



Staff Council Retreat

July 10, 2019

HP 1027

Members present: Terri Alvey, Rhonda Moore, Kathy Oeth, Sherry Dockery, Virginia Morgan, Tyler Rapp, David Huebner, Paul Davies, Lauren Bailey, Ziporah Rascoe, Stephanie Fifer, Michelle Herrmann, Sharri Herriott, Melody Lemberg, Lisa Wulff, Jamie Little, Amanda Mitchell, Greg Orth, Amy Doninger (leaving council). Members absent: Jeri Broshears, Michelle Hahn, Heather Odom, Bryce Anker.

- I. Nomination/Election of Executive Committee Officers - Michelle Herrmann was nominated for the position of Vice-Chair of Staff Council, and Sharri Herriott was nominated for Secretary. Terri Alvey made a motion to accept the nominees as Executive Committee officers, as only one member was nominated to each position. Paul Davies made a motion to accept, with Kathy Oeth seconding the motion. Michelle Herrmann and Sharri Herriott were accepted as officers by consensus of council.
- II. Standing Committees – David Huebner and Michelle Herrmann explained the roles of the Economic Benefits and Employee Relations committees. Council members then chose their committees:
  - Economic Benefits Committee members – David Huebner (chair), Kathy Oeth (Vice-Chair), Ziporah Rascoe (Secretary), Rhonda Moore, Kathy Oeth, Sherry Dockery, Virginia Morgan, Tyler Rapp, Paul Davies, and Lauren Bailey. EB will hold their meetings on the second Thursday of each month at 2 pm.
  - Employee Relations Committee members – Jamie Little (Chair), Lisa Wulff (Vice-Chair), Michelle Hahn (Secretary - tentative), Stephanie Fifer, Melody Lemberg, Amanda Mitchell, Greg Orth. ER will hold their meetings on the second Tuesday of each month at 10 am.
  - Staff Council meetings will be held the third Tuesday of each month at 2:00 pm.
  - Subcommittee appointments are TBD– will be finalized at next SC meeting.
- III. Adjournment – Amanda Mitchell made motion to adjourn meeting, Lisa Wulff seconded motion. Meeting adjourned at 12:45



Staff Council Meeting Minutes  
August 20, 2019, 2:00 pm  
US East 2207

**Members present:** Terri Alvey, Bryce Anker, Sherry Dockery, Michele Hahn, Sharri Herriott, Michelle Herrmann, David Huebner, Jamie Little, Amanda Mitchell, Rhonda Moore, Kathy Oeth, Greg Orth, Tyler Rapp, Shawn Williams, Lisa Wulff

- I. **Call to Order** – meeting called to order at 2:03 by Terri Alvey.
- II. **Approval of Minutes** – Jamie Little a motion to approve the minutes, Kathy Oeth seconded. Minutes approved by consensus of council.
- III. **Welcome** – Britney Orth, Chair of Administrative Senate, was welcomed to the meeting. She said that the Administrative Senate is looking forward to working with Staff Council.

**IV. Committee Reports:**

**Executive Committee:** The Executive Committee met last Friday to discuss some of the survey questions. They are working on Town Halls that will be done in conjunction with the two Senates and these Town Halls will address some of these survey questions.

**Employee Relations:** Ashley Everett wants to speak with Staff Council and the two Senates on the topic of Work/Life Balance. If you have any ideas on how to promote that topic, please forward those to Jamie. Some suggestions and/or concerns brought up were: discord within the Physical Plant; employees feeling guilty when taking time off; the issue that arises when you put on the calendar or on your time sheet that you are taking a vacation day and then for some unforeseen reason the University closes and the rest of the staff get a paid day off and you are still charged with a vacation day; the thought that there needs to be some supervisor retraining.

**Economic Benefits:** Things discussed included: the year-end report; the Lockton study; the budget; the option of a ½ hour lunch break; the fact that everyone is entitled to two 15-minute breaks; transparency; the question was asked as to if there is an actual budget that anyone can look at; the fact that there is not going to be an increase in health benefit costs; student worker pay; retention and recruitment; the possibility of a married children discount.

### **Subcommittees / University Committees**

- i. **Bylaws** – we have no official committee  
In the Senates, the Vice President moves to the Presidential position  
we might want to do away with the Past Chair position
- ii. **Web** – please make use of the One Drive option  
(go to My USI, choose One Drive, then StaffCouncil\_20192020)
- iii. **Nominating** – Shawn Williams is our new alternate
- iv. **Employee Ambassadors** – nothing

### **President's Council / Board of Trustees**

Terri went to the meeting this morning and got the following statistics:  
There are 1,578 new freshmen which is down 82 from last year.  
Our number of out of town students is down from last year.  
Our number of local students is up from last year.  
Our number of graduate students is up from last year.  
Overall we are down about 300 students from last year.

### **V. Unfinished Business**

Keepsake Trophy: Should we pursue finding/creating a smaller version of the current trophy or an Archie Eagle trophy that we could give to the outgoing recipient of the Outstanding Support Staff Employee? And if we do, should we go back and give them to any past recipients that are still on campus? A suggestion was to try to use the 3D printer that is on campus.

### **VI. New Business**

Paul Davies suggested we look into finding a way to reimburse those employees affected by the closing of the CLC during the recent event on campus (by reimbursing them for money charged for days that the CLC was closed and/or time they had to take off to care for their children because of the closure).

### **VII. Announcements**

Amanda Mitchell brought up the fact that she found out that anyone that banks with German American Bank can ask that their debit card be converted to a "Spirit Card" at no charge and in doing so, 2% of any charges would then be donated to USI.

### **VIII. Adjournment**

Kathy Oeth made a motion to adjourn the meeting. Jamie Little seconded the motion. The meeting was adjourned at 3:05.

### **IX. Next Meeting: Tuesday, September 17, 2019 2:00 pm**



## Staff Council Meeting Minutes

September 17, 2019

UC 2207

*(Notes taken by Rhonda Moore, edited by Terri Alvey)*

Members present: Terri Alvey, Bryce Anker, Lauren Bailey, Sherry Dockery, Michelle Hahn, Michelle Hermann, David Huebner, Melody Lemberg, Jamie Little, Amanda Mitchell, Rhonda Moore, Kathy Oeth, Greg Orth, Tyler Rapp, Ziporah Rascoe, Shawn Williams, Lisa Wulff. Not present: Jeri Broshears, Paul Davies and Stephanie Fifer.

Guest Speakers: Members of the USI Financial Care Team, Shawn Robey & Emily Henson spoke to our group about what they are all about & asked us to spread the word about their services to anyone we might think would need their assistance.

<https://www.usi.edu/bursar/financial-care-team/>

1. Reading/Approval of last meeting minutes
  - a. *Official meeting called to order @ 2:45pm*
  - b. *Minutes from last meeting was approved with no changes by Kathy Oeth, seconded by Sherry Dockery.*
2. Governances Report by Terri Alvey: Faculty Senate/Admin Senate/Staff Council
  - a. *Updates about the listening sessions hosted by the three governances:*
    - i. *Two Listening sessions completed. Questions added to the unanimous fall survey questions to be answered by leadership.*
    - ii. *1<sup>st</sup> Townhall has been set for Wednesday, October 2 @ 2:30-4:00 in Mitchell Auditorium. Steve Bridges will be there to answer the Financial questions from both the fall survey and listening sessions.*
3. Committee Reports:
  - a. *Michelle Herrmann, vice chair, attended the Admin Senate meeting and she reported that they mostly discussed the questions from the fall survey and listening sessions.*
  - b. *Employee Relations: Jamie Little said the committee didn't meet last week and since she will be gone for 6 to 8 weeks asked for staff council members to help with the upcoming Archie's Food Drive and Competition. Help with picking up and delivering food donations to the RFW.*
  - c. *Economic Benefits Committee: David Huebner mentioned some of the topics the committee is working on and the minutes from their meeting can be found on the groups SharePoint.*
4. Sub-Committees:
  - a. *Inclement Weather: Sherry Dockery attended the first meeting of the new semester where they mostly discussed what happens and who determines, when the campus will*

*close due to winter weather. Other weather topics included tornadoes and the safety of our students.*

- b. Wellness Fair: Terri mentioned that there are still a couple of spots open to volunteer for the Wellness Fair on Wednesday, September 25, from 8:30am-3:00pm in Carter Hall.*
  - c. Presidents Council/Strategic Planning Committee: Terri attended the first meeting of many for the Strategic Planning Committee received the goals that the Provost would like our committee to work towards, before opening it up to campus-wide sessions.*
5. Old Business
  6. New Business
  7. Adjourned by David Huebner, seconded by Kathy Oeth at 3:08pm.

Staff Council Meeting Minutes  
October 29, 2019  
UC East 2207

**Members present:** Terri Alvey, Paul Davies, Sherry Dockery, Michele Hahn, Sharri Herriott, Michelle Herrmann, David Huebner, Melody Lemberg, Amanda Mitchell, Rhonda Moore, Greg Orth, Tyler Rapp, Ziporah Rascoe, Lisa Wulff

- I. **Call to Order** – meeting called to order at 2:02 by Terri Alvey.
  
- II. **Approval of Minutes** – The motion to approve the minutes from the October 17 meeting was made by Sherry Dockery and seconded by Lisa Wulff. Motion was carried and the minutes were approved.
  
- III. **Welcome**
  
- IV. **New Business**
  - i. **Milestones** – Staff Council will host an event for those support staff celebrating milestone anniversaries with the University. We will discuss options with Brittney and Mary Hupfer and find out what the budget is. The event will be held on Tuesday, December 17<sup>th</sup>. As in the past, all support staff is invited and those that are being honored are invited to bring their supervisor or dean as well as one family member. Gifts are sent directly to the employee's home, but they will be presented with a certificate at the event.

Two options for the event that were discussed were:

    - a) A buffet type meal (soup/sandwiches/salad/dessert) at 11:30 (ish)
    - b) An ice cream / desert bar in the early afternoon
  
  - ii. **Support Staff Town Hall** – Staff Council is going to host a Town Hall for Support Staff on Tuesday, November 19 at 2:00 in RL0017. Staff Council members will ask Steve Bridges questions that pertain to Support Staff from the anonymous survey taken in the fall. There can then be follow-up questions from the audience.
  
- V. **Committee Reports**
  - i. **Employee Relations** – The Giving Tree is ready to proceed. There are 16 families that include 30 children as well as the international students (number not yet determined) and the 20 gift card requests for the students from Panama. Terri will get with Heidi to find out where she would like the gift cards for those coats to come from so that the information can be included on the ornaments. It was decided that it might be best if all the cards were purchased from the same store.

ii. Economic Benefits – nothing new to report

**VI. Adjournment:** Paul Davies moved the meeting be adjourned. The motion was seconded by David Huebner. The meeting was adjourned at 2:51

**VII. Next Meeting:** There will be no Staff Council meeting in November or December



Staff Council Meeting Minutes  
November 19, 2019, 2:00 pm  
BE 3024

**Members present:** Terri Alvey, Bryce Anker, Lauren Bailey, Jeri Broshears, Sherry Dockery, Sharri Herriott, Michelle Herrmann, David Huebner, Melody Lemberg, Jamie Little, Amanda Mitchell, Rhonda Moore, Kathy Oeth, Greg Orth, Tyler Rapp, Ziporah Rascoe Shawn Williams

**Members absent:** Paul Davies, Stephanie Fifer, Michelle Hahn, Lisa Wulff

- I. **Call to Order** – meeting called to order at 2:03 by Terri Alvey.
- II. **Approval of Minutes** – Sherry Dockery made a motion to approve the minutes. Jamie Little seconded. Minutes approved by consensus of council.

III. **Welcome**

IV. **Committee Reports:**

**Executive Committee:** There is going to be a holiday-type reception on December 17 for the Support Staff. There will be a buffet style luncheon and recognition will be given to those with milestone anniversaries. The trophy will also be presented to the employee who was chosen to receive the award this year. An email will be sent soon to all support staff as it will require an RSVP.

**Employee Relations:** The Giving Tree project is coming along nicely. There are very few ornaments left to be picked up. Gifts are due back by December 3<sup>rd</sup>. The food drive is scheduled to take place in mid to late January. Details to follow.

**Economic Benefits:** Things discussed at the last meeting were the FOP attendance policy; Enhancements to the tuition policy; Enhancements to the flex time policy; Enhancements to the vacation accrual policy. It was decided that more detail was needed before these items were brought before Steve Bridges for his consideration.

V. **Guest Speaker**

Steve Bridges spoke and answered questions submitted by support staff.



**VI. Adjournment**

Rhonda Moore made a motion to adjourn the meeting. Jamie Little seconded the motion.  
The meeting was adjourned at 3:09

**VII. Next Meeting:**



Staff Council Meeting Minutes

February 18, 2020

UC East 2207

**Members present:** Terri Alvey, Sherry Dockery, Michelle Hahn, Sharri Herriott, Michelle Herrmann, David Huebner, Melody Lemberg, Jamie Little, Amanda Mitchell, Rhonda Moore, Kathy Oeth, Greg Orth, Ziporah Rascoe, Sarah Will, Lisa Wulff

**Members absent:** Bryce Anker, Jeri Broshears, Paul Davies, Stephanie Fifer, Tyler Rapp, Shawn Williams

- I. **Call to Order** – meeting called to order at 2:04 by Terri Alvey.
- II. **Approval of Minutes** – There were no minutes from the last meeting to approve. They will be sent via email at a later date and everyone will be asked to approve or suggest changes electronically.
- III. **Welcome**
- IV. **Committee Reports:**

**Executive Committee:**

1. Terri asked that everyone review the Strategic Plan. This can be found on My USI.
2. Upcoming Town Halls are: David Bower, Foundation – March 11 and Dr. Rochon – The State of the University – April 8.
3. It was decided that we need to establish a Nominating Committee. Those that agreed to be on this committee were: David Huebner and Ziporah Rascoe.
4. It was decided that we need to establish a By-Laws Committee to review by-laws on a regular basis. Those that agreed to be on this committee were: Terri Alvey, Michelle Hermann, Sharri Herriott, Kathy Oeth, Ziporah Rascoe, Sherry Dockery, and Jamie Little.

**Employee Relations:**

1. The food drive for Archie's Closet went very well. The cube trucks worked great for the pick-up of collected donations. It was suggested that in the future, we pick up multiple times throughout the campaign instead of one large collection at the end. Everyone is welcome to come to Archie's Closet to help organize the donations. It was brought up that maybe more advertising needs to be done regarding Archie's Closet so that students are more aware of it.

2. There is money allotted for the Employee Picnic. Some themes discussed were: Summer Social, Take Me Out to the Ballgame, Fiesta. Dates and more information will be sent soon.

#### **Economic Benefits**

1. David reported that the Committee reviewed the Tuition Waiver Policy and that there are some restrictions based on IRS definition of a dependent. The policies of other universities were looked into and USI is pretty much in line with them. There are a couple of universities, however, that make one exception: If a dependent starts a degree and has to drop out for a legitimate reason (i.e., medical) then returns but is no longer deemed a dependent (i.e. they married), they would be allowed to finish their degree under a dependent status. It might be worth investigating this as an option for USI.
2. The Committee also discussed the cashing in of unused vacation time, but found that along with IRS restrictions, consideration should also be given to the issue of an employee cashing in their unused vacation time and then being in a bind should they need it later for an emergency and then be forced to take unpaid leave.
3. The Committee is planning to send a survey to all eligible employees regarding Summer Flex Hours to see if any changes / accommodations can be or need to be made.
4. The Committee is going to change their meeting time to 11:30-12:30 in the future to accommodate all members better.

#### **V. Other**

1. President's Council was a success with 567 people in attendance.
2. Changes to upcoming commencements include: allowing other special groups to wear colored cords or stoles, and allowing graduates with two degrees (not one degree and one minor) to have both of those degrees announced (they currently have to choose which ONE degree they would like announced).
3. Lisa Wulff announced that Staff Council will shortly have a storage area in the Penthouse of the Liberal Arts building. This will allow us to house all of our materials in one central location.
4. It was suggested that we attempt to have an equal number of council members on each of the sub-committees (Economic Benefits and Employee Relations).
5. The issue of committee member non-attendance was discussed. Everyone should make every possible attempt to come to the monthly meetings and to help out with all events. The Employee Relations Committee members are not the only ones responsible for running the events. We need everyone's help. It was suggested that we might invite all employees to help with certain events. This could generate more help as well as show others what we do and how we do it which might also generate interest in them becoming future committee members.

#### **VI. Adjournment**

Melanie Lemberg made a motion to adjourn the meeting. Sherry Dockery seconded the motion. The meeting was adjourned at 2:57 pm

**VII. Next Meeting:**

## USI Staff Council

April 21, 2020

The meeting was called to order at 2 pm.

1. Terri attended a two hour meeting with the President and the President's Council. They watched a web seminar on top people in the higher learning area. It focused on issues and opportunities. They will meet again next Tuesday.
2. Dr. Rochon will have a ZOOM meeting with USI employees on Friday and will discuss our plans for reopening campus then.
3. Rhonda Woolsey has agreed to join Staff Council. She is filling Lauren Bailey's place. We have a full council (20) now, but we still need to get five non-voting members.
4. We will not be able to have our annual employee picnic this year. We can't do anything as a group until after August 15. Hopefully, we can still have our Staff Council Retreat, but there is a possibility that it may have to be done via ZOOM.
5. David reported that he has sent out the Economic Benefits Committee meeting minutes but that they have basically tabled their work for now. In light of the situation, we are thankful for the excellent benefits that we currently have.
6. Regarding By-Laws:
  - a) We would like to change the name of "alternates" to "non-voting members"
  - b) It was suggested that we not make an actual change to the by-laws but that we add an article that would cover things that would change in the event of an emergency or national disaster.
  - c) It was explained that if we want to make changes or amendments to our by-laws we have to 1) present it to the Council; 2) give the Council 30 days to review it; 3) vote. We then present it to Dr. Rochon for his review. This last step is basically a courtesy. We just need a majority vote from Staff Council to make changes.
  - d) David and Michelle will work together on the By-Laws.
7. It was suggested that we add the Chairs of the sub-committees to the Executive Committee.
8. Archie's Closet:
  - a) The supplies have been depleted by the students that remained on campus.
  - b) We might not want to have an actual contest to restock. Rather, when we return to campus we can present the issue to employees and just do a drive to replenish the supply.
  - c) Suggestions were to have one central drop off point (maybe under the bridge or in front of the Welcome Center) or to have rotating drop off points in various parking lots.
  - d) If anyone has any suggestions, please send them to Terri.

The meeting was adjourned at 3 pm.

USI Staff Council

May 19, 2020

Via Zoom

**Members Present:** Terri Alvey, Paul Davies, Sherry Dockery, Sharri Herriott, Michelle Herrmann, David Huebner, Jamie Little, Amanda Mitchell, Rhonda, Moore, Tyler Rapp, Sarah Will, Rhonda Woosley

**Members Absent:** Bryce Anker, Jeri Broshears, Stephanie Fifer, Michelle Hahn, Melody Lemburg, Kathy Oeth, Greg Orth, Ziporah Rascoe, Shawn Williams, Lisa Wulff

The meeting was called to order at 2:03 pm.

**Minutes:** There were minor changes that need to be made to last month's minutes. Terri will forward those Sharri. A motion was made by Paul Davies to accept the minutes with changes. It was seconded by David Huebner, resident and the President's Council. They watched a web seminar on top people in the higher learning area. It focused on issues and opportunities. They will meet again next Tuesday.

**Task Force Updates:**

1. Our return to campus is still planned for July 6. Some of the PPE items that have been ordered will not arrive until the end of June.
2. Dr. Rochon is asking that we fully support the Task Force and all of their efforts.
3. The wearing of face masks when we return to campus cannot be made mandatory, but will be strongly urged.
4. will have a ZOOM meeting with USI employees on Friday and will discuss our plans for reopening campus then.
5. Rhonda Woolsey has agreed to join Staff Council. She is filling Lauren Bailey's place. We have a full council (20) now, but we still need to get five non-voting members.
6. We will not be able to have our annual employee picnic this year. We can't do anything as a group until after August 15. Hopefully, we can still have our Staff Council Retreat, but there is a possibility that it may have to be done via ZOOM.
7. David reported that he has sent out the Economic Benefits Committee meeting minutes but that they have basically tabled their work for now. In light of the situation, we are thankful for the excellent benefits that we currently have.
8. Regarding By-Laws:
  - a) We would like to change the name of "alternates" to "non-voting members"
  - b) It was suggested that we not make an actual change to the by-laws but that we add an article that would cover things that would change in the event of an emergency or national disaster.

- c) It was explained that if we want to make changes or amendments to our by-laws we have to 1) present it to the Council; 2) give the Council 30 days to review it; 3) vote. We then present it to Dr. Rochon for his review. This last step is basically a courtesy. We just need a majority vote from Staff Council to make changes.
- d) David and Michelle will work together on the By-Laws.

9. It was suggested that we add the Chairs of the sub-committees to the Executive Committee.

10. Archie's Closet:

- a) The supplies have been depleted by the students that remained on campus.
- b) We might not want to have an actual contest to restock. Rather, when we return to campus we can present the issue to employees and just do a drive to replenish the supply.
- c) Suggestions were to have one central drop off point (maybe under the bridge or in front of the Welcome Center) or to have rotating drop off points in various parking lots.
- d) If anyone has any suggestions, please send them to Terri.

The meeting was adjourned at 3 pm.



USI Staff Council

June 16, 2020

Via Zoom

**Members Present:** Terri Alvey, Paul Davies, Sherry Dockery, Michelle Hahn, Sharri Herriott, Michelle Herrmann, David Huebner, Amanda Mitchell, Kathy Oeth, Tyler Rapp, Shawn Williams, Rhonda Woosley,

**Members Absent:** Bryce Anker, Jeri Broshears, Stephanie Fifer, Melody Lemburg, Jamie Little, Rhonda Moore, Greg Orth, Ziporah Rascoe, Sarah Will, Lisa Wulff

The meeting was called to order at 2:03 pm.

**Minutes:** Sharri did not have the minutes from the May meeting prepared. She will send them out shortly.

**Bylaws:**

1. There were only a few minor changes:
  - a. Up to ten non-voting members – it was noted that we need to actively engage and train new members.
  - b. Add a plan for emergency and/or extended leave from campus situations
2. David will make the necessary changes and forward them to Sharri Herriott. Sharri will review them for typos.
3. David made a motion to accept the Bylaws as written. Kathy seconded the motion. Everyone in the meeting voted to accept the changes. Terri will send an email to all those that were not in attendance and ask for their vote via email response

**President's Council**

1. Budget: The State cut back 15% funding for businesses and 7% for higher education. This equates to about \$3.4 million for USI.
2. Orientation: Enrollment is down from last year. Please do what you can to encourage any potential students that you might know.
3. ZOOM Meetings: President Rochon will hold two ZOOM meetings on July 1 to go over what we can expect when we return to campus. There will be a mandatory safety training session for everyone.
4. Strategic Plan: This is kind of at a standstill for right now.

**Archie's Closet**

1. Should we also collect cash?
2. Should we collect cash only?
3. Should we only have one drop off point to make things easier?
4. There are still some supplies at Archie's closet, but the out-dated food has been gotten rid of.
5. It was decided that we will wait until we return to campus to discuss this and make any decisions.

**Virtual Coffee Break**

As Staff Council members we would team up in pairs and hold "Virtual Coffee Breaks" with other support staff members to discuss items of interest, answer questions others might have, discuss the state of the University and the return to campus in general, and to encourage new people to join staff council. We will discuss this in greater detail in the near future.

Meeting Adjourned at 2:52