



Approved Minutes
July 31, 2007

Present: Becky Ball, Vicki Bierley, Brian Brown, Christine Crews, Carol Evans, Samoa Hempfling, Rene' Koressel, Kristin Lewis, Terry Martin, Pam Moore, Tony Morgan, Dave O'Grady, Sheree Seib, Angela Torres

Guests: Donna Evinger, Joe Palladino, Miles Mann, Cindy Brinker, Chris Jines, Linda Lefler, Debbie Clark, Sara Rhodes

CALL TO ORDER

Chris Jines called the meeting to order at 9:05 a.m.

Dr. Joe Palladino opened the meeting with a talk on humor and the importance humor plays in our day to day lives.

Miles Mann gave an update on future plans for construction and development of the campus. The Business and Engineering Center is about half way through the design process. Construction of the Business and Engineering Center will begin in about a year and the completed building will be about the size of the Liberal Arts Center. The quadrangle project should be complete in about four weeks. The McCutchan Art Center ground breaking is scheduled and the center will provide a teaching gallery that will be attached to the Liberal Arts Center. Distribution Services will be moving to the new Support Services Building that will be located near the Foundation Office off Clark Lane. Construction on the McWest Recreation Building will begin in about 3-4 weeks and the completed project should double the size of the existing facility. The University Center expansion is in the planning stage. Phase two of the Recreation Fitness Center will begin in about six months. Science Center labs and office renovation will begin soon. The Ceramic Center will be relocated to make room for the Business and Engineering Center. The Orr Center renovation will move Financial Aid to the space vacated by Career Services. An alternate electrical project is underway and the existing Physical Plant will be expanded to handle the addition of more buildings.

Cindy Brinker gave an update on the State biennial budget process. USI receives 57% of its operating budget from the state; separate funding covers expenses for capital, buildings, and repairs to existing physical plant. These funds are in addition to income from student fees and tuition. Money for staff increases come from other places in addition to the state allocation. The operating budget for 07-08 is in place and we received one of the highest increases in the state for staff salary increases. Federal funds are being sought for the campus roadway project and equipment for the Engineering program.

Debbie Clark gave an overview of the responsibilities of the Chair of Staff Council. She handed out the Overview and History of Staff Council and an article that gives the Ten Commandments for the Office.

Angela Torres gave an overview of the responsibilities of the Secretary of Staff Council.

Dave O'Grady gave an overview of the responsibilities of the Vice Chair of Staff Council.

Chris Jines presented the council with the guidelines and history of the new Support Staff Recognition Award. The first award will be presented at the Annual Support Staff Luncheon in August. A new Staff Council Logo will be revealed at the luncheon by Annie Krug, Vice President for Advancement. All support staff will be given a keyring with "Your key to USI" engraved on one side and the new logo on the other side. Chris gave an overview of the Employee Ambassador Program.

COMMITTEE REPORTS

Economic Benefits

Overview of committee responsibilities by Sara Rhodes.

Employee Relations

Overview of committee responsibilities by Dave O'Grady.

Nominating

Overview of committee responsibilities by Linda Lefler.

Break for lunch

Elections

Chair: Angela Torres

Vice Chair: Dave O'Grady

Secretary: Terry Martin

Staff Council Committees

Economic Benefits Committee Members

Vicki Bierley

Brian Brown

Christine Crews – Co-Chair

Carol Evans

Kristin Lewis – Co-Chair

Tony Morgan

Frank Nagy

Employee Relations Committee Members

Becky Ball

Jeri Broshears

Samoa Hempfling – Co-Chair

Rene' Koressel

Terry Martin
Pam Moore – Co-Chair
Sheree Seib
Lisa Staples
Virginia Thomas

Nomination Committee Members

Becky Ball – Chair
Pam Moore
Virginia Thomas

Web Committee Members

Vicki Bierley
Lisa Staples

Other Committees

Benefits: Debbie Clark
Equal Employment Opportunity Appeal and Hearing Board: Mandy Fulton (04-07)
Christina Jines (05-08), Dave O’Grady (06-09)
Safety & Risk Management: Dave O’Grady
Smoking: Dave O’Grady
Substance Abuse: Rene’ Koressel (07-09)
Traffic Appeals: Brian Brown
Wellness: Kristin Lewis

If new photos are needed for Staff Council members, please contact Barb Goodwin in News and Information Services.

Approval of Minutes

A motion to approve the June 26, 2007 Staff Council meeting minutes as amended was made by Christine Crews and seconded by Dave O’Grady.

A recommendation to accept the Annual Staff Council Report submitted by Christine Jines as amended was made by Becky Ball and seconded by Sheree Seib.

It was suggested that the Employee Ambassador Program be moved from its present location on the web to a more prominent place to make it more readily accessible.

The most recent By-Law changes made on the web are dated 2001. If updates have been made since that time, we need to update the web. If not, the By-Laws need to be reviewed.

Staff Council meetings will be held on the last Monday of the month at 2:00 p.m.

Adjournment

A motion to adjourn the meeting at 2:00 p.m. was made by Sheree Seib and seconded by Christine Crews.

Break-out into committees until 4:00 p.m.



Approved Minutes
September 24, 2007

Present: Becky Ball, Jeri Broshears, Brian Brown, Christine Crews, Samoa Hempfling, Rene' Koressel, Terry Martin, Pam Moore, Frank Nagy, Sheree Seib, Lisa Staples, Virginia Thomas, and Angela Torres

Guest: Donna Evinger

CALL TO ORDER

Angela Torres called the meeting to order at 2:05 p.m.

APPROVAL OF MINUTES

A motion to approve the July 31, 2007 Staff Council retreat minutes as amended was made by Sheree Seib and seconded by Becky Ball.

COMMITTEE REPORTS

Economic Benefits

The committee met in September and has three proposals for 2007-2008. The proposals include a 4% pay increase with a 1% merit raise, university to hire its own police force, and an increase in shift differential for third shift. Research will be done to determine average support staff wages/benefits along with shift differential policies in area businesses. Support from Faculty Senate Chair and Student Government President will be sought for support of campus police. The committee will also continue to discuss issues related to support staff titles, training procedures for new employees, and the two hour pay procedure for staff in call back situations. The committee will meet again October 15 at 1:30 p.m.

Employee Relations

The committee met and will plan a food drive for Archibald's Closet in November. Plans are underway for the annual Giving Tree to help needy families of USI students and employees. The committee will meet the second Monday of the month at 2:00 p.m.

Nominating Committee

No report

Web Committee

No report. It was suggested that they look at the webpage and bring it up to date. Rose Scruggs can add the approved minutes each month.

Old Business

Names tags or buttons were suggested for Staff Council representatives to wear to identify members so people know who the representatives are. Estimated costs for 20 tags included a \$45 setup charge and \$6.95 each for a total of \$184.

The adopt-a-spot location near the Forum Building needs new soil and specific flowers for shaded areas need to be considered. Bea Purcell has been caring for the spot this year. It was suggested we contact Don Fleming to find out what changes can be made to the area for next year. Angela will send out reminders about the need for help with maintaining the flowers in our adopt-a-spot.

New Business

A lot of paper products were collected along with food at the Employee Picnic this year, but a recent inventory of Archibald's Closet shows no paper products and only a select amount of canned goods. Questions were raised as to what the policy is for distributing food and supplies to those in need. Procedures have changed and need to be posted so the volunteers taking people to the closet know exactly what to do. Suggestions were made during the discussion as to the procedures that need to be followed and Angela Torres agreed to contact Dr. Parrent, VP of Student Affairs, about who is in charge of the closet and what Staff Council can do to help stock and run the closet. Additional discussion included whether this is a project that Staff Council can assist with on a regular basis or only assist with food drives throughout the year.

Mandi Fulton's term has ended and Staff Council selected Becky Ball to serve a three year position on the University Equal Employment Opportunity Appeal and Hearing Board (07-10). This committee would convene if an appeal is made by a faculty or staff member.

Brian Brown asked that we, USI, check into partnering with Wish Upon A Star to help out a child or family connected to USI. Discussion continued on how USI would promote a non-profit. Other partnering ideas included New Haven subdivision/Habitat for Humanities. A group on campus must promote and distribute information related to this type sponsorship.

Questions have been brought to council members regarding why Dr. Hoops does not attend staff recognition luncheons or fall staff meetings. Also questioned was why an administrator is sitting in on Staff Council meetings. Suggestions included having the Executive Committee take issues forward to an administrator. Discussion between current members indicated that we do not object to an administrator being present and believe we can discuss any issue that is presented with administrative representation in the room. Our meetings are open and we invite anyone with concerns or interests to attend.

The next meeting will be October 29 in UC 214 at 2:00 p.m.

Adjournment

A motion to adjourn the meeting at 3:15 p.m. was made by Virginia Thomas and seconded by Lisa Staples.



Approved Minutes
October 29, 2007

Present: Becky Ball, Vicki Bierley, Jeri Broshears, Brian Brown, Christine Crews, Samoa Hempfling, Mary Killian, Terry Martin, Tony Morgan, Frank Nagy, Dave O'Grady, Lyndsee Priest, Virginia Thomas, and Angela Torres

Guest: Donna Evinger

CALL TO ORDER

Angela Torres called the meeting to order at 2:00 p.m.

Angela welcomed the new Staff Council members: Mary Killian, Lyndsee Priest, and Kitty Wusstig.

APPROVAL OF MINUTES

A motion to approve the September 24, 2007 Staff Council minutes as amended was made by Becky Ball and seconded by Christine Crews.

COMMITTEE REPORTS

Economic Benefits

The committee continues to collect information from area businesses in regard to average support staff wages/benefits along with shift differential policies. Questions were raised about the 15 semester hour limit per year policy for benefit eligible support staff and the division of hours per semester allowed. The compression study is on hold until the minimum wage increase is complete. Lyndsee Priest will serve on the economic benefits committee.

Contact was made with student government to discuss the need for a campus police force. Student government has been researching this idea and an article was recently published in *The Shield*. Staff Council will invite Vice President for Business Affairs, Mark Rozewski, to our next meeting, or to a special called meeting, to hear concerns about having a non-armed security force and the need for an armed police force on campus. USI is the only public university in Indiana without an armed security/police force. Issues requiring an armed police force seem to be greater at night. Dave O'Grady will also contact Faculty Senate and find out what faculty discussion has been regarding this issue. Discussion continued regarding consequences for inappropriate behaviors requiring the response of the current security officers or the county sheriff department.

Employee Relations

The committee met October 15 and made posters for the food drive for Archibald's Closet to be held in November. Suggestions were made at the meeting to help define distribution of items needed and possibly making recipe cards to distribute along with food to give options for making quick meals out of food items received. Posters will be put up in designated buildings through November and then the Giving Trees will be put up in late November or early December. The committee plans to meet the second Monday of December at 2:00 p.m. Mary Killian will serve on the employee relations committee.

Nominating Committee

The new members have been introduced and the selection process went well to replace the members that resigned.

Web Committee

Suggestions have been made to Rose Scruggs about possible changes for the web site.

Old Business

Angela met with Barry Schonberger regarding Archibald's Food Closet. Recreation, Fitness, and Wellness Center own the closet and Jeannie Kuebler is the contact person. Drop-ins are welcome and Barry or Mary Alice in Student Affairs will take people to the closet. Paper products go quickly and currently there is an increase of need and not much coming into the closet. Items needed include anything that doesn't have to be cooked. Can openers are also helpful items that students may need. A larger space for the closet has been requested and there is a possibility that after the old library space is renovated, space may become available in the lower level of the University Center to expand the closet. Currently when food drives are held, overflow items are temporarily stored in some of the student organization offices. The largest suppliers for the closet are the Staff Council Fall Food Drive and the Midnight Breakfast. Outside groups also donate at times throughout the year. Rules and regulations posted on the back of the closet door are outdated. Recognition is used by those taking students to the closet but records are not kept as to items taken and names of those using the closet.

Sondra Reed is a master gardener and gave Angela ideas about the adopt-a-spot location near the Forum Building. Bea Purcell has agreed to help with the existing flowers. Plans for next year will be discussed in the spring.

New Business

The bylaws need to be updated to clarify how new individuals are chosen or added outside of the yearly election of members. Lisa Staples, Rene' Koressel, and Terry Martin will serve on the Bylaw Committee. Virginia Thomas is the alternate member.

Discussion/Announcements.

Resignations: Carol Evans and Kristen Lewis

Habitat Homes: Samoa handed out information about the New Haven Subdivision being developed off South Green River Road. She shared an overview of the project. No-interest loans are available and the family pays mortgage, taxes, and insurance over a 25 year period. Each person goes through employment history, credit checks, and sweat equity (required 300 hours of work on others' homes). Applicant must complete

250 hours before they can select a style for their own home. Applicant must also attend ten home ownership classes. A total of 27 homes were set up this year with a total of 55 homes to be built in the subdivision. There are currently six styles of three, four, and five bedroom homes available to choose from. This project began as a result of the November 2005 tornado but is not limited to those victims. Any group can volunteer to help with construction but volunteers must be 16 years of age or older to work on site.

Wish Upon A Star: After meeting with someone involved with this organization, Brian found out that USI would need to develop our own group and promote fundraisers for sponsoring someone. It was suggested that Lisa Schaefer or Penny White might be able to give us rules and regulations for starting a group such as this on campus.

Kim Schauss: A thank you note was received from Kim and read by Angela thanking the council for recognizing her with the Support Staff Recognition Award at the Annual Support Staff Luncheon in August.

Staff Council Round Table: Indiana State University has put together a group to host other area college councils on November 7 in Terre Haute. The meeting will be limited to the Executive Committee members.

Employee recognition key chain: Key chains are being distributed to those not attending the luncheon in August. All support staff members should receive one of the key chains provided by Advancement with the new Staff Council logo.

The next meeting will be November 26 in UC 206.

Adjournment

A motion to adjourn the meeting was made by Becky Ball and seconded by Virginia Thomas.



Approved Minutes
December 17, 2007

Present: Becky Ball, Vicki Bierley, Jeri Broshears, Christine Crews, Samoa Hempfling, Mary Killian, Renee' Koressel, Terry Martin, Pam Moore, Frank Nagy, Dave O'Grady, Lyndsee Priest, Sheree Seib, Lisa Staples, Virginia Thomas, and Angela Torres

Guest: Donna Evinger

CALL TO ORDER

Angela Torres called the meeting to order at 2:00 p.m.

APPROVAL OF MINUTES

A motion to approve the October 29, 2007 Staff Council minutes as amended was made by Sheree Seib and seconded by Becky Ball.

COMMITTEE REPORTS

Economic Benefits

The committee met in December and will propose the following in the upcoming budget hearings. Proposal 1 is for a pay increase of 4% and 1% for merit. Proposal 2 is for a Tobacco Free Campus. Proposal 3 is for a short term disability policy. Shift differential will be listed stating further research will be compiled. A police force will not be proposed this year; further research will be conducted including a student survey with a proposal possible in 2009. A question was received by the committee regarding why TIAA-CREF is not offered to support staff. The question was forwarded to Human Resources and the response received states that the retirement offered by USI to support staff is equal and/or better than similar universities.

Questions concerning a tobacco free campus came up at the Council Round Table in Terre Haute, attended by Angela Torres and Dave O'Grady, and studies show there has been no decrease in enrollment on campuses where they have gone smoke free. USI has a smoking committee that has not met recently but can be convened when necessary.

Employee Relations

The Giving Tree was a success this year with thirteen applications received, two of which were rejected because they were submitted very late. There were seven tree locations where ornaments were available for pickup to purchase items requested by the families. Nine International students staying on campus during the holiday were given baskets of food items collected on the Giving Tree. The committee will meet in January to review the Giving Tree process and set plans for next year in place with a timeline. Suggestions for letting students and employees know that there is a program to assist families (not extended families) in need.

Nominating Committee No report

Web Committee No report

New Business

- Concerns have been expressed about when parking lots are blocked for special events near the University Center. Handicap parking near the University Center and Library were blocked off for a public forum meeting with the legislators. Do we meet ADA requirements when these areas are blocked? Human Resources hired an ADA Coordinator to assist with all campus issues and this issue should be referred to him.
- Comp time issues were discussed. Included in the discussion were how long comp time can be accumulated, how much time can be accumulated, and why comp time can not be carried over at fiscal year end. The financial liability to the university (requiring a pre-funded item in the new year) is the reason comp time is not carried over at year end.
- Questions about online payroll were raised and Donna shared that online payroll is not planned for the near future but will be pursued in the future.

Discussion/Announcements.

Resignation Kitty Wusstig has resigned since she will be moving and leaving the university in late January.

Membership Staff Council now has 18 members. If someone is interested in serving, please let Becky Ball know. Staff Council requires a commitment and things don't always happen fast. The council must be persistent and keep presenting things that are important for support staff. Suggestions were made to look at two to three year terms for officers, one year on council and two years as officer with elections every other year. Discussion continued with how Staff Council originally started and what the current needs are within the Council.

Memoriams The following memoriams were read by Angela: Alice Mayer, Part-time Call-in Clerk in the USI Library passed away on November 25, 2007. Rosemary (Niedermeier) Oberhausen, Retired Senior Secretary in the Pott College of Science and Engineering pass away on November 29, 2007.

Director of Security Two finalist pending, decision forth coming.

Employee Picnic Date The date has not been selected yet, but should be decided before the next meeting.

The next meeting will be January 28 in UC 206 at 2:00 p.m.

Adjournment

A motion to adjourn the meeting at 3:45 was made by Becky Ball and seconded by Christine Crews.



Approved Minutes
January 28, 2008

Present: Becky Ball, Jeri Broshears, Brian Brown, Samoa Hempfling, Mary Killian, Rene' Koressel, Terry Martin, Pam Moore, Tony Morgan, Frank Nagy, Dave O'Grady, Lyndsee Priest, Sheree Seib, Lisa Staples, Virginia Thomas, and Angela Torres

Guest: Donna Evinger, Sherrienne Standley

CALL TO ORDER

Angela Torres called the meeting to order at 2:00 p.m. and welcomed Sherrienne Standley, guest speaker.

Sherrienne has been appointed by the Board of Trustees to coordinate the Search and Screen Committee to select USI's new president. There will be one representative from staff council to serve on the eighteen member committee. The committee is charged to review all applications and narrow the field. They will interview the selected candidates and then narrow the field to 3-5 candidates that will be invited to campus to meet with constituencies.

Sherrienne will be the liaison between the Board of Trustees and the Search and Screen Committee. The Trustees will develop statement of leadership qualities to be matched with each candidate. All representatives selected to serve on the Search and Screen Committee will be notified by May.

Additional information was made available by Ms. Standley as to the time frame, composition and charge to the committee.

A question and answer time followed with staff council asking many questions about what the university is looking for in a president and where we might see USI going in the future. Angela thanked everyone for input in the meeting and asked us to consider who might be a good representative from staff council for the Search and Screen Committee.

Memoriam The following memoriam was read by Angela: Gina Walker, Archive Librarian in the USI Library passed away on January 16, 2008.

Budget presentation Staff Council will present the budget requests on Wednesday, February 27 at 8:15 a.m. in UC 201-202. The presentation is being prepared and distributed to the council by Angela Torres for review when complete.

Adopt a spot Don Fleming notified us that the rectangle space near the entrance to the FA building is available if we are interested in moving our adopt a spot to that space. Council agreed to move to the new spot.

COMMITTEE REPORTS

Economic Benefits

The committee did not meet but Christine Crews sent an email to the committee members and their main issue at this time is budget presentation.

Employee Relations

It was suggested that the food drive next year be moved to mid-September to not be in competition with other organizations asking for donations during the holiday season. An update on the Giving Tree was given with suggestions for how to make the program better next year. Student worker appreciation week will be February 11-15. Certificates were emailed to departments to use for recognition of student workers. It has been suggested that one binder be compiled to summarize annual events to pass on to future committee members. The employee picnic has a tentative date of Wednesday, May 21 and plans are in place to prepare for this year's event.

Nominating Committee Soliciting names for next year. Mary Killian has taken on a two year assignment with the resignation of Kitty Wusstig.

Web Committee It was suggested that the web site main page include current activities and current minutes.

Old Business - none

New Business - none

The next meeting will be February 25 in UC 206 at 2:00 p.m.

Adjournment

A motion to adjourn the meeting at 2:50 was made by David O'Grady and seconded by Pam Moore.



Approved Minutes
February 25, 2008

Present: Becky Ball, Vicki Bierley, Jeri Broshears, Brian Brown, Mary Killian, Terry Martin, Pam Moore, Tony Morgan, Frank Nagy, Dave O'Grady, Lyndsee Priest, Sheree Seib, Lisa Staples, Virginia Thomas, and Angela Torres

Guest: Donna Evinger

CALL TO ORDER

Angela Torres called the meeting to order at 2:05 p.m.

APPROVAL OF MINUTES

A motion to approve the December 17, 2007 Staff Council minutes was made by Becky Ball and seconded by Lisa Staples.

COMMITTEE REPORTS

Economic Benefits

The PowerPoint budget presentation was passed out to the council members. The main proposals include merit and base pay increase adjustments, employee-paid short-term disability insurance option, and a tobacco-free campus. Cindy Brinker, VP for Governmental Relations has reviewed our presentation and suggested a few changes at the discretion of the council.

Employee Relations

The committee did not meet this month due to weather. Pam and Samoa will meet with Sara Rhoades to review last years employee picnic plans and the committee will meet to plan this years picnic in March.

Nominating Committee A request for nominations and volunteers to serve on Staff Council has been issued. We received 7 nominations (one being a duplicate). We are in need of Ten representatives for the next two year term. Any members finishing up this two year term are requested to consider serving for another two year term, only exceptions being if members had served the two year period prior to the 06-08 term. Those nominated will be contacted within the next few weeks to see if they are willing to be placed on the ballot.

Web Committee Lisa and Sheree have been working with News and Information to get the Staff Council webpage out of their control.

Old Business - Presidential search - there were two people nominated to serve on the Presidential Search and Screen Committee and after the council voted, Dave O'Grady

was elected to serve on the committee. It is recommended that this representative of Staff Council not hold Executive or Committee positions during the search process.

Reserved handicap parking - The ADA Coordinator researched the issue of groups renting space for parking and a certain percentage of parking spaces rented must also have handicapped spaces; that does not make us out of compliance. If someone feels inconvenienced, it should be reported. Special accommodations can be submitted to the ADA Coordinator in Human Resources. It was suggested that these type items need to be put into the event coordinators hands to include in meeting advertisement.

New Business - Employee Recognition - The current process states that the nomination process is open from April 1 through June 30. Angela recommended that the period be changed to April 1 to May 31 so that the current council members will be voting before new members are added. Dave O'Grady seconded the motion. Last year we had an issue where a new member was nominated and would be on the voting council so the existing council was called together to vote prior to the new council beginning. This change will eliminate this issue in the future.

Annual Retreat - The retreat will be Wednesday, July 30 from 9 a.m. to 4 p.m. The purpose of the retreat is to set up the structure of the council for the 2008-09 year.

Inclement weather - Several staff members questioned the use of the 8600 number during questionable weather situations. Council members did find messages available at this number during the recent bad weather. Discussion continued about cancellation of classes and the closing of the university during inclement weather.

The next meeting will be March 31 in UC 214 at 2:00 p.m.

Adjournment

A motion to adjourn the meeting at 3:25 was made by David O'Grady and seconded by Virginia Thomas.



Approved Minutes
March 31, 2008

Present: Becky Ball, Vicki Bierley, Jeri Broshears, Brian Brown, Christine Crews, Mary Killian, Rene' Koressel, Terry Martin, Pam Moore, Tony Morgan, Frank Nagy, Dave O'Grady, Lyndsee Priest, Sheree Seib, Virginia Thomas, and Angela Torres

Guest: Donna Evinger

CALL TO ORDER

Angela Torres called the meeting to order at 2:05 p.m.

APPROVAL OF MINUTES

A motion to approve the January 28, 2008 Staff Council minutes with changes was made by Becky Ball and seconded by Virginia Thomas.

A motion to approve the February 25, 2008 Staff Council minutes was made by Dave O'Grady and seconded by Virginia Thomas.

COMMITTEE REPORTS

Economic Benefits

The budget presentation was made and the committee met to discuss items for next year. Items carried forward to next year include a campus police force and a tobacco-free campus. It was noted that staff need to remember to recognize the administration for the continued support for annual pay raises and merit increases. Angela thanked the committee for conducting the Tobacco-Free Campus survey.

Employee Relations

The cost of last years employee picnic was \$2828. The space between the PAC and the RFC has been reserved this year for the picnic with Carter Hall reserved for a back up in case of inclement weather. Pepsi has agreed to donate bottled drinks including water. Sign-up sheets to assist at the picnic will be available at the meeting in April. The picnic will be held Wednesday, May 21. Door prizes are being solicited along with items for Archie's Auction. Donations will be accepted this year for Archibald's Closet. The next committee meeting will be Friday, April 4 at 11:00 a.m. in the Liberal Arts Conference Room.

Nominating Committee

The committee is working on a ballot for nominations for 2008-2010 election of Staff Council members. We still need at least two more names on the ballot to fill the outgoing members and vacant positions.

Web Committee Ed Scharf is helping design the new web page for Staff Council. Sheree showed us a tentative design and asked for input to enter the annual events and the main contact area of the design page. Pictures will rotate at the top of the page.

Old Business - Annual Retreat - The retreat will be Wednesday, July 30 from 9 a.m. to 4 p.m. Suggestions are being sought for an ice breaker and speaker. Lyndsee will coordinate the luncheon for the retreat.

Adopt-a-spot - Our new space will be planted soon. Angela will check to see when the Operation City Beautiful-Lowe's date will be held this year. Penny White and/or Don Fleming know the guidelines for the adopt-a-spots. Use of lawn ornaments in the spot was discussed along with the type of flowers that will grow best in direct sun.

New Business - It has been suggested that we have a representative from Staff Council to sit on Faculty Senate to know what issues they are bringing up. We also should invite someone from the Faculty Senate to sit on the council. Representation on both council and senate will help keep people informed.

Rene' is working on the Ambassador Program for new employees. She asked if anyone has additional requests for new employee campus tours or packets to be given out. Currently she is grouping new employees in two to four people per group for the campus tours. It was suggested to contact the Dental Clinic to include them on the tour. Some new employees don't need the tour but appreciate the packet that is handed out. The Ambassador Program tour is done about thirty days after employee begins work. A follow-up is done after six weeks to remind new employees about Staff Council, free dental clinic, DVD rentals in the library, and recreation, fitness, and wellness opportunities.

The next meeting will be April 28 in UC 206 at 2:00 p.m.

Adjournment

A motion to adjourn the meeting at 3:00 was made by Sheree Seib and seconded by Becky Ball.



Approved Minutes
April 28, 2008

Present: Becky Ball, Jeri Broshears, Brian Brown, Samoa Hempfling, Mary Killian, Rene' Koressel, Terry Martin, Pam Moore, Frank Nagy, Dave O'Grady, Lyndsee Priest, Sheree Seib, Virginia Thomas, and Angela Torres

Guest: Donna Evinger and Pat Zimmerman

CALL TO ORDER

Angela Torres called the meeting to order at 2:05 p.m. Donna introduced the new Assistant Director of Human Resources, Pat Zimmerman.

APPROVAL OF MINUTES

A motion to approve the March 31, 2008 Staff Council minutes with changes was made by Becky Ball and seconded by Sheree Seib.

COMMITTEE REPORTS

Economic Benefits

No report

Employee Relations

The budget for this year's picnic is \$3,224. Amanda will be handling the picnic set-up in the space between the PAC and the RFC. Five tents will be set up for shade and serving food. 820 The Edge, campus station, will be providing music for the picnic. Rene' will check on music selection for the time of the picnic, including easy listening music for the lunch hour. We will have an Americana theme with games and an auction. Sheree is collecting items for the auction. Buttons will be made with a Staff Council logo for identifying members. The food for the picnic will be fried chicken, green beans, mashed potatoes, and cole slaw. Drinks will be donated by Pepsi and Coke. The next committee meeting will be Friday, May 4 at 11:00 a.m. in the Liberal Arts Conference Room.

Nominating Committee

The ballots have been copied and awaiting labels for distribution to support staff members on Friday. Help will be needed to count ballots.

Web Committee

Sheree showed us the webpage being developed. Items made available are employee handbook, academic programs, MyUSI, and visit USI. Suggestions were made for the bullet points that would be most beneficial for staff and Sheree will work with Ed Scharf in regards to adding the suggested topics. Any other suggestions should be directed to Sheree Seib. There has been consideration about adding a suggestion box option with

responses submitted to the chair and vice chair of staff council. The presidential search can be added to the website, when it is underway, to inform staff of search progress.

Old Business - Annual Retreat - Lyndsee has contacted several local restaurants regarding food for the retreat, including USI, Quiznos, Qdoba, Penn Station. Penn Station has the best price. Lyndsee will check with USI for cost modification. Guest speakers will be Cindy Brinker and Mark Rozewski. Sandy Davis will do the icebreaker at the beginning.

New Business - Spring Fest - comments from staff members regarding attendance will be presented at the follow-up meeting on Tuesday, April 29. There were some staff members that worked and attended Spring Fest, however, the attendance was low and the weather probably kept many people away. Location was a problem for many because it was not clear where "the valley" was located. Other suggestions from council members included having a day chairman or morning/afternoon/evening chairmen to help with coordinating volunteers. Advertising was lacking. One council member has a Facebook account and she received announcement daily about Spring Fest. Maybe placing advertisements on MyUSI or on monitors around campus would have helped get the word out to the campus employees and students. Angela will attend the follow-up session to share suggestions.

Pedometers - Get Fit Indiana provided pedometers to those signing up for the fitness program. This was a State of Indiana program, not a USI program. There were people that thought they could get their pedometer at USI, however, USI did not receive enough to meet the demand. Several complaints were made to Staff Council members regarding this issue. Additional Pedometers were received and have also been depleted.

Adopt-a-spot - Lowe's along with Operation City Beautiful will have certificates available to adopt-a-spot organizations on Saturday, May 10 at the West side Lowe's. Other places to obtain plants this spring include West side BuyLow on May 3 and the Master Gardeners sale on May 4-5 at the 4-H Center.

The next meeting will be May 19 in UC 206 at 2:00 p.m.

Adjournment

A motion to adjourn the meeting was made by Dave O'Grady and seconded by Virginia Thomas.



Approved Minutes
May 19, 2008

Present: Becky Ball, Jeri Broshears, Brian Brown, Christine Crews, Samoa Hempfling, Mary Killian, Rene' Koressel, Terry Martin, Pam Moore, Frank Nagy, Dave O'Grady, Lyndsee Priest, Sheree Seib, Lisa Staples, Virginia Thomas, and Angela Torres

Guest: Donna Evinger

CALL TO ORDER

Angela Torres called the meeting to order at 2:05 p.m.

APPROVAL OF MINUTES

A motion to approve the March 31, 2008 Staff Council minutes with changes was made by Becky Ball and seconded by Christine Crews.

COMMITTEE REPORTS

Economic Benefits

The committee met and reviewed issues from the past year with no new recommendations at this time. Results from the budget presentation should be brought forth at the August meeting. The committee will not meet in June.

Employee Relations

The picnic will be held under the UC Bridge with games in the quad. This change in location is due to the construction near and around the PAC and Fitness Center. 820The Edge, campus station, will be providing music for the picnic. DJ Kelly Orsby has put together a song list to play during the picnic. Local radio stations were not available for the picnic or did not respond to calls for possible consideration. The food has been ordered. Drinks have been donated by Pepsi (\$1050) and Coke (\$718). Samoa is working on signage for the picnic. Workers will begin set up at 8:30 a.m. on May 21. Staff Council members are asked to wear read and Staff Council buttons will be provided on the day of the picnic. The buttons will help identify council members. Lisa will send email reminders on Tuesday and Wednesday.

Nominating Committee

The ballots have been tallied. We sent out 349 ballots and had 190 returned for a 56% response. Members rotating off at the end of 2008 are Jeri Broshears, Christine Crews, Rene' Koressel, Frank Nagy, Virginia Thomas, and Angela Torres. New members for 2008-10 will be Julie Bordelon - Distance Education, Jeri Broshears - Student Development, Angie Goebel - Travel Services, Michelle Herrmann - Purchasing, Chris Jines - Career Services, Frank Nagy - Physical Plant, Teresa Schmitt - Physical Plant, Kim

Shelton - Athletics, Jacki Spainhour - Nursing & Health Professions, Catherine Vaughan - Library. Alternates are Charlene Kaufman - Extended Services and Cynthia York - Liberal Arts.

Web Committee - No report.

Old Business - Annual Retreat - Wednesday, July 30 from 9 a.m. to 4 p.m. in Rice Library 0017. Members are asked to bring materials from committees. Sodexo food services will provide lunch. Lyndsee will contact members to order food for lunch.

Adopt-a-spot - Angela and Sheree went to Lowes and picked up flowers and spent five hours planting and cleaning up our adopt-a-spot. An additional \$85 was spent on perennials for the spot. Terry Martin made a motion to reimburse Angela for the flower expenses and Dave O'Grady seconded the motion. Motion passed.

Spring Fest - Angela attended the follow-up meeting on Tuesday, April 29. Those in attendance were mostly organizers. Location and advertising need to be better if Spring Fest is held again. If funding is available in the future, volunteers will be solicited next year.

New Business -

President's Search and Screen Committee - Dave O'Grady reported the committee held their first meeting. The website is available on the USI webpage. All information will flow through this website from the search and screen committee. The board has given a target day of March 2009 to present unranked list of candidates.

The next meeting will be June 30 in LA Conference Room at 2:00 p.m.

Adjournment

A motion to adjourn the meeting at 2:55 was made by Virginia Thomas and seconded by Dave O'Grady.



Approved Minutes
June 30, 2008

Present: Becky Ball, Vicki Bierley, Jeri Broshears, Christine Crews, Samoa Hempfling, Rene' Koressel, Terry Martin, Pam Moore, Frank Nagy, Dave O'Grady, Lyndsee Priest, Sheree Seib, Virginia Thomas, and Angela Torres

Guests: Julie Bordelon, Angie, Goebel, Jacki Spainhour, Kim Shelton, Michelle Herrmann, Teresa Schmitt, Cynthia York, Charlene Kaufman, Catherine Vaughan, and Donna Evinger

CALL TO ORDER

Angela Torres called the meeting to order at 2:05 p.m. The meeting began with introductions of the newly elected members of Staff Council for 2008-2010.

APPROVAL OF MINUTES

A motion to approve the March 31, 2008 Staff Council minutes with changes was made by Virginia Thomas and seconded by Christine Crews.

COMMITTEE REPORTS

Economic Benefits

No report

Employee Relations

No report

Nominating Committee

No report

Web Committee - Still working on updating the website.

Old Business - The food has been ordered for the annual retreat - Wednesday, July 30 from 9 a.m. to 4 p.m. in Rice Library 0017. Lyndsee will send an email reminder to everyone of the food order. Sandy Davis will do the ice breaker. Pam Moore will not be able to attend the retreat but is willing to once again serve as chair of the Employee Relations Committee.

Adopt-a-spot - The spot will need to be weeded and watered over the summer. A sign-up sheet for a Tuesday and Friday schedule was circulated for volunteers.

New Business - Angela provided copies of the Staff Performance Recognition Award nominees for current members to read and vote on. Ballots were submitted. The new chair of Staff Council will announce the winner at the Fall Meeting on August 12.

Frank Nagy asked about stores that provide discounts to USI employees and students. The current program is called USI Incentives. Donna Evinger will check with benefits to verify where to find a list and forward an email to council members.

Angela Torres submitted the Chair's Annual Report for members to review. A few changes were made and Dave O'Grady made a motion to accept the report with a second by Virginia Thomas. Motion passed.

Discussion/Announcements - Donna Evinger recognized outgoing council members with certificates of service for 2006-2008, signed by Dr. Hoops, USI President. Outgoing members are Jeri Broshears, Christine Crews, Rene' Koressel, Tony Morgan, Frank Nagy, Lisa Staples, Virginia Thomas, and Angela Torres.

Angela thanked members for service and briefly stated what the council is currently involved in.

Dave thanked Angela for her service as chair of the Staff Council.

The next meeting will be the retreat on July 30 in RL 0017 at 9:00 a.m.

Adjournment

A motion to adjourn the meeting at 2:40 was made by Dave O'Grady and seconded by Frank Nagy.