall 2021 – Spring 2022, beginning July 21, 2021.

Newly elected members of the USI Staff Council for the 2021-2022 year were as follows:

Rhonda Woolsey, Chair	Sharri Herriott*
Shawn Williams, Vice-Chair	James Wethington
Pam Kobe, Secretary	Terri Kendall
Jamie Curry, Employee Relations Chair	Greg Orth*
Dawn Paris, Employee Benefits & Communication Chair	Tyler Rapp*
Cindy Braker, Wellness Representative	Gloria Butz
Charlie Walton, Safety Representative	Tammy Jewell
Rhonda Moore*	Kimberly Tanner
Stephanie Wildeman	Jessica Adler
Amanda Mitchell	Maria Nguyen

***Existing members for term 2019-2022**

On July 21, 2021, the Governance Group committees were selected at the Annual Staff Council Retreat held at the USI Grimes Haus. The committees were formed as below:

USI Employee Relations

Jamie Curry
Jessica Adler
Charlie Walton
Cindy Braker
Rhonda Moore
Stephanie Wildeman
Greg Orth
Kimberly Tanner
Amanda Mitchell

USI Employee Benefits & Communication

Sharri Herriott
James Wethington
Terri Kendall
Tyler Rapp
Dawn Paris
Tammy Jewell
Gloria Butz
Maria Nguyen

COVID-19 Pandemic

The USI Staff Council continued to be represented on the COVID-19 Presidential Task Force.

The pandemic continued to impact the USI Staff Council events, meetings, and membership. The monthly meetings were held via Zoom until March 2022.

As the “Great Resignation” proceeded, USI continued to lose many employees. It became very difficult for Human Resources to recruit new employees for the university and membership of Staff Council became low per our bylaws. Recruiting for membership continued through April 2022 when a full membership was nominated and voted on by the USI Staff.

Beginning July 21, 2022, membership will be at 20 voting members and 2 non-voting members once again.

Division I Exploratory Committee

Beginning in October 2021, President Rochon appointed members of a DI Exploratory Committee. The purpose of this committee was to analyze the feasibility of USI becoming a member of Division I sports to continue USI’s momentum in becoming better known across the country. USI received an invitation from the Ohio Valley Conference which began this process.

Members of the committee were selected by the President in order to get a broad range of experience and knowledge. The USI Governances (USI Foundation, USI Staff Council, USI Faculty Senate, USI Administrative Senate, Student Government Association, USI Alumni Association), as well as employees of USI Athletics, and experts in Finance. Nicholas LaRowe and Jon Mark Hall led the committees’ exercises.

A large and detailed list of questions that are a part of the NCAA application for Division I Conference were studied, discussed in-depth, and three numbers were assigned to each question (1=ready; 2=need resources, 3=not ready). The final report from the Division I Exploratory Committee was presented to the Board of Trustees by President Rochon on February 7, 2022. The decision to continue the application for Division I athletics was made by the Board of Trustees and announced a Division I Town Hall Meeting for students, employees, and retirees to occur on February 9, 2022, via Zoom.

Development Council

Beginning in March 2022, President Rochon appointed members to a Development Council. This Council was formed to gather information from the USI Campus about what needs, or desires departments may have with any monies profited by Division I sports and/or future donations.

A report was submitted to Foundation on April 22, 2022 (see appendix A).



About Staff Council

What is Staff Council?

Staff Council is an elected group of 20 employees who represent the support staff of USI. Its purpose is to support the university and assist in making the managerial process more effective by:

- Encouraging the enhancement of the work environment and work life of employees
- Fostering staff involvement in university matters
- Upholding and strengthening the mission of the University of Southern Indiana

Overview and History

The USI administration approved the formation of the Staff Council in the fall of 1989. An Ad Hoc committee was formed to develop a mission statement and set of bylaws. The first official meeting was held in July 1990.

The Council has an executive committee consisting of a Chair, Vice Chair, Secretary, and Immediate Past Chair. The Council has the following standing committees:

- Employee Benefits and Communication – reviews and studies matters related to salary and benefits for employees. Works with the Employee Relations Committee in communications across campus.
- Employee Relations – discusses and reviews improvements in working relationships, conditions, and environment for employees; plans the annual USI Employee Cookout

Members also participate on the following university committees:

- Equal Employment Opportunity Appeal & Hearing Board (not occurring during 2021-2022)
- Search Committees for administrative positions, including the Office of the President for the University of Southern Indiana (not occurring during 2021-2022)
- Substance Abuse Committee (not occurring during 2021-2022)
- Traffic Appeals (not occurring during 2021-2022)
- Wellness Committee
- President's Council
- COVID-19 Presidential Task Force
- Provost Council Meetings (upon invitation)
- Administrative Senate Meetings (upon invitation)
- Faculty Senate Meetings (upon invitation)
- Equity, Diversity, and Inclusion Committee
- Safety Committee
- Inclement Weather Committee

Staff Council provided significant input and/or support for the development of the following:

- Conflict Resolution Policy
- New Employee Orientation (Employee Ambassadors)
- Procedures for filling vacant positions
- Evaluation process, including development of employee self-evaluation form
- Fall and Spring University Meetings for support staff (now combined campus-wide)
- Inclusion of merit pay in annual salary increases
- Revision of classification structure for support staff

Staff Council also sponsored/coordinated the following:

- Initiated yearly Campus Employee Cookout
- Initiated Student Worker Appreciation Day
- Inclement Weather Information Process and Care
- Sponsor the annual USI Giving Tree Project (Nov/Dec)
- Sponsor weekly bible study during the academic year

Staff Council is involved in making:

- Presentations to the Board of Trustees (as requested)
- Presentations to the President at the Annual Budget Hearing (not in 2021-2022)

Other areas of Involvement:

- Staff Council Employee Ambassador brochure for new employees
- Sponsor and/or assist with blood drive
- Assist at Employee Wellness Fair



Bylaws

Article I. NAME

The name of this organization shall be the University of Southern Indiana Staff Council.

Article II. PURPOSE

The Staff Council represents the non-exempt staff of this institution. Its purpose is to support the university and assist in making the managerial process more effective by encouraging the enhancement of the work environment and work life of employees, fostering staff involvement in university matters as appropriate, and uphold and strengthen the mission of the University of Southern Indiana.

Article III. MEMBERSHIP

Eligibility for membership in this organization shall be limited to all regular full-time non-exempt support staff employees with at least 90 days of service. Ex-officio, non-voting members will include the immediate past Staff Council chair, the president of the university and any other persons so designated by the president.

Article IV. OFFICERS

Section 1. The Officers

The offices of chair, vice chair, and secretary shall constitute the Executive Committee.

Section 2. The Elections

An annual election of officers shall be held. A majority of eligible Staff Council members need to submit a vote for an election to be valid. All elections shall be by secret ballot, and results of elections are to be kept on file for two years. The Nominating Committee shall review for availability and submit candidate names for the office of chair, which will be elected by eligible Staff Council members at the June meeting. The elected chair will assume duties at the July Staff Council meeting. The election of vice chair and secretary will be held at the July Staff Council meeting and will assume duties immediately.

Section 3. Term of Office

The term of an office shall be for one fiscal year (July through June). No elected Executive Committee member shall service in any office more than two consecutive terms. However, in the event no candidate other than the incumbent, who has served the maximum terms in an office, is willing to stand for election, the Council may vote to suspend the term of office limit and accept a nomination for said incumbent to run for the same office for another term.

Section 4. Filling of Vacancies

In the event an executive officer cannot complete their term, the remaining Executive Committee members shall, with the advice and consent from Council, appoint an elected representative from the Staff Council to fill that position to the conclusion of the term.

Section 5. Duties

The chair shall preside at all meetings, appoint replacement chairs for committees, act as the official Staff Council representative and, together with the vice chair and secretary, prepare the annual report to the Council. The report shall be presented by the chair at the last meeting of the term.

The vice chair shall assume the duties of the chair in his/her absence and be prepared to assume the office of chair in the event of a vacancy. In the event the vice chair is unable to assume the duties, a new election will be held in accordance with the existing Staff Council rules. The vice chair also serves as a liaison with all standing committees. The vice chair coordinates the training of new members and committee chairs, prepares placards for new members or members with new titles or roles and assists with other internal council organization, such as preparing binders for members and calendar of meetings and events for the Staff Council website. The vice chair, together with the chair and secretary, shall prepare the annual report for the council. This report shall be presented by the chair at the last meeting of the term.

The secretary shall record the minutes of all meetings. Approved copies of the minutes will be posted on the Staff Council website. The secretary will work with the chair, vice chair, and committee chairs to schedule rooms for meetings and events. The secretary, together with the chair and the vice chair, shall prepare an annual report for the Council. This report shall be presented by the chair at the last meeting of the term.

Article V. ORGANIZATION OF STAFF COUNCIL

Section 1. Representatives

The total number of representatives will be proportionately dependent upon the total number of eligible employees. Staff Council membership shall be limited to a maximum of twenty voting representatives elected from the eligible population. Nor more than five alternate, non-voting representatives may serve on the Council.

Section 2. Elections

There shall be an annual election of representatives to be held during the month of May. Nominations for candidates may come from any eligible non-exempt staff and must be forwarded to the Nominating Committee. All eligible employees may vote for candidates nominated for open seats on the Council. The candidates receiving the highest number of votes shall be Council representatives. The newly elected representatives shall assume their duties July 1. Election shall be by secret ballot. At least one candidate for each vacancy shall be submitted by the Nominating Committee. The results of the election shall be retained for two years. Candidates not elected for a voting seat will be considered alternate representatives ranked by the number of votes received. If an elected member resigns, the open seat with its complete term will be offered to the highest ranked alternate.

Section 3. Term of Office

The term of office for a representative shall be two fiscal years (July 1 through June 30). A representative may not serve more than two consecutive terms. Any alternate who steps into a relinquished representative's role will serve out that representative's remaining term. The alternates replacement term will be considered his/her first term. The term of office for an alternate shall be one fiscal year (July 1 through June 30).

Section 4. Filling Vacancies

In the event a representative cannot complete their term, the highest ranked alternate shall be offered that position to the conclusion of the term, provided such appointment conforms to other provisions of these bylaws. The Nominating Committee, with the guidance of the Executive Committee, in the event of insufficient candidates from the alternate pool, will canvass the affected area for a replacement to serve out the term of the resigning representative.

Council members are required to serve on at least one standing committee and may also serve on subcommittees and/or University Committees.

Attendance will be reviewed by the Executive Committee. Any voting Council member who is absent from more than two Council and/or Standing Committee meetings without sufficient cause and/or notification during any six-month period, may be asked to step-down as a representative. Decision for removal of any representative must be by two-thirds vote of the Council. Written or email notification of the decision to remove will be given by the Chair to the representative.

All Staff Council members are expected to participate in Council sponsored events and activities, i.e. Archie's Closet Food Drive, Giving Tree, Employee Cookout.

Article VII. EXECUTIVE COMMITTEE

Section 1. Members

The Executive Committee shall be the chair, vice chair, secretary, and immediate past chair.

Section 2. Duties

The Executive Committee shall arrange all Council meetings, establish committees for research, study, and any other legitimate purpose consistent with expressed or perceived interest of the eligible employees at the university, and prepare recommendations on behalf of the Council to the administration.

Article VIII. STANDING COMMITTEES

Section 1. Description of Committee

Standing committees will be chaired by elected representatives. The number of committee members should consist of a minimum of three representatives plus any other eligible employee. Representatives are required to serve on at least one standing committee and may also serve on a subcommittee. The standing committees are as follows:

- a. Employee Benefits and Communications
- b. Employee Relations

The Subcommittees are as follows:

- a. Bylaws
- b. Nominating
- c. Website

The members of each committee shall elect each Committee Chair. If the Committee Chairperson position becomes vacant, then the Chair with the approval of the Executive Committee shall appoint the Committee Chair to serve for the remainder of the fiscal year. Each standing committee should meet at least once per month. Each subcommittee will meet as needed.

Section 2. Duties

The Nominating Committee shall prepare a slate of eligible candidates who have consented to serve if elected and shall prepare ballots for the annual election and any other special elections. This committee forms on an as-needed basis.

The Employee Benefits and Communication Committee shall, in consultation with the administrative staff, review and study benefits related to matters and make recommendations to the Council. The committee shall facilitate Staff Council communications and provide the University Support Staff with a clear communication pathway to express concerns or questions.

The Employee Relations Committee shall address appropriate matters and other concerns of Staff Council and plan several annual events, including but not limited to, The USI Giving Tree, Archie's Food Closet, Student Worker Appreciation Week, and the USI Employee Cookout.

Section 3. Standing Subcommittees

- a. The Bylaws Committee shall review amendments to the Bylaws to ensure language, grammar, and conformity. The committee shall also recommend to the Council whether the amendment be approved or denied and provide a reason for the recommendation. A recommendation to deny an amendment by the Committee does not prevent the amendment from being considered by the Council. The Committee shall also interpret these Bylaws when questions arise and make recommendations on clarification. This committee forms on an as-needed basis.
- b. The Web Committee is a subcommittee of the Benefits and Communication standing Committee. It shall maintain the Council's website and any social media accounts.

Section 4. Special Committees

The chair, with the approval of the Executive Committee, can appoint any special committees as deemed necessary.

Article IX. PROCEDURES

The staff Council shall abide by the current edition of Robert's Rules of Order. These rules shall govern the Council in all cases to which they are applicable.

Article X. AMENDMENTS

These bylaws may be amended by a two-thirds majority vote of the total Council, subject to approval by the authorizing body at any regularly scheduled meeting, provided that a written proposal for the amendment was submitted.



USI Employee Benefits and Communication Committee

What does this committee do?

The mandate for this committee, as stated in the bylaws is that it "shall, in consultation with the administrative staff, review and study matters with economic impact and make recommendations to the council."

This committee works closely with the Employee Relations Committee to communicate information to the campus community.

This committee also researches and documents information presented by the Staff Council chair during the university budget meetings held each spring.

- At the July retreat, committee members shall elect a chair of the committee.
- The chair must schedule all meetings for the year, and the committee must meet once a month.
- The chair, with the suggestions of Staff Council members, is to determine what proposals will be presented at the University budget hearings. This should be done in August.
- The chair will assign research on suggested proposals and collaborate with other members of the committee.
- Review old budget requests.
- During November, the chair must have all proposal research completed.
- In the first week January, the chair must submit the budget proposals to the Staff Council chair.
- After budget proposals are submitted, the chair and committee must review issues for next year. The committee continues to meet monthly.
- The chair of the committee submits an end of year report to the Staff Council chair. This report includes all completed research for Staff Council, as well as all suggested proposals.

Did You Know?

Staff Council was instrumental in decreasing the amount of service years it takes for support staff to accrue vacation time. Currently, 20 days of vacation are accumulated after 11 years of service; previously, 15 years of service were required. This policy change became effective on July 1, 2001.

Did You Know?

Staff Council successfully lobbied for reclassification of support staff after the Higher Learning Commission Accreditation Committee was here in 1996. For example, clerical workers were classified as secretaries. Now, they are categorized as office professionals with levels ranking from administrative assistant up to senior administrative associate.

Issues for the current year are under discussion.



Employee Relations Committee

What does this committee do?

The mandate for this committee, as stated in the bylaws is it "shall address the appropriate matters and other concerns of the Staff Council."

- At the July retreat, committee members shall elect a chair of the committee.
- The chair must schedule all meetings for the year, and the committee must meet once a month.
- The chair of the committee will present an end of year report to include all events to the Staff Council chair.

Our projects include:

- COVID-19 Pandemic Quarantine Care Packages
- Food drives for Archie's Food Closet
- Fall Decorating Contest
- The USI Giving Tree outreach program
- Student Worker Appreciation Week
- Organizing the USI Employee Cookout held every May
- USI Employee Recognition Award
- USI Unsung Eagles Day*

*Unsung Eagles Day

The USI Unsung Eagles Day was an event that originated by an individual (not Staff Council member), to the President in 2021. This day was meant to celebrate and to thank the people behind the scenes that kept the University of Southern Indiana operating during the COVID-19 Pandemic. The funding for this event came from the Human Resources Department fund.

This event was repeated in 2022 and it was decided that Staff Council would take this event, physically and financially, mid-stream. We continued with the event; however, it was decided that this event should have been a one-time event. Budget overages were covered by the Financial Office.

Moving forward, the Staff Council will vote to keep, collaborate with the other governances, or eliminate the event as the cost of this event is extreme.



Appendix A

The following are documents associated with work done throughout the 2021-2022 term:

- USI Staff Council Brochure
- Bylaw Amendment

- Development Council report
- Archie's Food Closet Flyer
- Fall Decorating Contest
- Employee Ambassador Communication Instructions
- USI Giving Tree Standard Operating Procedure
- Proposals submitted 2021-2022
- Staff Council Meeting Minutes 2021-2022

Amendments submitted by Bylaws Committee (Tammy Jewell, Dawn Paris, James Wethington)

Current Bylaw #1

Article VIII: STANDING COMMITTEES

Section 1. Description of Committee

Standing committees will be chaired by elected representatives. The number of committee members should consist of a minimum of three representatives plus any other eligible employee. Representatives are required to serve on at least one standing committee and may also serve on a subcommittee. The standing committees are as follows:

- a. Economic Benefits
- b. Employee Relations

The Subcommittees are as follows:

- a. Bylaws
- b. Nominating
- c. Web

The members of each Committee shall elect each Committee Chair. If the Committee Chairperson position becomes vacant, then the Chair with the approval of the Executive committee shall appoint the Committee Chair to serve for the remainder of the fiscal year. Each Standing Committee should meet at least once a month. Each Subcommittee will meet as needed.

Proposed Amendment #1 (Changes highlighted in yellow)

Standing committees will be chaired by elected representatives. The number of standing committee members should consist of a minimum of seven representatives. Representatives, except for the officers, are required to serve on at least one standing committee and may also serve on a subcommittee. The standing committees are as follows:

- a. Benefits and Communications
- b. Employee Relations

The Subcommittees are as follows:

- a. Bylaws
- b. Nominating
- c. Web

The members of each committee shall elect a committee chair, vice chair, and secretary. If the committee chair position becomes vacant, the committee's vice chair will assume the duties of committee chair and the committee will elect a new vice chair. Each Standing Committee should meet at least once a month. Each Subcommittee will meet as needed.

Current Bylaw #2

Article VIII: STANDING COMMITTEES

Section 2. Duties

The Nominating Committee shall prepare a slate of eligible candidates who have consented to serve if elected, and to prepare ballots for the annual election and any other special elections.

The Economic Benefits Committee shall, in consultation with the Administrative staff, review and study matters with economic impact and make recommendations to the Council.

The Employee Relations Committee shall address appropriate matters and other concerns of Staff Council and plan several annual events, including but not limited to, The Giving Tree, Archie's Food Closet, Student Worker Appreciation Week and the Employee Picnic.

Proposed Amendment #2 (Changed highlighted in yellow)

Section 2. Duties

Standing

- a. The Benefits and Communications Committee shall, in consultation with the Administrative staff, review and study benefits related matters and make recommendations to the Council. The committee shall facilitate Staff Council communications and provide University support staff with a clear communication pathway to express concerns or questions.
- b. The Employee Relations Committee shall address appropriate matters and other concerns of Staff Council and plan several annual events, including but not limited to, The Giving Tree, Archie's Food Closet, Student Worker Appreciation Week, and the Employee Picnic.

Subcommittees

- a. The Bylaws Committee shall review amendments to these Bylaws to ensure language, grammar and conformity. The Committee shall also recommend to the Council whether the amendment be approved or denied and give a reason for the recommendation. A recommendation to deny an amendment by the Committee does not prevent the amendment from being considered by the Council. The Committee shall also interpret these Bylaws when questions arise and make recommendations on clarifying amendments. This committee forms on an as-needed basis.
- b. The Nominating Committee shall prepare a slate of eligible candidates who have consented to serve if elected and shall prepare ballots for the annual election and any other special elections. This committee forms on an as-needed basis.
- c. The Web Committee is a subcommittee of the Benefits and Communications standing committee. It shall maintain the Council's website and any social media accounts.



Staff Council Team Development Council Discussion

**Input March 07,
2022 – Virtual**

Members Present: Jessica Adler, Cindy Braker, Gloria Butz, Jamie Curry, Sharri Herriott, Tammy Jewell, Pam Kobe, Greg Orth, Dawn Paris, Kimberly Tanner, Stephanie Wildeman

- I. **Task** – As a vital representative of the voice of campus support staff, we have been given the opportunity to share our input, ideas and goals for consideration under the new development initiative starting this fall.
- II. **Discussion Topic** – The council discussed ideas regarding how private gifts may be applied to help students, employees, departments, and the university as a whole.

III. **List of Ideas:**

- A larger general fund with annual distribution to support environmentally friendly, safe, and inexpensive social events for employees and their families.
- Financial assistance or scholarships to pay for the Summer Enrichment Camp for employees' children and/or grandchildren. This could be extended to the community also. Summer Bus transportation to campus could be made available to enable those without access to a vehicle to get to campus.
- Prioritize a new Child Care Center and open it up to be more affordable to employees who are parents or grandparents.
- To foster impactful engagement and new employee retention, amp up welcoming all new employees such as with a campus tour, a goody bag of USI "swag", a welcome lunch, and other first-day or first-week activities. A periodic follow-up "check-in" with all new employees to address questions and concerns in order to support employee retention.
- Promote video records of the fun labs and events that our students participate in to inform and promote student interest and engagement.
- Upgrade campus directional signs to help students find Academic Skills for tutoring, the Bursar's Office, etc. Increase attractive signage for campus buildings. Do the campus upgrades and replacements that need done to enrich the campus appearance.
- Provide expressions of staff appreciation with items such as free unlimited drinks for employees, a once-a-month free lunch, a free gas card, or a gift card to spend in the UC. Munch money could be added to the employee card by the university, and/or an employee discount of food provided. Theater and basketball tickets could be provided or subsidized for employees. The Recreation and Fitness Center benefit could be extended to family members at no charge. A discount at Burdette Park is another option. Employee days at the Zoo, Burdette Park, Holiday World, or similar activities would encourage employees to share their families with their co-workers and promote engagement and retention. Provide 1 day off during the period between early-Jan and mid-April, such as 1 day during spring recess.
- Address the upkeep and beauty of our campus. If unlimited funding were available, we could cultivate a carpet of lush green grass everywhere, flowers in all flower beds, mulch under all the trees, a rock path going across the strip in the Quad lawn where a path has been forged through the grass, and sidewalks available to enable walking a circuit through the center of campus and/or to Reflection Lake without traversing through parking lots or grass.
- To foster impactful engagement at a onetime cost, provide a lactation pod in the UC for Events and Conference. Currently, active event space is used for this purpose that could otherwise be used for the events. It is a prime location and is accompanied by a legal obligation through the American Disabilities Act to provide one as a service to mothers. This will also become necessary given that the number of non-traditional adult learners is expected to increase. (added by RRW 4/22/22)
- To strengthen financial viability through continuous endowment, provide a budget line item for necessary professional development for facilities. Many of the certificates that facilities workers hold must be continuously updated to keep up with the changes in the work they perform (e.g., HVAC certificates, OSHA certificates, etc.). By not keeping our employees current on their certificates places USI in a vulnerable state therefore, having to outsource work. Courses like this are available through USI Outreach and Engagement, however, cannot be funded by employee benefits because the instructors are not USI Instructors.(added by RRW on 4/22/22)
- Provide a budget line item to correct all ADA compliance deficiencies that exist on campus. (added by RRW on 4/22/22)

IV. **Next Task** - Jessica Adler will combine the input of the Staff Council with that of the Administrative

Senate, and present them to the Development Council in a team report which is due on or before April 22, 2022. If there are any suggestions or questions, please let her know.



Staff Council Meeting Minutes July 21, 2021 – Grimes Haus

Members Present: Sherry Dockery, Kathy Oeth, Michelle Herrmann, Bryce Anker, Terri Alvey, David Huebner; Incoming – Jessica Adler, Charlie Walton, Cindy Braker, Rhonda Moore, Jamie Curry, Stephanie Wildeman, Greg Orth, Kimberly Tanner, Sharri Herriott, James Wethington, Terri Kendall, Tyler Rapp, Dawn Paris, Tammy Jewell, Gloria Butz, Shawn Williams, Rhonda Woolsey, Pam Kobe

- I. Retreat began at 8:30 with a carry-in breakfast and binder/documentation distribution. Terri Alvey presented out-going representatives with certificates of service and introduced incoming Chair Rhonda Woolsey.
- II. Approval of Minutes - Minutes of June 3, 2021 meeting reviewed by council and approved as written.
- III. End of Year Report review by Terri Alvey; Review of past 2 years by the officers; Review of the past year by the Committee Chairs; Discussion of the University Committees.
- IV. Selection of Officers – Rhonda Woolsey takes over as Chair. Incoming representatives voted in Shawn Williams as Vice-Chair and Pam Kobe as Secretary.

- V. Breakout Session – Team building exercise.
- VI. Committee Name Change Discussion and Vote – Motion passed to rename committee “Employee Benefits” to “Employee Benefits and Communications.”
- VII. Discussion regarding employee submission of issues/concerns. Suggestion was made to use Qualtrics forms for anonymous submissions, and the email address staff.council@usi.edu for general questions. New officers and Chairs of committees will need access to the emails submitted via the Staff Council web page.
- VIII. Selection of Committee Members: Employee Relations – Jessica Adler, Charlie Walton, Cindy Braker, Rhonda Moore, Jamie Curry, Stephanie Wildeman, Greg Orth, Kimberly Tanner. Employee Benefits and Communications: Sharri Herriott, James Wethington, Terri Kendall, Tyler Rapp, Dawn Paris, Tammy Jewell, Gloria Butz.
- IX. Selection of By-Laws Subcommittee members: James Wethington, Dawn Paris, Tammy Jewell.
- X. Volunteers: Jessica Adler volunteered to be the Equity Diversity and Inclusion Committee Representative. Charlie Walton volunteered to be the Safety Committee Representative.
- XI. Discussion and motion passed to meet on the third Thursday of every month at 1:00.
- XII. Breakout in Committees: The Employee Relations Committee voted Jamie Curry as Chair, and the Employee Benefits and Communications Committee voted Dawn Paris as Chair. Both committees discussed upcoming events for the fall based off the End of Year Report from the out-going members.
- XIII. Lunch (from McCallisters)
- XIV. Motion and vote to adjourn.
- XV. Clean up and dismissal at 1 pm.



Staff Council Meeting Minutes September 16, 2021 – Virtual

Members Present: Cindy Braker, Jamie Curry, Tammy Jewell, Terri Kendall, Pam Kobe, Amanda Mitchell, Rhonda Moore, Dawn Paris, Shelby Scott, Tyler Rapp, Charles Walton, James Wethington, Stephanie Wildeman, Shawn Williams, Rhonda Woolsey

Also present: Sarah Will, Associate Director of Human Resources and Beth Devonshire, Interim Title IX Coordinator

Absent: Jessica Adler, Gloria Butz, Sharri Herriott, Greg Orth, Kimberly Tanner

- I. Meeting began at 1:00 PM with a call to order and roll call.
- II. Approval of Minutes - Minutes of August 19, 2021 meeting reviewed by council, accepted as written with a motion by Rhonda Woolsey and seconded by James Wethington.
- III. Welcome to new member Shelby Scott, who is also a new Benefits and Communication Committee member.
- IV. Title IX Presentation by Beth Devonshire, Interim Title IX Coordinator – The presentation began with an introduction and historical overview. Beth referenced the updated USI Title IX website as a great resource. She pointed out that regarding reported incidences of gender-based harassment, institutions of higher education are second only to military law enforcement. She discussed the

process and policies that are in place at USI to help us create and foster a fair and neutral community where gender equity is celebrated - which will promote student success.

- V. Committee/Representative News – The updates on the Presidential Task Force, President’s Council, and Provost Council will occur at the next meeting, as some meetings have been delayed. *The Benefits and Communication Committee* is working on getting three policies in writing: the attendance policy for Facilities, Spirit Day Fridays, and specifically how bonuses and raises carry over to new positions. The Staff Council website has been updated. This includes the flyer for the Covid Care Packages with the date extension and adding Cindy Braker as the Staff Council Wellness Committee Representative. It was noted that if any images or pdf files are to be included on the website, the source image will also probably be needed for good image quality. *The Employee Relations Committee* has extended the final date for acceptance of donations for the Covid Care Packages and Archie’s Closet to September 30th. The flyer for the Pumpkin Contest will come out October 1. *The Safety Committee* representative Charlie Walton is open to any suggestions, ideas, and concerns. Text or email him with any of these and he will bring them up at the safety meetings. *The Wellness Committee* representative Cindy Braker reviewed the upcoming Blood Drive and how our primary role for it will be advertising, since the company bringing it to campus will do the other tasks. More information will follow.
- VI. New Business – The decorate-your-wagon holiday event didn’t have enough interest to proceed. Rhonda Woolsey would like suggestions for an event which would be in the months between the Giving Tree and the Summer Picnic events.
- VII. Motion to adjourn by Rhonda Woolsey and seconded by Shawn Williams, followed by adjournment.



Staff Council Meeting Minutes October 21, 2021 – Virtual

Members Present: Jessica Adler, Cindy Braker, Gloria Butz, Jamie Curry, Sharri Herriott, Tammy Jewell, Terri Kendall, Pam Kobe, Amanda Mitchell, Shelby Scott, Charley Walton, James Wethington, Stephanie Wildeman, Rhonda Woolsey

Absent: Rhonda Moore, Greg Orth, Dawn Paris, Kimberly Tanner

- I. Meeting began at 1:00 PM with a call to order and roll call.
- II. **Approval of Minutes** - Minutes of the September 16, 2021 meeting were reviewed by council, and approved as written with a motion by James Wethington, and seconded by Jessica Adler.
- III. **News from the Chair** - Included the presentation of our new Vice Chair, Jessica Adler, and the announcement that Tyler Rapp will be taking a position elsewhere. We are now 2 staff council members short of the goal of 20 members, and are actively seeking to recruit new members.
- IV. **Committee/Representative News** – The Presidential Task Force and Provost Council updates will occur after they meet again. The President’s Council update included the issue of student enrollment and retention. *The Employee Relations Committee*: Jamie Curry updated the council

on the status of the Covid Care Packages, Fall Decorating Event and the Giving Tree. Help will soon be needed to prepare the bags for the Covid Care Packages, and for the tasks involved in the Giving Tree. The motion to use the Covid Care Package funds to fund the 100 bags and allocate the rest of the funds to Archie's Closet was passed after being made by Stephanie Wildeman and seconded by Jamie Curry. The motion was passed to get the Giving Tree applications out in early November; include the hybrid option of receiving gift cards, gifts, or both; and get the online fund-raising sheet up by mid-November with Cindy Braker making the motion, and Jamie Curry seconding it. Tammy Jewell gave the update for **The Benefits and Communication Committee** in place of Dawn Paris. Work is continuing to get policies in writing concerning attendance/tardiness policies; raises and bonuses and how they do or don't carry over with employees to new positions; and Spirit-Day Fridays. Rhonda Woolsey requested to be invited to the next meeting of the Benefits and Communication Committee. **The Safety Committee** representative Charlie Walton updated the council on recent campus safety repairs such as to the sidewalks and drainage ditches. He reviewed safety reminders such as no more than 1 extension cord under desks, and none under walkways. Space heaters are not allowed. Charlie is open to any suggestions, ideas, and concerns. Text or email him with any of these and he will bring them up at the safety meetings. **The Wellness Committee** representative Cindy Braker updated the council on the upcoming Blood Drive.

- V. **New Business** – Jessica Adler presented the idea of a Staff Council sponsored Education Fund for USI employees and/or their children. The Education Fund would be monitored by the Foundation, and the recipients would receive several hundred dollars to be applied toward USI educational expenses. This Education Fund would be funded through an employee-exclusive spirit wear sale. Sponsoring the Education Fund was approved with a motion made by Charley Walton and seconded by Jamie Curry. The design choice for the spirit wear was put to a vote and approved with a motion made by Stephanie Wildeman, and seconded by James Wethington. The suggestion was made to also have kid sizes and polo shirts available as part of the spirit wear sale, and Jessica will look into those options. As ways to increase employee morale and camaraderie, Jessica suggested two events that would fill the event void during the months between the Giving Tree and the Summer Picnic: a Chili Cook-off, and an Easter Egg Hunt on the Quad. The ideas were tabled to consider and discuss at the next meeting. Rhonda Woolsey presented the idea of an Employee Recognition Award attained by way of nomination. It would start as a monthly award, then become yearly. A calendar with photos of the monthly winners was suggested, as was the possibility of funds generated through the calendar being applied to the new Education Fund. This idea was tabled for consideration and will be discussed at the next meeting. Rhonda reminded members that President Rochon will be at the November Staff Council meeting. If members have specific issues they would like to be discussed with President Rochon, Rhonda asked that they let her know by Wednesday before the Thursday meeting. Rhonda discussed the Staff Council task to strive to be positive patient problem solvers, as well as the task to be a neutral vessel between employees and management. Discussion was opened to the floor, where a Showplace Cinemas USI Family Hours possibility was discussed. Gloria Butz reported being asked about the Flex-time survey results by an employee. Rhonda will check into that at the next President's Council Meeting.

- VI. Motion to adjourn by Jamie Curry and seconded by Jessica Adler, followed by adjournment.



Staff Council Meeting Minutes November 18, 2021 – Virtual

Members Present: Jessica Adler, Gloria Butz, Jamie Curry, Tammy Jewell, Terri Kendall, Pam Kobe, Amanda Mitchell, Rhonda Moore, Dawn Paris, Shelby Scott, Charley Walton, James Wethington, Stephanie Wildeman, Rhonda Woolsey

Also present: Administrative Senate Representative Steven Stump, and Guest Speaker President Rochon

Absent: Cindy Braker, Sharri Herriott, Greg Orth, Kimberly Tanner

- I. Meeting began at 1:00 PM with a call to order and roll call.
- II. **Approval of Minutes** - Minutes of the October 21, 2021 meeting were approved after being reviewed by council, with a motion by Tammy Jewell and seconded by James Wethington.
- III. **News from the Chair** - Included the USI Staff Council Giving Tree update: 32 families including 61 children are receiving assistance this year. Members are needed on Friday, December 10th to move gifts to the Fuquay Welcome Center to be sorted and prepared for distribution. Members are also needed on Tuesday, December 14th and Wednesday, December 15th to sign up for specific time slots in order to distribute the gifts. Privacy of the recipients will be ensured with the use of a code system to label and distribute the gifts, rather than the recipient's names. The News from the Chair

also included the recruitment update. Our own survey results and HR both support a change in the bylaws to allow for new employees to serve on the staff council, and for the possibility of past members serving again. This specifics will be evaluated and revisited.

- IV. **Committee/Representative News – *The Presidential Task Force*** report by Rhonda Woolsey reviewed that masks will continue to be worn indoors on campus, and to be aware that flu cases have started showing up on campus. ***The President’s Council*** report also by Rhonda included that several of the ideas we discussed at the last meeting were presented to the President’s Council and the specifics about the Employee Recognition Award idea (such as a dedicated parking spot) are currently under review. ***The Provost Council*** report by Jessica Adler reviewed the implementation of new Banner software which is more student-focused to improve registration, advising, and tracking of attendance and grades. Improvements to the electronic workflow process are also being made which will assist the flow of document tracking and help to eliminate paper documents. ***The Administrative Senate*** report also by Jessica included the COVID-19 Task Force reminder that employees are asked to be mask ambassadors by kindly reminding students and guests to wear masks, while not being confrontational. We can provide good examples of proper mask wearing without policing the students. Also, remember that random acts of kindness go a long way to help improve student recruitment and retention. As an employee recruitment and retention tool, the Administrative Senate approved a “FlexWork” policy proposal (currently for administrators), and their Executive Committee will forward it to leadership. In summary, this proposal has several parts including “FlexTime” for compressed and/or staggered hours and “FlexLocation” for remote on-line work. The committee is also discussing a Floating Holiday proposal, and/or renaming holidays in the USI Handbook to be more inclusive and respectful of our diverse community. ***The Employee Relations Committee***: Jamie Curry updated the council that the Quarantine Care Packages were successfully delivered to Housing, and we are now working on the Giving Tree. We all need to all give that our best efforts. ***The Benefits and Communication Committee***: Dawn Paris discussed that they have a long list of proposed changes, and they are narrowing it down to the strongest proposals. They are continuing to work on getting revisions to existing policies in writing. ***The Equity, Diversity, and Inclusion Committee***: Jessica Adler discussed the campus climate survey results. The large amount of data will be divided into 4 manageable themes in order to narrow it down and get groups together on campus that can use the data to make a difference. ***The Safety Committee***: Charlie Walton updated the council regarding campus COVID-19 safety, including being in the early stages of looking at the possibility of federal funding being used to invest in ionizers for the campus. This is a very expensive and effective technology.
- V. **Guest Speaker** - President Rochon answered questions from the Staff Council members and provided information on current topics of interest. He has a goal to bring greater equity across campus by providing a raise for the entire campus at the end of this fiscal year. He discussed a plan for a new trail system on campus for hiking and mountain biking, which will significantly help with student recruitment. The Exploratory Committee for the Division 1 Athletics Classification is in the process of fact-finding now, and will be getting those facts with “pros and cons” to employees. That will be followed with an employee survey. He wanted us to know that the Division 1 Conference approached USI and invited us to be in their Conference as they think that USI is an attractive campus to students, athletes, and coaches. He discussed the USI mask mandate, and reminded us that we want to de-escalate any confrontation regarding masks. We need to continue to be aware of the possibility of a federal vaccine mandate, as we need to maintain federal and state compliance as a public state institution. For a few specific questions, Dr. Rochon provided the names of the appropriate employee contacts to get in touch with.
- VI. **New Business** – Rhonda Woolsey is working on creating step-by step Standard Operating Procedures (SOP) for the various tasks that Staff Council members consistently perform. The SOP will be passed on to each future Staff Council and will serve as a helpful guide to follow. **Opened to the floor**: Jessica Adler announced that she is moving to a different department, Human

Resources. She will continue as support staff, and will continue her roles with Staff Council. Jessica updated the council that there is a need for Employee Ambassadors. An Employee Ambassador reaches out to a new employee with a quick email and a 5 minute or less phone call. The Staff Council email address is provided to the new employee, as well as going over how to address concerns and access our webpage. The employee is contacted again for a 30-day check-in. Please let Jessica know if you are willing to help. James Wethington announced that he is taking a new position in Arkansas and will be leaving USI at the end of December. Staff council is happy for James to get this opportunity, but will miss him! Rhonda Woolsey reviewed proposals recently made to the President's Council including signs inside campus buildings with mile markers and helpful information for those walking for exercise indoors. She mentioned that volunteers will be needed for Commencement, and a notice will soon be sent out from Megan Doyle. Motion to adjourn by James Wethington and seconded by Dawn Paris, followed by adjournment.

