



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
August 19, 2021 – Virtual

Members Present: Jessica Adler, Cindy Braker, Rhonda Moore, Stephanie Wildeman, Kimberly Tanner, Terri Kendall, Dawn Paris, Tammy Jewell, Gloria Butz, Shawn Williams, Rhonda Woolsey, Pam Kobe

Also present: Sarah Will, Assistant Director of Human Resources

Absent: Charlie Walton, Jamie Curry (Jessica Adler stood in for Jamie Curry as the Chair of the Employee Relations Committee), Amanda Mitchell, Greg Orth, Sharri Herriott, James Wethington, Tyler Rapp

- I. Meeting began at 1:00 PM with a call to order and roll call.
- II. Approval of Minutes - Minutes of July 21, 2021 meeting reviewed by council, accepted as written with a motion by Shawn Williams and seconded by Jessica Adler.
- III. Discussion of Open Issues with Committee/Representative News - The secretary of the Employee Relations Committee is Rhonda Moore. Reminder for the committees to vote for Committee Vice Chairs, and possibly a Webmaster. The Bylaws Update included proposed language changes and the committee name update of the Benefits and Communication Committee. The addition of two Staff Council position additions to the Bylaws was suggested (Equity, Diversity, and Inclusion Representative and Safety Representative), as was the removal of the list of specific annual events since those lists are included in each committee's descriptions. Dawn Paris moved to accept the additions to the Bylaws with the changes noted. Jessica Adler seconded the motion, and the motion was passed. For the Web Site update, a plan was discussed to acquire access. The Employee Relations update included the implementation of Quarantine Care Packages, the flier for that cause, and possible incentives for employee donations. The Fall Decorating Contest was voted to remain a virtual event following a motion by Shawn Williams, and seconded by Cindy Braker. The Equity, Diversity, and Inclusion update included a discussion of the history and structure of the EDIC of USI, and the positive results of the Campus Climate Survey.
- IV. Discussion of New Business – Ways to make the Committee /Representative Meeting Report Form easier to fill out were discussed, including the use of a SharePoint Form. Staff Council recruiting strategies were discussed, as was the possibility of the addition of the position of a Webmaster. For new employee orientation, the feasibility of ambassadors and pamphlets for new staff was discussed, as was the addition of the new Staff Council pins to help identify staff advocates to new employees.
- V. Motion and vote to adjourn followed by adjournment.



**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 Social: a Chili Cook-off, and an 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.



Staff Council Meeting Minutes January 20, 2022 – Virtual

Members Present: Jessica Adler, Gloria Butz, Jamie Curry, Sharri Herriott, Tammy Jewell, Terri Kendall, Pam Kobe, Amanda Mitchell, Rhonda Moore, Dawn Paris, Stephanie Wildeman, Rhonda Woolsey

Absent: Cindy Braker, Greg Orth, Shelby Scott, Kimberly Tanner, Charlie Walton

- I. Meeting began at 1:00 PM with a call to order and roll call.
- II. **Approval of Minutes** - Minutes of the November 18, 2021 meeting were approved after being reviewed by council, with a motion by Stephanie Wildeman and seconded by Rhonda Moore.
- III. **News from the Chair** - Many recipients expressed their gratitude for the Giving Tree, and we received many nice comments and thank yous. Regarding the Staff Council Recruitment update, if you know of any potential recruits, please email Rhonda Woolsey and she will send them an email. The Staff Council Invitation is currently being modified.
- IV. **Committee/Representative News** – Rhonda Wolsey provided updates on the Presidential Taskforce, the President’s Council, the Provost Council, and the Administrative Senate. **The Presidential Taskforce** has not met in January. The coronavirus is in full force, so face masks and social distancing will remain in place for the foreseeable future. The recent meeting of **the President’s Council** included discussions about the coronavirus and the report on Division 1. The Employee Recognition Award continues to be under review of the President’s Council. The recent meeting of **the Provost Council** also centered on discussions about the coronavirus. **The Administrative Senate report** included information that the “FlexWork” policy proposal (currently for administrators) continues to be worked on. **The Employee Relations Committee:** There was no January monthly meeting. Jamie Curry and Rhonda Woolsey mentioned that there have been suggestions for a new type of event such as a Tea Party, or a Build Your Own Garden Party. They are looking for something that can be held on the Quad, and is environmentally friendly, safe, and inexpensive. **The Benefits and Communication Committee:** Dawn Paris discussed the continuing process of revising existing written policies. **The Equity, Diversity, and Inclusion Committee:** There was no January monthly meeting. Jessica Adler reviewed the status of the floating holiday proposal. Human Resources and EDIC are currently reviewing the possibility of the floating holiday. Regarding **Safety**, the weather policy of the university was reviewed including the intent for the decision of a weather-related university closing to be made by 5 AM of the affected day.
- V. **New Business** – We are interested in adding to the university spring events in order to promote camaraderie, improve employee morale, and provide another day to celebrate being part of the USI community. **Opened to the floor:** USI Outreach and Engagement is now accepting nominations for the 2022 M. Edward Jones Engagement Award through Friday, February 18. This award recognizes USI employees, retirees, students, alumni, board members, and trustees who profoundly enrich the lives of our tri-state region citizens through service, leadership, and volunteerism. A reminder was given to please consider being an Employee Ambassador, and to contact Jessica Adler for more information.
- VI. Motion to adjourn by Dawn Paris and seconded by Tammy Jewell, followed by adjournment.



Staff Council Meeting Minutes
April 21, 2022 UCW 226-227

Members Present: Gloria Butz, Jamie Curry, Sharri Herriott, Tammy Jewell, Terri Kendall, Amanda Mitchell, Pam Kobe, Greg Orth, Dawn Paris, Kimberly Tanner, Charlie Walton, Stephanie Wildeman, Rhonda Woolsey.

Absent: Jessica Adler, Cindy Braker, Emily Brinkmeyer

- I. Meeting began at 1:00 PM with a call to order and roll call.
- II. **Approval of Minutes** - Minutes of the March 17, 2022 meeting were approved after being reviewed by council, with a motion by Rhonda Woolsey and seconded by Gloria Butz.
- III. **News from the Chair** - Rhonda presented the take-away messages from the Town Hall meeting. The most requested topic by employees to be addressed was flexible schedules. At the Town Hall meeting, Dr. Rochon discussed the significant manpower needs necessary to put flexible schedules in place, and currently USI does not have that required manpower. He also addressed how he would like to find an alternative that would be available to any employee on campus rather than to only a limited number of employees. The administration is reviewing the 70-page flexible module proposal provided to them by the Administrative Senate. Other issues addressed at the Town Hall and reviewed for the Staff Council were improvements of infrastructure, marketing, recruitment of non-traditional learners, resuming employee travel, the beginnings of an agricultural program, and the need to keep the masking signs up since the rate of transmission of the Covid-19 variants in the near future is unknown. The plans for the Unsung Eagles Day were discussed, as were the specifics of forming the Staff Council Election Committee.
- IV. **Committee/Representative News** – Rhonda Woolsey provided updates on the Presidential Taskforce and the President’s Council. **The Presidential Taskforce** hasn’t met since the previous update. An April 5th meeting of **the President’s Council** included a discussion of student mental wellness, the Administrative Senate proposal, and the potential of a floating holiday. **The Employee Relations Committee**: Jamie Curry discussed the Unsung Eagles Event, which is April 28th. **The Benefits and Communication Committee**: Dawn Paris reported on their current work on 3 proposals regarding: vacation, payment of stipends to staff, and Facilities and Operations issues to address.
- V. **New Business** – The student enrollment numbers are up and are higher than was expected. It will be the biggest freshman year at USI. The numbers are up for admissions, and also graduate students. **Opened to the floor**: Motion to adjourn by Rhonda Woolsey, seconded by Pam Kobe, followed by adjournment.



Staff Council Meeting
Minutes May 23, 2022
UCW 226-227

Members Present: Jessica Adler, Cindy Braker, Emily Brinkmeyer, Jamie Curry, Sharri Herriott, Tammy Jewell, Pam Kobe, Greg Orth, Dawn Paris, Charlie Walton, Stephanie Wildeman, Rhonda Woolsey.

Absent: Gloria Butz, Terri Kendall, Amanda Mitchell, Kimberly Tanner

- I. Meeting began at 1:00 PM with a call to order and roll call.
- II. **Approval of Minutes** - Minutes of the April 21, 2022 meeting were approved after being reviewed by council, with a motion by Rhonda Woolsey and seconded by Tammy Jewell.
- III. **News from the Chair** - Rhonda discussed the success of the Unsung Eagles Day event. The employee lunches, large outdoor social gathering, and the notes of appreciation were all very much appreciated by the attendees, and the event was considered quite successful. 50% more lunches were served than originally ordered since students were also served. Without Staff Council involvement, the Loft had been closed and students were sent to the event for lunch. Rhonda opened the floor to Jessica Adler, and the Staff Council had the opportunity to say good-bye to Jessica, who has taken a new job closer to her home that will allow for more time with her children. The Staff Council thanked Jessica for her awesome service and will miss her, but wishes her very well in her new adventure.
- IV. **Committee/Representative News – The Presidential Taskforce** will meet again when classes resume. The plexiglass will remain up, as will the social distancing stickers. A May 10th meeting of **the President's Council** included a discussion of commencement. This included a story of appreciation told by a student with disabilities and how she was very thankful to be able to feel normal during commencement. Other topics mentioned include the Aug 1 official membership of Division 1, the expected June 10 visit to campus by state senators, and the expected late May decision for the Dean of the College of Business. **The Administrative Senate** is currently having their elections. Thanks to the work of Tammy Jewell, the Staff Council will have the required membership numbers and the ballots are available for voting. **The Employee Relations Committee:** Jamie Curry discussed the Unsung Eagles Event, including the need to reevaluate the budget after the unexpected expenses of the student lunches. After the upcoming elections, planning will need to be done for the retreat for new members. **The Benefits and Communication Committee:** Dawn Paris reported on their current work on 3 proposals regarding absence policies: vacation, payment of stipends to remaining staff given additional responsibilities, and the Occurrence Policy for Facilities. The vacation proposal is asking for a policy comparable to other four-year state institutions. It will be sent to Staff Council individual email addresses for a vote. If applicable it will then move on to the President's Council and on to Human Resources. Dawn mentioned improvements made to the Staff Council web page such as moving the Share-a-Concern button to make it more accessible. Rhonda added that she submitted a well-worded written essay to the President of the University regarding issues regarding employee benefits that need addressed. Charlie Walton of the **Safety Committee** discussed the large number of recent accidents in the front roundabout. Suggestions were made to include training for both students and employees. Employee training could be part of the Human Resources orientation for new employees. Cindy Braker of the **Wellness Committee** mentioned that they are looking for a new location for the Wellness Fair that is larger than Carter Hall.
- V. **New Business:** Specialized jobs with USI that require employee certification, updated certifications, and continuing education need to be addressed. Currently all associated costs with the certification and updates are the financial responsibility of the employee if the necessary course/certification is not offered by USI. Rhonda has included this on the feedback to the Foundation Development Council regarding items that need funded. It is also being added to the Staff Council list of concerns. **Motion to adjourn** by Rhonda Woolsey, seconded by Pam Kobe, followed by adjournment.



**Staff Council Meeting
Minutes June 16, 2022
UCE 2207**

Members Present: Cindy Braker, Gloria Butz, Emily Brinkmeyer, Jamie Curry, Tammy Jewell, Pam Kobe, Amanda Mitchell, Greg Orth, Kimberly Tanner, Charlie Walton, Stephanie Wildeman, Rhonda Woolsey.

Absent: Sharri Herriott, Terri Kendall, Dawn Paris

- I. Meeting began at 1:00 PM with a call to order and roll call.
- II. **Approval of Minutes** – The minutes of the May 23, 2022 meeting were approved with a motion by Charlie Walton and seconded by Amanda Mitchell.
- III. **Committee/Representative News - The Presidential Taskforce** will meet again when classes resume. In the most recent meeting of *the President's Council* the President expressed an interest in promoting discussions of current events and concerns such as the recurring mass shootings in this country. He would like to promote discussions which consider both protective and preventative measures. **The Administrative Senate** recently elected Steven Stump as their Chair. Tammy Jewell of the **Staff Council Election Committee** reported that the Staff Council successfully held elections and does have the required membership numbers. **The Benefits and Communication Committee:** The Staff Council voted to approve the 3 proposals that were presented by Dawn Paris in the May 23rd meeting and emailed to each Staff Council member for review. Stephanie Wildeman made a motion to approve the Miscellaneous Pay proposal which was seconded by Jamie Curry. All were in favor and the motion was approved. Stephanie Wildeman made a motion to approve the Facility Operations and Planning Absence proposal which was seconded by Jamie Curry. All were in favor and the motion was approved. Regarding the Open Positions proposal, Rhonda Woolsey mentioned that HR expressed the need for a way to measure how much of a specific task (made necessary by open position) a current employee is responsible for. Jamie Curry made a motion to approve the Open Positions proposal which was seconded by Greg Orth. All were in favor and the motion was approved. **The Employee Relations Committee:** Jamie Curry reported that this committee is evaluating their ideas for each upcoming semester regarding which ones will bring new life to events and increase participation. They have found that the Employee Picnic has received more positive feedback than the Unsung Eagles Event. The committee is working on collaborating with the Administrative Senate and the Faculty Senate for the organization of a Family Day for employees. Charlie Walton of the **Safety Committee** discussed the current high outdoor temperatures and humidity and the need for employees to use common sense to not overdo it in the heat. USI Public Safety Officers are also paramedics and can help if there is a case of someone being overheated. Staff Council has been made aware of individual employees being sent unaccompanied into very hot enclosed areas that have little or no ventilation. Rhonda Woolsey will check into this practice and investigate possible improvements that can be made. Title IV issues were discussed such as when an individual employee is sent unaccompanied to a student apartment. A suggestion was made to offer apprenticeships to Ivy Tech students in the trades, which could benefit both the students and the USI employees.
- IV. **New Business – 2022-2024 Chair Election** - Rhonda Woolsey will not be running for a second term as Chair. She will remain an active member but has personal and professional demands on her time that don't allow for her to serve as Chair for a second term. Tammy Jewell nominated Dawn Paris for Staff Council Chair for the 2022-2023 term. Dawn Paris accepts the nomination. Rhonda Woolsey asked if there were any additional nominations, and there were none. Rhonda made a motion to proceed to accept the nomination of Dawn Paris as 2022-2024 Chair. Jamie Curry seconded the motion. All were in favor, and the motion passed. Also noted as New Business, Terri Bischoff asked Staff Council to be aware and pass along that Creative Print Services is responsible for office signage, rather than Facilities.
- V. **Adjournment** - Rhonda Woolsey declared the meeting adjourned.