



Approved Minutes
July 30, 2008

Present: Becky Ball, Vicki Bierley, Brian Brown, Angie Goebel, Samoa Hempfling, Michelle Herrmann, Chris Jines, Charlene Kaufman, Mary Killian, Terry Martin, Frank Nagy, Dave O'Grady, Lyndsee Priest, Teresa Schmitt, Sheree Seib, Kim Shelton, Jacki Spainhour, Catherine Vaughan, Cynthia York, and Donna Evinger
Guests: Sandy Davis, Mark Rozewski, Cindy Brinker

CALL TO ORDER

Dave O'Grady called the meeting to order at 9:00 a.m.

Dave brought to our attention the recent opinion editorial that was published in the Courier and Press regarding domestic partner insurance benefits. He reassured us that Staff Council has never voted on or recommended support of this issue. The only involvement Staff Council has had with this issue was to pass on the request for this benefit to Human Resources.

The retreat began with several icebreakers led by Sandy Davis. The icebreakers included name recognition with our name and a descriptive word that started with the same letter as our name, a magic carpet ride, Chinese number game, and "Is this a Coke?" Everyone worked together to complete the magic carpet flip and then we had to "think outside the box" to figure out the other games. We all had a good time getting to know each other.

Mark Rozewski gave an update on changes taking place on campus.

-The ground breaking has taken place for the Business and Engineering Center. A fence will go up and the demolition of the North Annex will take place in the next few weeks. This project will provide hundreds of contract workers jobs over the next two years.

-The roadway project is underway and will change the flow of traffic on campus while the Business and Engineering Center is under construction.

-The steel is in the air in the fitness center. The expansion of the fitness center will provide the qualities of a professional health club to faculty, staff, and students of USI.

-The Art Gallery is finished and an open house will be held on September 2.

-The University Center expansion will go out to bid in October or November. The expansion will provide additional places to eat including Mexican and salad establishments. The new housing community center will also provide additional food options along with the convenience store. Employees can use the convenience store along with students. Pizza delivery will be available for campus delivery from the convenience store. Eventually grocery delivery will be available for campus delivery. Pete's Arena will close in the University Center and make way for a Chic-Fil-A. This is all a process of growing. Overtime, other amenities are coming.

-The county is building a paved, lighted bike trail from USI to Burdette Park through the woods.

-The Ceramic Center is a 1.1 million dollar project being built next to the art studio building. It replaces the existing center being demolished for construction of the new Business and Engineering Center. The Technology Center will become mostly Art when the new Business and Engineering Center is complete.

-The existing Facilities building is too small to support campus. A new building is being built to accommodate the campus expansion and will be accessible via a new road to Clark Lane.

-A clean, well maintained, safe campus is what most people are looking at when they decide on USI as a college for them. The look and operation has contributed to the steady growth of students over the years for USI.

-A 7-story water tower will be built by Evansville on the USI campus to maintain water availability and pressure to the campus community.

-A round-a-bout will be built next year at the entrance to campus to provide a better flow of traffic coming on and exiting campus. We are well positioned for future growth due to tuition cost and size of USI.

-There are currently 6,000 parking spaces for students and employees. The campus policy is no net loss of parking or trees.

Break for 15 minutes.

Cindy Brinker gave an overview of governmental (state and federal) relations.

-The state is beginning a new legislative session. The state relations impact on higher education is not coordinated by the state board. There are fourteen people appointed by the Governor who consider academic programs. University representatives work

with the general assembly regarding higher education and the Department of Natural Resources (New Harmony). University representatives are not lobbyists.

-State support for the university is about fifty percent down from fifty six or fifty seven percent last year. This puts a greater reliance on student fees. USI is still the most affordable state institution for students. State support is only available for academic facilities which exclude the University Center and the Physical Activities Center.

-The legislative sessions run for two years with the even year a short session from January through March and the odd year is the budget writing session. In Indiana, what is funded is never what is asked for. A handout was provided regarding the 2009- 2011 operating and capital improvement budget requests that have been approved by the Board of Trustees.

-A ten year capital improvement plan was presented last year with prioritized projects. For 2009-2011 a Teaching Theater is requested to replace the existing theater near Barker Avenue. The new theater would be adjacent to the University Center expansion and would provide 350 seats. This would be a 15 million dollar project with 8 million from the state and 7 million from USI funds raised. Repair & Rehabilitation funding of 2 million. In 07-09 USI received money for enrollment funding for \$3,500 per student (only fully funded 2 times in last 10 years). Received one and one half percent inflationary funding in 2008 and two percent in 2009. USI needs special recognition because the formulas can't take care of the needs. The state says we should look at output not just input. An emphasis is placed on degree completion. The state pays incentive for output in four years and degrees granted, degree completion, and on-time degree completion.

-A seven percent increase was received for 08-09 for quality improvement. Request funding for disparity, debt service, inflationary increase and two new quality improvements include STEM — teachers prepared for science and math teaching and How to keep students on campus — possibly hire them and give them meaningful work experience on campus.

-New Harmony-Operating budget goes to Board of Trustees in September.

-At the Federal level of 2008-roadway project included \$350,000 and \$750,000 for engineering.

Q&A - Questions were raised by council members regarding out of state students and funding and what type of funding is available to other state institutions.

With the reorganization in Governmental Relations and Advancement, Ms. Brinker is now VP for Government and University Relations. Foundation has been separated out.

Angela Torres came in and reviewed the staff council officer's duties.

Staff Council officer elections were held for 2008-2009 and Chris Jines was elected Chair, Michelle Herrmann was elected Vice-Chair, and Charlene Kaufman was elected Secretary.

New Business - Terry Martin brought a request from Faculty Senate Economic Benefits to Staff Council to show support of an increase in tuition waiver for employee spouse and dependents from 50% to 75% for fall 2008. Terry made a motion that staff council support this effort to increase tuition waiver from 50% to 75%. Motion passed.

Motion for the creation of a By-laws committee made by Terry Martin and seconded by Brian Brown. Motion passed.

By-Laws Committee Members

Frank Nagy, Becky Ball, Terry Martin

Employee Relations -1st Committee Meeting date: Aug 19, 2PM

Pam Moore – Chair

Jeri Broshears, Mary Killian, Becky Ball, Kim Shelton, Sheree Sieb, Angie Goebel, Jackie Spainhour, Terry Martin

Economic Benefits – 1st Committee Meeting date: Aug 26, 9AM

Dave O'Grady -Chair

Cathy Vaughan, Brian Brown, Teresa Schmitt, Samoa Hempfling, Vicki Bierley, Julie Bordelon, Frank, Nagy, Cynthia York.

Web Committee

Sheree Seib, Rose Scruggs, Charlene Kaufman

Nominating Committee

Teresa Schmitt, Angie Goebel, Kim Shelton

EEO

Samoa Hempfling

Traffic Appeals

Brian Brown

Committees need to be filled in June in future.

Chris reminded everyone to call Barb Goodwin for updated "head shot" for support staff meeting poster by Monday Next meeting Tuesday, August 26, at 2PM

Meeting adjourned on motion by Jacki Spainhour, 2nd by Kim Shelton at 3:45 PM.



Approved Minutes
August 26, 2008

Present: Brian Brown, Angie Goebel, Michelle Herrmann, Chris Jines, Charlene Kaufman, Mary Killian, Frank Nagy, Dave O'Grady, Sheree Seib, Kim Shelton, Jacki Spainhour, Cynthia York, Julie Bordelon, Pam Moore, Jeri Broshears

CALL TO ORDER

Chris Jines called the meeting to order at 2:05 p.m.

Dave O'Grady gave the report for the Economic Benefit's Committee. Next month they will present the formal report, to include raise proposal. Comparing our salaries to local businesses. Short term disability, shift differential, etc. The "tobacco free" campus issue is being researched; preliminary findings include increase in enrollment at smoke free campus.

Approval of minutes from July 26, 2008, motion by Frank Nagy, seconded by Julie Bordelon.

Chris stated "it is an honor to serve the Staff Council as Chair". She looks forward to a productive term.

Pam Moore gave report for Employee Relations; 14 locations on campus for boxes to collect for Archie's closet. If anyone has a chance, please pick up a box and a poster from the LA building. The drive will be from September 15th to September 30th. The drive will be announced on the PAC sign. Chris will pick up box for admissions.

Nominating committee report by Angie Goebel; currently working on ballots, etc.

Web Committee report by Sheree Seib; new site up, links being added as time permits.

Old Business - None to report on

New Business-

Should we resurrect the newsletter? Is there a need since we have the website? Decision after discussion was no newsletter. Sheree Seib will contact University Notes to inform them of our new website.

Associate and Assistants Club representative Julie Bordelon invited everyone to the lunch on Sep 17 at the Grimes Haus.

Employee Ambassador Program; designed to give tours to new employees. Rene' Koressel in charge of program needs volunteers to help. HR sends the persons the new hire information. There are resources available to give tours, gift bags available from Dental Hygiene department. Chris asked for volunteers; Julie Bordelon and Charlene Kaufman responded.



Chris read the thank you note from Mary Spahn for the employee recognition award. In the future there will be a letter regarding how/when the monetary award will be presented with the traveling trophy.

Employee concerns:

Email about the payment in lieu of medical insurance coverage addressed. After discussion it was determined that it is an HR issue and Donna Evinger will respond to the employee.

An employee with an on the job injury was not fully aware of workman's comp/FMLA. Economic Benefits committee addressing family sick and sick time benefits; possibly to combine the two in certain circumstances. Will work with HR to put out more info for employees.

Recycling - Chris informed us that Greg Wagoner said the sites are over by housing for paper, plastic and aluminum only, no glass at this time.

Chris mailed the "Get Well" card to Teresa Schmitt.

Chris to call Phyllis Oeth to find privacy room in UC for new mothers.

CPR classes to employees addressed by Brian Brown. Is this a department issue? Chris to call HR for advisement.

Community Service Project and/or Student scholarships:

Chris suggested that we may want to do a community service project. Call to develop a committee to research the possibility of doing a community service project and bring back some suggestions for Staff Council to vote on. Community Service committee members are Julie Bordelon, Jerri Broshears, Chris Jines and Angie Goebel.

Asked for ideas:

1. Wish upon a star for terminally ill
2. Set up a fund for employee tragedy "Helping Hand" fund
3. Book tuition for employees

Email other suggestions to new committee – Community Service committee. (Julie, Jerri, Chris and Angie)

Jeri reminded everyone about the need for volunteers for orientation and for everyone to wear their buttons welcoming students.

Meeting adjourned at 3:10 motion by Julie Bordelon, seconded by Pam Moore.



Approved Minutes
September 30, 2008

Present:, Teresa Schmitt, Brian Brown, Angie Goebel, Michelle Herrmann, Charlene Kaufman, Mary Killian, Frank Nagy, Dave O'Grady, Sheree Seib, Kim Shelton, Jacki Spainhour, Cynthia York, Julie Bordelon, Pam Moore, Jeri Broshears, Becky Ball, Terry Martin, Catherine Vaughan, Donna Evinger

CALL TO ORDER

Michelle Hermann called the meeting to order at 2:05 p.m. Chris is in Chicago with her new grandchild.

Approval of minutes from August 26, 2008, motion by Becky Ball, seconded by Dave O'Grady.

Dave O'Grady reported for Economic Benefits Committee. He will be working with Kevin Valadares in the Faculty Senate to consolidate our concerns, in regards to long term health insurance, an increase from 50% to 75%, or 100% tuition reimbursement for dependants. There is a group of Indiana colleges who offer reduced rate tuition to employees dependants, is it a possibility for USI to join this group? Ongoing research on other companies' wages has hit a roadblock. Donna Evinger to try to help out.

Pam Moore reported for Employee Relations: Food drive ends today, will pick up boxes and posters this week. Full report next meeting.

Nominating committee report by Angie Goebel: Ongoing.

Web Committee report by Sheree Seib: Archie's Closet site on. Last years minutes being uploaded.

Old Business - Employee concern regarding compensation in lieu of insurance. Donna to investigate Vectren and EVSC policy. Charlene to talk to employee to assure the issue is being addressed.

Need 9 volunteers per shift for tailgate party Nov 1 at Robert's Stadium.

Sodas to be given to Wellness Fair.



Student Health Center in HP has a room of nursing mothers to use - call first.

New Business - Community Service committee report by Julie Bordelon: In regard to offering a discount or waiver for textbooks from the bookstore – since textbooks are considered “specialty” books (not printed for general public use), controlled by the publishers who make certain editions available, and the moneys collected for new versions are the moneys paid to the publishers – discounts are not available to any purchaser. As a waiver, Human Resources would need to purchase the books and the employee would receive the books as an income. The cost would be added to the employee’s gross pay and they would need to pay taxes on the amount. The book discount/waiver in result does not prove to be a good benefit. I contacted Jeanne Devine in the Foundations Office, and setting up a scholarship for books or awards is possible. A specific scholarship would need to be named, have set criteria (who is eligible, applications with set criteria explaining eligibility, etc.), who will monitor funds and set criteria, how it will be funded, how long funds will be held, and how the funds will be dispersed. The money for the scholarship is collected in the Foundation Office, and when the fund is to be dispersed, they will write a check to the organization for them to distribute to recipients. OR – since we have an operating fund - we can collect money and dispense it in any way we choose. The account is money in and same amount out, so Staff Council is in control – but the monies given are not tax deductible. The only time donations are tax deductible, are if the checks are for a specific scholarship and placed through the Foundation. Staff Council can decide if we wish to give to a student, staff or community effort.

The discussion at the Staff Council meeting was this new endeavor would generate a lot of work, would we need to add more members which is already difficult, and can we expect people to give enough money to make this worthwhile. Also how to dispense funds fairly could cause bad feelings among support staff, and we would like to keep Staff Council’s focus on benefiting USI’s support staff members. Brian Brown motioned to table the discussion until next meeting and Dave O’Grady seconded.

Kim Shelton asked for volunteers to take tickets at the basketball games.

Meeting adjourned at 3:10 p.m. motion by Julie Bordelon, seconded by Frank Nagy.



Approved Minutes
October 28, 2008

Present:, Chris Jines, Teresa Schmitt, Brian Brown, Michelle Herrmann, Charlene Kaufman, Frank Nagy, Sheree Seib, Jacki Spainhour, Cynthia York, Julie Bordelon, Pam Moore, Jeri Broshears, Terry Martin, Catherine Vaughan, Samoa Hempfling, Donna Evinger

CALL TO ORDER

Chris Jines called the meeting to order at 2:05 p.m.

Approval of minutes with corrections from September 30, 2008, motion by Catherine Vaughan, seconded by Julie Bordelon.

Samoa Hempfling reported for Economic Benefits Committee. Explained the Indiana schools discounted tuition policy. Faculty Senate is to propose new tuition benefit for spring semester.

Pam Moore reported for Employee Relations. Food drive was successful. Committee has started discussion on USI Giving Tree, i.e. eligibility, locations for trees, etc. November 11 is the next meeting.

No nominating committee report.

Web Committee report by Sheree Seib. Agendas and meeting minutes are now available.

Old Business

Storage space on campus...\$90 a month for on campus space too much for us to pay. Pam suggested each department should have a tree in storage and its location put in Employee Relations binder where each tree is located. Terry to ask Social Work Department where to put this year's tree.

New Business

Need committee to meet to revise the by-laws. Add web committee, discuss terms, additional number of members. Send email to outreach and let staff and supervisors know of the importance of Staff Council, encourage support from administrative staff. Chris suggested nominating committee to write draft and be responsible for sending the email letter. Forward to Donna first for her input.



Gloria Miller donated 100's of daylily bulbs for our "Adopt a Spot". Some were planted in our spot and in two other spots on campus. The remainder were donated to "Keep Evansville Beautiful" organization. A huge "Thank You" to Ms. Miller.

Vicki Bierley resigned from Staff Council. Cynthia York now a voting member.

Giving Tree issue discussed guidelines for eligibility. Must be enrolled in Spring 2009 session.

It was decided we need a permanent representative for Faculty Senate; Dave O'Grady has volunteered for this position. Chris will call President's office to get more information regarding having a Staff Council representative attend Board of Trustees meetings.

Community Service Project....It has been decided that the Staff Council is not equipped to be involved in any community service projects at this time. A vote was taken to table any future discussions on this matter. The majority voted to NOT pursue this or to establishing a book scholarship for employees.

Employee concern....absentee problems in custodial department...who does he talk to? Donna Evinger suggested first to supervisor, then to HR.

Frank Nagy brought up the need for an Evansville Teachers Credit Union ATM on campus. Pam Moore will call appropriate person(s).

Meeting adjourned at 3:10 motion by Terry Martin, seconded by Catherine Vaughan.



Approved Minutes
November 25, 2008

Present: Chris Jines, Teresa Schmitt, Michelle Herrmann, Charlene Kaufman, Frank Nagy, Sheree Seib, Jacki Spainhour, Cynthia York, Julie Bordelon, Pam Moore, Terry Martin, Catherine Vaughan, Samoa Hempfling, Donna Evinger, Kim Shelton, Dave O'Grady, Mary Killian, Angie Goebel

CALL TO ORDER

Chris Jines called the meeting to order at 2:05 p.m.

Approval of minutes from October 28, 2008; motion by Dave O'Grady, seconded by Julie Bordelon.

Dave O'Grady reported for Economic Benefits Committee. Called for a vote from the council on which matters to present at the budget hearings. The majority voted the top three items to ask were: Pay raise; 4% plus 1% merit increase, Disability; short term , Tobacco- free campus (committee regrouping asked for suggestions from council, please email to Dave or Donna).

Pam Moore reported for Employee Relations. Fourteen families have been selected for the Giving Tree recipients. E-mail has been sent to confirm participants. Discussions were held regarding the gift items listed on ornaments.

Angie Goebel reported for Nominating Committee: See old business discussion regarding clarification on email sent for nominations.

Web Committee report by Sheree Seib. Giving Tree information and applications are now available on web.

Old Business

Support staff member whose concern regarding reimbursement for not taking health insurance is still being investigated by Donna Evinger.

Revising by-laws; Terry reported not much progress as of time of meeting, still a member short, holiday, preparation for spring semester, etc.



Chris asked for clarification on who is composing email to supervisors regarding the importance of attendance at Staff Council meetings. It was decided Chris will collaborate with Donna and a joint email will be sent to supervisors as part of the nominating process.

Board of Trustees meeting attendance: Chris called Janel Allen, assistant to president, and discussed the benefit of a Staff Council member present to bring an awareness of Staff Council. Chris will attend the March 5, 2009 meeting. There is also a meeting on January 8th in Indianapolis.

New Business

Retirees and free continuing education classes were discussed. Each continuing education class is unique in that each class has different components and costs. Persons should be referred to Extended Services for details on each class. Retiree gets same discount as employee.

USI Employees have a 15% discount at High Point Child Care

Pam contacted the ETFCU regarding an ATM on campus. She spoke to Joyce Swope and Mike Whipple who related to her the reason we no longer have one on campus was due to lack of usage, but they are open to the suggestion of putting one back on campus.

Discussion/Announcements

Jacki asked for a follow up on the question regarding Staff Council's "Family Nite w/Eagles". It was decided Employee Relations Committee has too much to pursue this year.

We need clarification on USI snow day closure pay policy.

We are pleased the 75% fee waiver for dependents and spouses was approved.

Meeting adjourned at 3:10 on motion by Dave O'Grady, seconded by Kim Shelton.

Respectfully submitted,

Charlene Kaufman, Secretary



Approved Minutes
February 3, 2009

Present: Chris Jines, Teresa Schmitt, Charlene Kaufman, Frank Nagy, Sheree Seib, Becky Ball, Jacki Spainhour, Cynthia York, Pam Moore, Terry Martin, Catherine Vaughan, Donna Evinger, Kim Shelton, Dave O'Grady, Angie Goebel, Jeri Broshears, and Brian Brown.

CALL TO ORDER

Chris Jines called the meeting to order at 2:05 p.m.

Approval of November 25, 2008 minutes with corrections, motion by Becky Ball, seconded by Frank Nagy.

Economic Benefits Committee

Dave O'Grady reported the committee is contemplating another compression study on support staff salary. The last across the board raise (to adjust to minimum wage increase) was in the 1990's. The committee will report its decision at our next meeting.

Employee Relations

Pam Moore reported seventeen families were helped with the Giving Tree project. Picnic plans discussed:

- Finding a location for the picnic is going to become increasingly difficult with construction and the growing number of employees
- We may not have the same amount of funds available that we have had in the past
- Some Staff Council members have difficulty in getting away from their job to help

Some of the ideas discussed were:

- Do not have a picnic
- Picnic for Staff employees only, possibly with an afternoon off for games, etc. (this would have to be approved)



- An ice cream social instead of a picnic
- Provide lids for the plates and let employees take them wherever they want, even back to work

Staff Council voted to keep picnic as in past. Possible locations: PAC lawn, with inclement weather backup, PAC 200, or HP lawn. Employee Relations will report at our next meeting.

Nominating Committee

Angie Goebel reported she now has the employee lists and is preparing ballots.

Web Committee

Sheree Seib reported the budget presentation will be posted on our web site when it has been finalized.

Old Business-

Revising by-laws - Terry reported not much progress as of this meeting.

Discussed the pros and cons of Staff Council officers serving for two years. Nominating committee to meet for discussion and present their findings at our next meeting.

New Business

Donna Evinger asked if Staff Council would accept, if necessary, a 5% budget cut. Staff Council voted to ok our budget to be reduced by \$180 if needed. This would reduce our budget from \$3600 to \$3420. If HR's budget is cut only by 3% or less, Staff Council's amount will not be cut. Largest expense is picnic which is between \$2800 and \$3000, however, this cost is expected to increase this year. Copying costs is our second greatest expense and the retreat is third.

It was discussed the need to put most of our hard copy notes on a disk for archiving. HR suggested we create a folder and place on server. Chris to contact Jennifer Greene, Library Archivist, to scan items, storage, etc.

"Butt Crew" (Don Moore's project to rid the campus of cigarette butts) - Council voted no at this time to be a part of the "Butt Crew" cleaning the front of the Rice Library.



Teresa Schmitt, Angie Goebel, Charlene Kaufman and Chris Jines volunteered to be a part of the "Butt Crew" as individuals.

Discussion/Announcements

The memoriam read for Mary Beth Downing sparked discussion to decide how/what we as Staff Council should do in the future, since memoriams are no longer mailed to family members. Sheree suggested putting it on the website. Staff Council agreed this is a fitting way to recognize the individual's contribution to the University.

Dave O'Grady suggested a "sick pool program" where individuals would be able to donate their sick time to assist employees who are out of sick time. Subject was researched, presented and rejected a few years ago. Should this be a Staff Council initiative?

Jacki Spainhour was asked by an employee; "How does one get a job reclassification?" Donna Evinger suggested the employee see their supervisor to submit the request to HR.

Catherine Vaughan was asked to inquire about a chapel on campus. All employees and students are to be directed to Chris Hoehn in Religious Life.

The inclement weather closing policy is found in the handbook (the electronic version is being revised). The updated version is in the campus phone directory.

The agendas for the meetings will be emailed starting with next month's meeting. Please remember to print it and bring to next meeting, February 24, 2009.

We are pleased to announce the 75% fee waiver for dependents and spouses was approved, effective spring semester.

Meeting adjourned at 3:20 p.m. on motion by Becky Ball and seconded by Dave O'Grady.

Respectfully submitted,

Charlene Kaufman, Secretary



Approved Minutes
February 24, 2009

Present: Chris Jines, Charlene Kaufman, Frank Nagy, Sheree Seib, Becky Ball, Jacki Spainhour, Cynthia York, Pam Moore, Julie Bordelon, Terry Martin, Catherine Vaughan, Donna Evinger, Kim Shelton, Angie Goebel, Jeri Broshears, Michelle Herrmann, Samoa Hempfling, and Brian Brown.

CALL TO ORDER

Chris Jines called the meeting to order at 2:05 p.m.

Approval of February 3, 2009 minutes with corrections, motion by Julie Bordelon, seconded by Cynthia York.

Economic Benefits Committee

Samoa Hempfling reported the committee will review the compression study on support staff salaries starting in July. They will need to research the structure of job classifications. Still pursuing initiatives; sick time pool and smoke-free campus.

Employee Relations

Pam Moore reported date for USI Employee picnic will be May 20, 2009 with a Hawaiian luau theme. Menu will be pulled pork, bar-b-q chicken, fresh veggies, potato salad, baked beans, and ice cream. The cost will be \$3.75 per person, no increase from last year. Location is in front of the PAC and if inclement weather, Carter Hall. A request for donations of "Hawaii" type decorations was made.

Nominating Committee

Angie Goebel reported e-mail was sent requesting nominations, had received nine at time of meeting. We need eight for council representation next year. Chris asked Donna to send email to the supervisors/administrators to request support for staff council. Chris suggested sending an additional reminder for nominations before closing the nomination process.



Web Committee

Sheree Seib reported the budget presentation has been posted on our web site. She will post the nominations forms as soon as Angie has them updated as well as the picnic information when appropriate.

Old Business

Pros and cons were discussed regarding officers staying on for two or more years. Angie Goebel and Kim Shelton gathered information:

Pros/Cons of Officers having a 3 year term:

Pros:

- Have one year of learning & more experience for the following years.
- More time to implement ideas. Which is a benefit as it is hard to optimize time in one year.
- Consistent Go-To person - Provide stability
- Help prevent new officers coming in the middle of a project.

Cons:

- Time-Hard getting volunteers because of the long commitment.
- Could be stuck with a non-productive person.
- Not open to new ideas because things have been done a certain way in the past

It was proposed vice-chair to take over chair position at end of term to retain continuity. Donna reminded us that the annual retreat is designed for "hand-off". Reasons to add more representatives (currently by-laws state 20 representatives with 2 alternates); to spread out work load, get more people involved with staff council, have more recognition.

Chris requested a vote to change by-laws to reflect officers remaining in current position for more than one year term. Vote was no.

Vote to add more representatives was also no.

New Business

Chris received e-mail from Theresa Schmitt. She has resigned due to health reasons. She also thanked us for the get well card.

Chris contacted Jennifer Greene, Archives Librarian, she wants us to keep hard copy of everything; members list, approved minutes, etc. send to her and the library will maintain Staff



Council archive. Sheree suggested a link to our website. Vote was taken to approve. Vote yes. The officers will meet to decide what to keep.

Discussion/Announcements

Timelines for committees need to be in each Staff Council binder as well as what projects they are responsible for, when, etc.

Chairperson needs to continue with Support Staff Employee Recognition award, but we need to rethink the voting information for the reward. How do we choose? How do we recognize those who were nominated? Becky suggested email should be sent to nominee to acknowledge the nomination. It was decided to discuss process at next meeting.

The budget hearing presentation on February 23rd went well.

Meeting adjourned at 3:15 on motion by Becky Ball and seconded by Sheree Seib.

Respectfully submitted,

Charlene Kaufman, Secretary



Approved Minutes
March 31, 2009

Present: Chris Jines, Charlene Kaufman, Frank Nagy, Sheree Seib, Becky Ball, Jacki Spainhour, Cynthia York, Pam Moore, Julie Bordelon, Terry Martin, Catherine Vaughan, Donna Evinger, Angie Goebel, Jeri Broshears, Michelle Herrmann, Samoa Hempfling, Mary Killian, David O'Grady, and Brian Brown.

CALL TO ORDER

Chris Jines called the meeting to order at 2:05 p.m.

Approval of February 24, 2009 minutes with corrections, motion by Dave O'Grady, seconded by Sheree Seib.

Economic Benefits Committee

Cynthia York reported the committee will work with Faculty Senate for a smoke-free campus. The committee will continue to research the compression study on staff salaries.

Employee Relations

Pam Moore reported she will meet with Amanda Yingling from Special Events to firm up picnic details. Mary Killian informed us of the new agreement with Pepsi and Coke. No free product will be available. The cost of the soft drinks will be \$33.50 per product canister plus \$24.15 per Co2 canister. Total \$373.95 to \$407.45.

Nominating Committee

Angie Goebel reported thirteen nominations for twelve positions. The cost for printing the ballots was discussed. Angie will research and report specific numbers at next meeting.

Web Committee

Sheree reported she has put the nomination form on our website for the Support Staff Employee Recognition Award.



Old Business

Donna Evinger reported on her meeting with an employee who presented the idea of a cash payment to those who waived the health insurance plan. The employee saw it as a matter of equity, since the total compensation was not the same for an employee with health and another without health. Donna pointed out that other benefits (like tuition fee waiver) can also have great benefit to some who use them, but no benefit to others. She also noted that the cost of giving a meaningful payment could be very high and, if no funding increase was available from the state, the funding would need to come from other benefits and could make employees' cost for health insurance higher. Several Staff Council members stated that they viewed benefits as different from salary, that many benefits were available although not used by all, and that they did not think that the majority of members would support such an approach.

The selection process and ideas to acknowledge the nominees for the Recognition Award was discussed. It was decided the Chair of Staff Council will contact the nominees to congratulate.

New Business

Ideas for creating excitement for Staff Council and stocking Archie's Closet were discussed. Pam Moore will get Staff Council information out to Jacki, Mary, and Kim to create a "Trivial Pursuit" type game on a name tent at the picnic. Attendees can go to Archie's closet with a donation to get a clue for answers.

Chris presented proposal for by-law changes. We will vote to approve at next meeting.

Discussion/Announcements

Chair attended a Faculty Senate meeting and handed out Staff Council's survey for a tobacco-free campus. They said they would look at it and get back with us but they all seemed to support it.

Smoke-free campus initiative presented in *The Shield* this week cites Staff Council as principal organizer.

Get Well card for Teresa Schmitt was passed around for signatures. Chris will mail.

Respectfully submitted,

Charlene Kaufman, Secretary



Approved Minutes
April 28, 2009

Present: Chris Jines, Charlene Kaufman, Frank Nagy, Becky Ball, Jacki Spainhour, Terry Martin, Catherine Vaughan, Donna Evinger, Angie Goebel, Jeri Broshears, Samoa Hempfling, and David O'Grady.

CALL TO ORDER

Chris Jines called the meeting to order at 2:05 p.m.

Approval of March 31, 2009 minutes with corrections, motion by Dave O'Grady, seconded by Samoa Hempfling

Economic Benefits Committee

Dave O'Grady reported on the meeting held Tuesday to discuss the smoke free campus survey results Dave Enzler attained on the November 12, 2008 Assessment Day. The question was asked " Do we want to share these results with the Shield, to show not only Staff Council is in favor of smoke free campus?"

Chris will ask Sheree to put this survey on our website. Donna reported Zoe Sipes from HR department and Pat Zimmerman are looking into the compression study.

Employee Relations

Jacki reported the publicity for the picnic will consist of emails from Kim, on the PAC monitor, the UC TV monitors, the USI Today, and the My USI website. Pam talked to Julia to learn the exact budget amount we have available. At time of meeting this amount was still not available. Donna will let Pam know the budget available as soon as possible. Kim passed around a sign up sheet for volunteers to serve food, drinks, and monitor the table for Archie's Closet donations as well as for clean up. Still need Hawaiian Luau decorations.

Nominating Committee

Angie Goebel reported 14 nominations for 11 positions. Ballots have been sent.



Web Committee

No report

Old Business

Chris reported only three nominations for the Recognition Award have been received. She will send out another reminder.

By-Laws revisions were voted on; unanimously approved as read. Donna will send to Cindy Brinker.

New Business

July retreat date set for Tuesday, July 28, 2009 in the Education Building rooms 3104 and 3105. Kim volunteered to get "ice breaker". Catherine will put together the food options. Chris will book the guest speakers, possibly Dr. Bennett. Chris will look into a field trip to the new RFW.

Chris asked if anyone would want to come to the Adopt-A-Spot day, Saturday, May 2, at Home Depot to get free flowers for our spot. Adopt-A-Spot water sheet passed around for volunteers.

Discussion/Announcements

Dave O'Grady reported he was again approached by administrative staff asking to join with Staff Council. Majority of members at this meeting agreed the administrative staff should form their own "council" and work with us as we work with the Faculty Senate.

The question "When did Staff Council start sponsoring the employee picnic?" was answered with 1994. Chris wants to put all Staff Council accomplishments on the website. Kim has flyers for tables at employee picnic with this and other fun facts about the Staff Council.

Meeting adjourned with motion by Becky Ball and seconded by Dave O'Grady.

Respectfully submitted,

Charlene Kaufman, Secretary



Approved Minutes
May 26 2009

Present: Chris Jines, Michelle Herrmann, Terry Martin, Becky Ball, Sheree Seib, Mary Killian, Pam Moore, Cynthia York, Angie Goebel, Frank Nagy, Catherine Vaughn, Jeri Broshears, Kim Shelton, Jacki Spainhour, Julie Bordelon, Samoa Hempfling, David O'Grady, and Donna Evinger.

CALL TO ORDER

Chris Jines called the meeting to order at 2:00 p.m.

Approval of April 28, 2009 minutes with corrections, motion by Becky Ball, seconded by Dave O'Grady. Motion Passed.

Economic Benefits Committee

Dave O'Grady reported looking back at past items that were brought up before and that were not pursued. Examples were the payout for sick leave and going back to the forty hour work week. It was discussed that staff members should be polled first to see if the forty hour work week was something that everyone was in favor of. Also discussed was what the increased budget dollars would be.

Becky Ball asked to see if more money could be allotted for the Staff Council picnic and that it could be a line item on the next budget presentation.

Employee Relations

Employee picnic was a huge success. Staff Council received lots of compliments. Problems with the soft drink machine were discussed and what changes could be made for the next year. A special "Thank You" to Mark Rozewski for covering the cost of the leis for the picnic.

Nominating Committee

Angie reported there were 198 ballots returned; 5 ballots disqualified. New Staff Council members are: Terry Alvey, Mary Ann Bernard, Donna Dippel, Kathi Goen, Samoa Hempfling, Shannon Hoehn, Kim Jost, Charlene Kaufman, Melissa Miller, Debbie Whiteside, Cynthia York.

Alternates: Lori Van Hook, Debbie Banks, Julie D'Mellow



Chris Jines e-mailed Ed Scharf about having the voting for next year as an online type of vote. Sheree Seib reported that the Faculty Senate At Large members use Institutional Research for their voting and that should be something we can look into.

Web Committee

No report

Old Business

By-Laws were sent to Cindy Brinker on 5-26-09.

Adopt-A-Spot plants were given by "Keep Evansville Beautiful" and planted by Chris Jines. The spot is located between the Orr Building and the Administration Building.

New Business

Search Committee for the Academic Affairs Provost met and hopes to get going next fall.

Discussion/Announcements

Staff Council Retreat will be held on July 28th in ED 3104-3105 from 9:00AM–4:00PM. Kim Shelton is working on the ice breaker. Mark Rozewski will be able to attend; Dr. Bennett cannot and Chris has not heard from Cindy Brinker as of meeting time. A tour of the new addition to the Recreation Fitness Center will be available. The lunch menu was discussed and boxed lunches of ham, roast beef and turkey on bread, chips, fruit and cookies, and a drink for \$6.50 ea was decided on. If anyone wants to bring other types of snacks, they can. Outgoing Staff Council members were requested to bring their red binders for the new members.

Chad Tew wants the Staff Council to support his proposal to the Faculty Senate to have an office that has an "ombuds". This means to designate one person that anyone can go to in an informal setting with problems and concerns. All information would be kept confidential and the individual with the concern would remain anonymous. Julie Bordelon stated that this was discussed in the past with many concerns. Chris asked for everyone to e-mail her with the pros and cons on the subject and she will get back with Mr. Tew with our decision.

Meeting adjourned with motion by Becky Ball and seconded by Dave O'Grady.

Respectfully submitted,

Michelle Herrmann, Vice Chair



Approved Minutes
June 30, 2009

Present: Chris Jines, Charlene Kaufman, Michelle Herrmann Mary Ann Barnard, Terry Martin, Becky Ball, Sheree Seib, Mary Killian, Cynthia York, Angie Goebel, Catherine Vaughan, Jeri Broshears, Kim Shelton, Jacki Spainhour, Julie Bordelon, Samoa Hempfling, Lori Van Hook, Shannon Hoehn, Brian Brown, Donna Dippel, Debbie Whiteside, Terri Alvey, Melissa Miller, Kathi Goen, and Donna Evinger.

CALL TO ORDER

Chris Jines called the meeting to order at 2:00 p.m.

Approval of May 26, 2009 minutes with corrections, motion by Becky Ball, seconded by Cynthia York.
Motion Passed.

Economic Benefits Committee

No report

Employee Relations

No report

Nominating Committee

Angie reported she needs members' pictures for fall luncheon poster.

Web Committee

See old business

Old Business

Sheree will post approved revised by-laws on web page.

New Business

The year-end report with changes was approval by Charlene Kaufman and seconded by Terry Martin.

Chris announced two of the alternates resigned; Debbie Banks and Julie D'Mellow.

Vote was taken to award individual trophies for Recognition Award winner instead of just the traveling trophy. Unanimously decided to keep only the traveling trophy.

New appointees named for university committees:

Cynthia York— 09-11 Substance Abuse

Charlene Kaufman— 09-12 EEO

Shannon Hoehn— 09-11 Safety & Risk

Donna Dippel— 09-10 Traffic Appeals



Second and third shift employees are not able to attend the summer picnic and wanted to know if anything could be done. Chris called Ann Fisher in Sodexho and she will set aside food for all the second and third shift employees if we call in advance. They can eat in the Loft whenever they come in. Each year someone will need to call Sodexho with a number for those employees.

Discussion/Announcements

The Staff Council Retreat is mandatory. We will meet July 28th in ED 3104-3105 from 9:00AM – 4:00PM. Chris sent email to supervisors of new members to let them know dates and times of retreat meeting.

Donna Evinger awarded certificates signed by Dr. Hoops to Becky Ball, Brian Brown, Samoa Hempfling, Charlene Kaufman, Mary Killian, Dave O’Grady, Terry Martin, Sheree Seib, Cynthia York, and Pam Moore.

New members were thanked and dismissed. Vote was taken for Support Staff Recognition award.

Chris will call all nominees to ask them to attend the fall employee meeting. Donna Evinger, HR Director, will call Cindy Brinker and let her know of our decision to have all the Recognition nominees be recognized at the luncheon.

Meeting adjourned with motion by Brian Brown and seconded by Becky Ball.

Respectfully submitted,

Charlene Kaufman, Secretary