



Staff Council Retreat Meeting Minutes
July 17, 2018 – HP 1025

Members (current and exiting) Present: Terri Alvey, Bryce Anker, Jeri Broshears, Melissa Burch, Gloria Butz, Susan Clouse, Travis Dickison, Sherry Dockery, Amy Doninger, Stephanie Fifer, Christy Gretencord, Michelle Hahn, Michelle Herrmann, Melody Lemberg, Tina McCalment, Terry McIntosh, Heather Odom, Kathy Oeth, Will Pool, Ziporah Rascoe, Sherry Tynes, Lisa Wulff. **Members Absent:** Cole Collier, David Huebner, Amanda Mitchell.

- I. Retreat began at 8:45 with breakfast snacks and binder/document distribution, followed by an introduction/icebreaker activity.
- II. Wendy Summers Seitz presented FMLA training and a benefits Q&A session.
- III. Travis Dickison hosted "USI Jeopardy" as a team builder activity.
- IV. Will Pool led a discussion of questions/topics to discuss with Steve Bridges during his afternoon session with the council.
- V. Lunch break – McAlister's Deli
- VI. Election of Vice Chair – Heather Odom was the only nominee and was named SC Vice-Chair
- VII. Election of Secretary – Amy Doninger ran unopposed – named SC Secretary
- VIII. Committee Selection and Assignments –
 - A. Employee Relations: Michelle Herrmann, chair; Jeri Broshears, vice-chair; Terry McIntosh, secretary; Terri Alvey, Jeri Broshears, Susan Clouse, Sherry Dockery, Amy Doninger, Stephanie Fifer, Michelle Hahn, Melody Lemberg, Jamie Little, Amanda Mitchell, Ziporah Rascoe, Lisa Wulff.
 - B. Employee Benefits: David Huebner, chair; Kathy Oeth, vice-chair; Melissa Burch, secretary; Bryce Anker, Cole Collier, Christina Gretencord, Tina McCalment.
 - C. Subcommittees:
 1. Bylaws – Travis Dickison, Will Pool
 2. Nominating – Michelle Herrmann
 3. Web – Stephanie Fifer and Terry McIntosh
 - D. University Committees:
 1. Wellness – Terri Alvey
 2. Substance Abuse – David Huebner
 3. Traffic Appeals – Sherry Tynes
 4. Safety – Susan Clouse
 5. Equal Employment Opportunity – Tina McCalment
- IX. Call to Order – Will Pool called meeting to order at 2:15.
- X. Approval of Minutes – Susan Clouse moved to approve June minutes, Michelle Herrmann 2nd motion. Minutes approved by consensus of council.
- XI. Committee reports:
 - A. Economic Relations – Michelle Herrmann, Chair; Jeri Broshears, Vice-Chair; and Terry McIntosh, Secretary. Meetings will be 2nd Tuesday of the month with first

meeting on August 14 at 2 pm. ER will divide event responsibilities and form subcommittees for Archie's Closet, Giving Tree, and Employee Picnic events and work together for Pumpkin Carving Contest, Student Worker Appreciation Week, Employee Appreciation Day, and the American Red Cross Blood Drive.

- B. Economic Benefits – David Huebner, Chair; Kathy Oeth, Vice-Chair; and Melissa Burch, Secretary. Meetings will be 2nd Thursday of the month with first meeting on September 13 at 2 pm. EB goals are to sponsor meeting to help employees understand retirement benefits as well as increase the comp time cap, offer more flex time options, explore employee birthday off with pay, and look at offering wellness incentives to lower insurance premiums for employees. Will Pool offered to reach out to HR to get comprehensive information on employee benefits offered at USI.

XII. Unfinished Business – none

XIII. New Business –

- A. Fall Support Staff meeting is August 2 with Support Staff Recognition Luncheon on August 7. Council selected menu choices and Will will contact catering with our picks.
- B. At President's Council, Dr. Rochon requested that 30 support staff employees attend the university meeting for administration and faculty on August 14. Email your nominations of employees to attend to Will by Friday, July 20.

XIV. Meeting adjourned at 3:13 pm followed by cleanup/dismissal.



Staff Council Meeting Minutes
September 18, 2018, UC 2218

Members Present: Melody Lemberg, Amy Doninger, Sherry Dockery, Michelle Herrmann, Jamie Little, Melissa Burch, Michelle Hahn, Will Pool, Stephanie Fifer, Heather Odom, Amanda Mitchell, Sherry Tynes, Tina McCalment, Susan Clouse, Jeri Broshears, Sarah Will, Travis Dickison, Terri Alvey, David Huebner. **Members Absent:** Bryce Anker, Christy Gretencord, Terry McIntosh, Kathy Oeth, Ziporah Rascoe, Lisa Wulff. **Also Present:** Sarah Will, Wendy Seitz, and Ingrid Lindy.

- I. Call to Order: Meeting called to order at 2:00 pm by Will Pool.
- II. Guest speakers: Wendy Seitz and Ingrid Lindy – Human Resources
 - Wellness Fair is September 26. 8:30 – 9:00 is designated for employees only.
 - Workshops offered this week on retirement, debt reduction, etc. Schedule of workshops is listed on HR benefits website.
 - Benefits Bash is Oct 23 – open enrollment for insurance begins.
 - Benefits summary is now available online (thanks to Vince Frazier’s suggestion). Give Ingrid any feedback on this.
- III. Approval of 7/17/2018 minutes – motion to approve by Travis Dickison, 2nd by Stephanie Fifer. Approved by consensus.
- IV. Officer Reports:
 - Will: Lockton study update – admin guides are still in development. President’s Council meeting update - finalist for government relations officer position as well as provost finalist will visit campus. More updates forthcoming as progress is made towards this point. Also, biennial budget approved with increases in tuition, housing, and food plans. Finally, Will stressed the need for officer attendance at committee meetings. If officers are unable to attend, ample notice should be given and a delegate selected to run the meeting, or meeting needs to be rescheduled.
 - Heather: Elevating Spirit committee update – committee is working to maintain close contact with Stone Family Center faculty and staff and is developing ideas to achieve this. Also, caps and visors should arrive in October for employees.
- V. Committee Reports:
 - Executive Committee – Committee discussed formation of an advisory committee for Archie’s Closet to be comprised of representatives from the Rec, SGA, Faculty Senate, Admin Senate, Dean of Students, and Staff Council. Creation of this committee would encourage greater collaboration of campus groups and ease the burden of Staff Council as well as create better opportunities for marketing the closet to the USI community. Travis asked for a decision from the council whether to pursue this change with Dean of Students/Rec. David Huebner made a motion to pursue this change, Jamie Little seconded. Travis will proceed. Travis will also be contacting Admin Senate to suggest partnering on Employee Picnic with Staff Council.

- Employee Relations – Michelle Herrmann discussed success of Archie’s Closet Food Drive. BEC won contest with 3470 points, CNHP 1855, Rice Library 1222, Enrollment Mgmt. 588. Traveling trophy will be located and taken to BEC. Next meeting is Oct 9.
- Economic Benefits – David Huebner summarized meeting of September 13, with attention brought to Lockton implementation of bringing salaries to midpoint for employees. Sarah Will clarified that the recommendation of Lockton for the next phase is to use the years to proficiency standard to determine those who should be brought to midpoint. Years to proficiency have been determined for jobs.
- Bylaws – nothing to report
- Web – nothing to report
- Nominating – nothing to report
- Employee Ambassadors – nothing to report
- Traffic Appeals – Sherry Tynes reported that committee has had one meeting and will meet again in a few weeks. They are currently working to see if an appeal of the appeals process needs to be created.

VI. Old Business: none

VII. New Business:

- Employee Recognition Award – Andy Wright suggested to Will that all former and future winners of the award be given a smaller trophy to keep as well as receiving the large trophy to display for a year. Council decided that we would implement this addition moving forward but not retroactively.
- Performance Evaluation Steering Committee - Newly formed committee will use information obtained from employee surveys, focus groups, and support staff interviews to create new performance evaluation process. Current timeline is for a December completion but is subject to change.
- Wellness Fair - Michelle Herrmann announced that we will have an Archie’s Closet table at the fair and circulated a volunteer sign-up sheet. Will Pool also discussed the need for volunteers at the fair for various duties and encouraged members to volunteer for these positions as well.
- Guest Speaker suggestions – Steve Bridges was mentioned as a possible speaker. Will will contact Steve to set up.

VIII. Announcements – Catherine Vaughan’s retirement part is Sept 21 from 2:30 – 4:00 in the 2nd floor Rice Library lounge.

IX. Meeting adjourned at 3:16 pm.



Staff Council Meeting Minutes
October 16, 2018, UC 2218

Members Present: Bryce Anker, Jeri Broshears, Melissa Burch, Travis Dickison, Sherry Dockery, Stephanie Fifer, Michelle Hahn, Michelle Herrmann, David Huebner, Jamie Little, Tina McCalment, Amanda Mitchell, Heather Odom, Kathy Oeth, Ziporah Rascoe, Sherry Tynes, Sarah Will, Lisa Wulff.

Members Absent: Terri Alvey, Susan Clouse, Amy Doninger, Melody Lemberg, Will Pool. **Also Present:** Steve Bridges.

- I. Call to Order: Meeting called to order at 2:00 pm by Heather Odom.
- II. Guest Speaker: Steve Bridges, VP Finance and Administration
 - The names of three candidates for Chief Legal Affairs and Government have been given to Dr. Rochon along with their strengths and weaknesses. He is prepared to make an offer and hopes to have a decision by the end of this week.
 - Dr. Rochon spoke to the Indiana Commission of Higher Education in Bloomington in September. Steve is optimistic of the budget process.
 - Travis Dickison asked about the Lockton study. Steve Bridges says the next step is to add years of proficiency into the mix.
 - David Huebner asked how Purdue's purchase of an on-line university will affect USI? Steve Bridges says since they are a private university, they will not receive state funding; however, it could encroach upon our students. Therefore, we need to explore what makes USI different.
 - Jeri Broshears asked about a PAC update. Steve Bridges says it looks like it will open in February.
 - Stephanie Fifer asked for a digital sign outside the PAC. Steve Bridges said improving signage is in the master plan along with numbering the building and exits. However, a digital sign outside the PAC is not in the works. USI uses social media to advertise events.
 - Michelle Herrmann asked about the tiny house being built on campus. Steve Bridges said it is a Minka House which is partnership with Bill Thomas designed to maximize independence and well-being through the application of smart-home technology for multi-generational community housing.
 - Kathy Oeth requested a walkway or trail to Pearl Drive. Steve Bridges agreed that it would be nice but is up to the city.
 - Jeri Broshears asked about parking. Steve Bridges says parking garages are on the master plan.
 - Michelle Herrmann asked about another exit from USI. Steve says talks have included an additional exit onto Schutte although that road needs attention. The overpass across the Lloyd Expressway needs to be updated but it is owned by the state.
 - Stephanie Fifer asked about the future of the University Home. Steve says it will be used for retreats and other campus needs.

- Sherry Dockery asked about the buildings located at Barker and Igleheart used previously by the theatre department. Steve says the property on the south side of Igleheart has sold. They are still interested in selling the USI Playhouse on the north side of the road. In addition, USI is looking at releasing property in New Harmony.
- III. Approval of 9/18/2018 minutes – motion to approve by Michelle Herrmann, 2nd by Travis Dickison. Approved by consensus.
- IV. Officer Reports:
- Heather: USI hats and visors were delivered to employees. Forty tickets have been received for the IU Men’s basketball game. Distribution of those tickets is being discussed.
- V. Committee Reports:
- Executive Committee – nothing to report
 - Employee Relations – Michelle Herrmann announced the pumpkin carving/decorating contest is Monday, October 29. She will email a sign up sheet to work the tables. Giving Tree applications will be due November 2 with gifts due back on December 3, gift sorting on December 5, and gifts picked up December 10 and 11. Next meeting is November 6.
 - Economic Benefits – David Huebner summarized the meeting of October 11, with attention brought to Lockton study/wage compression and leveling guides, FOP attendance policy, low attendance at retirement benefits and personal finance workshops, and three subcommittees created for performance evaluation review.
 - Bylaws – nothing to report
 - Web – nothing to report
 - Nominating – nothing to report
 - Employee Ambassadors – nothing to report
 - President’s Council/Board of Trustees – nothing to report
- VI. Old Business: none
- VII. New Business: none
- VIII. Announcements – none
- IX. Meeting adjourned at 2:52 pm.



Staff Council Meeting Minutes
November 20, 2018, BEC 3024

Members Present: Melody Lemberg, Sherry Dockery, Amy Doninger, Kathy Oeth, Sherry Tynes, Michelle Herrmann, Terri Alvey, Stephanie Fifer, Bryce Anker, Michelle Hahn, Tina McCalment, Melissa Burch, David Huebner, Will Pool, Amanda Mitchell, Ziporah Rascoe. **Members Absent:** Heather Odom, Jeri Broshears, Susan Clouse, Jamie Little, Lisa Wulff

I. Call to Order – Meeting called to order at 2:04 pm by Will Pool.

II. Guest Speaker – Dr. Ronald Rochon:

Dr. Rochon spent nearly an hour with the council. He spoke on several topics, including his desire to pursue collaboration with all Indiana state university presidents to seek best practices for higher education, the upcoming budget hearings, cultivation relationships with USI alumni, reaching out to students of color, and acceptance of all with an attitude of kindness and tolerance. After speaking he answered a few questions from council members.

III. Approval of Minutes: Stephanie Fifer moved to approve minutes, Tina McCalment seconded motion. Minutes approved as written.

IV. Officer Reports: Will Pool

- Will and Heather attended a meeting with Dr. Kissling regarding creation of a university committee to oversee Archie's Closet. Decision was made to keep things as they are with Staff Council heading up the donation drives. At the Employee Picnic in May we will ask for personal hygiene items, and the Fall 19 drive may be a request for money rather than food. A need for better communication regarding needs of the closet was discussed.
- USI's 2018 marketing campaign will be featured on social media, Pandora, and at the airport and Eastland Mall. Admissions for Fall 18 and applications for a Fall 19 admit are up.
- If you see any negative racial flyers, contact Public Safety at 7777.
- Provost Search presentations are coming up soon – please attend if you are able.
- Performance Evaluation Committee – will be surveying employees and forming a focus group to collect data – these will be concurrent actions, not one after the other. If you have any comments or suggestions on the performance evaluation process, please share with Kathy Oeth or Will Pool.
- Economic Benefits committee is working on requests for the January budget hearings.

V. Committee Reports:

- Executive Committee – none
- Employee Relations – Michelle Herrmann reported that the Giving Trees were up with almost all ornaments taken.
- Economic Benefits – David Huebner summarized notes from November meeting, highlighting his meeting with Miles Mann, Jim Wolfe, and Lynn Melms regarding Facility Operations and Planning's attendance policy.
- Subcommittees – nothing to report.

VI. New business – Terri Alvey asked for clarification of current membership as Terri McIntosh and Christy Gretencord are no longer members of Staff Council members. Will tabled this discussion until the December meeting.

Meeting adjourned at 3:20 pm.



Staff Council Meeting Minutes
December 18, 2018, 2:00 pm
UC 226/227

Members Present: Travis Dickison, Sherry Tynes, Tina McCalment, Michelle Herrmann, Jamie Little, Sherry Dockery, Amy Doninger, Melody Lemberg, Will Pool, Heather Odom, David Huebner, Amy Doninger, Kathy Oeth, Terri Alvey, Michelle Hahn, Jeri Broshears, Amanda Mitchell, Lisa Wulff, Sarah Will. **Guests Present:** Marna Hostetler, Ingrid Lindy. **Members Absent:** Ziporah Rascoe, Stephanie Fifer, Bryce Anker, Melissa Burch.

I. Call to Order at 2:05 pm by Will Pool.

II. Guest Speakers:

- Marna Hostetler, Rice Library - Marna provided a handout with an overview of library resources for USI employees and students.
- Ingrid Lindy, Chair of Administrative Senate – Ingrid discussed charge being brought forward by Admin Senate to increase family sick leave policy allowance of 75 hours per year to 150 hours per year and requested Staff Council support with the request. Staff Council will consider request and Will Pool will contact Ingrid with decision (made later in this meeting).

III. Approval of Minutes – Travis Dickison made motion to approve minutes of November 20 and Tina Mc Calment seconded motion. Minutes approved by consensus of council.

IV. Officer Reports:

Will Pool -

- Dean of Students search has begun.
- Facebook Class of 2023 Parent Page has been created.
- April 4 – General Colin Powell will speak on campus.
- April 5 – date set for Dr. Rochon 's inauguration as USI President.
- Support Staff Survey should be distributed mid-January.
- Caremark taking over insurance prescription program – be on the lookout for information in the mail.

Heather Odom –

- Heather, Will, and Michelle Hahn met to discuss improving Archie's Closet processes and will meet again in summer to streamline and finalize new plans for collecting food actually needed and wanted by closet users. Cash donations and personal hygiene items will be collected at Employee Picnic drive.
- HR Business Partner position – Natalie Rascher has left USI and there are no immediate plans to fill her position. Heather sees a need for a directory of department contacts to provide to USI employees as this would be incredibly helpful to all employees but especially new hires. Any ideas on creating such a directory should be forwarded to Heather.

- Employee Ambassadors – As the HR Business Partner position was taking over onboarding of new employees, the Employee Ambassador program was suspended. Travis suggested that we once again recruit volunteers if and when we restart program through Staff Council.
- Training and recruitment through HR – Shelby Jackson is now handling most of these functions for HR.

V. Committee Reports:

- Employee Relations – Michelle Herrmann reported that the Giving Tree program was successful, and a nice USI Today article featured the program. Staff Council will once again help sponsor the summer Red Cross Blood Drive. Michelle will reach out to Mary Scheller to get more information on the scholarship program associated with this summer blood drive. Employee picnic planning will begin in January.
- Economic Benefits – David Huebner recapped the minutes of last meeting, focusing on budget requests. David is working on addressing the support staff salary compression issue in our budget requests, striving to word it appropriately and include supporting data. Travis suggests that we request a cost of living adjustment of a flat amount, such as last year's \$500, rather than a fixed percentage increase. Will expressed concern that a common ask of a fixed dollar amount might alienate ourselves from faculty and admin senate as it would benefit lower wage earners such as support staff more than administrators and faculty. If the state gives the University all of the money we have requested, the second phase of the Lockton Study should be implemented. Will mentioned that he will schedule time with Dr. Rochon and Steve Bridges to discuss the benefits support staff will receive from state monies and hopefully have them speak to Staff Council in April or May about this. Information regarding the University's budget request can be found on the Government Relations web page.
- Traffic Appeals – Sherry Tynes explained the appeal process. Before an appeal is made in person, the individual found to be in violation will receive an email from the traffic appeals board asking for any information that should be considered prior to the final decision on the appeal being made by the board. As this gives the individual an opportunity to state his or her case before the actual appeal hearing, all decisions made by the board will be final and not eligible to be appealed.

VI. Unfinished business – Melody Lemberg and Ziporah Rascoe are now full members of Staff Council due to the resignation of Christy Gretencord, Terri McIntosh, and Susan Clouse.

VII. New Business:

- Will Pool discussed with Dr. Rochon the need and desire for professional development within support staff. Will has been investigating software packages with training modules in a variety of areas that would be beneficial to us. The council supports pursuing the implementation of such trainings and Will will relay the council's support to Dr. Rochon.
- Family sick – Council discussed Ingrid's presentation of Admin Senate's proposal and is in support of increasing this benefit. Will will pass this along to Admin Senate.
- Jeri Broshears asked if Staff Council has been contacted to participate in Dr. Rochon's inauguration in any way. Will Pool will reach out to Admin and Faculty Senates with the idea of partnering together in participation.

VIII. Adjournment – Meeting adjourned at 3:13 pm.



Staff Council Meeting Minutes
January 15, 2019
UC 2218

Members Present: Will Pool, Ziporah Rascoe, David Huebner, Melody Lemberg, Lisa Wulff, Jeri Broshears, Melissa Burch, Michelle Hahn, Terri Alvey, Sherry Dockery, Jamie Little, Stephanie Fifer, Sherry Tynes, Travis Dickison, Amy Doninger, Tina McCalment, Kathy Oeth, Sarah Will

Members Absent: Michelle Herrmann, Amanda Mitchell, Heather Odom, Bryce Anker

- I. Call to Order – Will Pool called meeting to order at 2:01 pm.
- II. Approval of Minutes from December 18 – Sherry Dockery made motion to approve minutes, David Huebner seconded motion. Minutes approved by consensus of council.
- III. Officer Reports: Will Pool
 - Cost of attendance letters for students were incorrect. If any students have questions about the amounts listed let them know the letters were printed in error and will be replaced with the correct amounts listed.
 - Fall 2019 freshman application numbers are up. Transfer application numbers are down with graduate program applications showing an increase.
 - USI received a bond rating of A.
 - Amy Chan Hilton contacted Will regarding the holding of knowledge-sharing forums between university constituencies. Will will continue a discussion with Amy about this.
- IV. Committee Reports:

Employee Relations-

- Terri Alvey is the new chair of the ER committee as Michelle Herrmann has resigned from the position.
- Student Worker Appreciation Week – Feb. 11-15. Staff Council webpage will have links to a Student Worker Appreciation certificate, card, and ideas for honoring students.
- Employee Appreciation Day is March 1. Website will have link to printable certificate as well as a link to an auto-emailed certificate.
- Employee Picnic is set for Thursday, May 23 with a derby theme. The picnic will feature a “Head’s Up” game for employee participants. Menu details to come.
- A June Red Cross blood drive will be sponsored by Staff Council and will need lots of volunteers from the council to assist with registrations and to man the snack table.

Economic Benefits -

- At last meeting reviewed budget request proposal and tweaked the language into a more concise version, adding the Admin Senate proposal for increased family sick leave. We will ask for the same amount as admin senate in our salary increase request.

- Committee is looking at old items tabled by previous EB committees and may revise some of the items.
- EB is looking at the system that Faculty Senate uses to organize its charges and may pursue implementing it.

Web Committee – Stephanie Fifer and Terri are starting a USI Support Staff group on Facebook.

President's Council – Board of Trustees –

- Budget request presentation process will be changing.
- Search for a Dean of Students continuing.

V. Unfinished Business –

- Amy Doninger asked about status of Performance Evaluation Committee surveys. Will says they will be distributed in late January – early February to support staff and supervisors.

VI. New Business – none

VII. Announcements – none

VIII. Adjournment at 2:30 pm



Staff Council Monthly Meeting
February 19, 2019
UC 2218

Members Present: Jamie Little, Michelle Herrmann, Amy Doninger, Melissa Burch, David Huebner, Will Pool, Bryce Anker, Amanda Mitchell, Lisa Wulff, Jeri Broshears, Terri Alvey, Sherry Tynes, Tina McCalment, Ziporah Rascoe, Stephanie Fifer, Kathy Oeth

Members Absent: Sherry Dockery, Melody Lemberg, Heather Odom, Michelle Hahn, Travis Dickson

- I. Call to Order – Meeting called to order at 2:03 by Will Pool.
- II. Approval of January minutes – Minutes of January 15 reviewed. David Huebner made motion to approve minutes with one wording correction, Tina McCalment seconded motion. Minutes approved by consensus of council.
- III. Officer Reports – Will Pool:
President’s Council will not meet this month. Town Hall meetings will be held to discuss budget requests with no dates set as of yet. Please attend if your schedule allows.
- IV. Committee Reports:
 - a. Executive Committee – nothing to report
 - b. Employee Relations – Employee picnic planning is in full swing – please refer to ER meeting minutes for talking points. We are waiting on Ann Fisher to provide us information on food and pricing.
 - c. Economic Benefits – David Huebner summarized main points of last EB meeting:
 - Committee decided that sick time payout should be tabled at this time to focus on the continued execution of Lockton Study results and recommendation, as such a proposal would not have much chance of implementation if we are also requesting that Lockton recommendations be carried out.
 - Facilities Operations and Planning employees have expressed concerns with working on days with inclement weather. On our campus snow day of January 30, essential personnel were required to come in to work but were sent home early. Employees feel they should be allowed to wstay and finish shift if they are required to report to campus. They are paid time and a half for reporting but are sent home with remaining shift hours paid at straight time. This policy is not detailed in the Employee Handbook and if this is indeed policy it should be explicitly outlined in handbook. Many employees were upset over handling of this and would like the choice to stay since they braved the weather to report. David, Bryce, and Will will further discuss this issue.
 - Bylaws Committee – nothing to report
 - Web Committee – nothing to report
 - Nominating Committee – Nothing to report
- V. Unfinished Business – Kathy Oeth reported that OPRA has updated the Performance Evaluation survey and Shelby Jackson is awaiting the OK from Andrew Lenhardt to move forward with distribution.

VI. New Business – Will Pool

- a. Will has forwarded council members a link to volunteer to assist at inauguration of Dr. Rochon.
- b. Will was contacted by Maggie Carnahan. Admin Senate needs as Staff Council volunteer to join a committee advocating for employees to be allowed more work hours for volunteering. Will will represent us with Ziporah Rascoe as his backup.
- c. Amy Chan-Hilton is hosting meeting on April 18 to discuss student retention issues and how we can play role in retention. Plan to attend, and we should consider and make note of issues we experience regarding retention in our interactions with students prior to the meeting.
- d. Will reached out to HR regarding creating a welcome letter for new employees. Send Will ideas on what to include before our next meeting.

VII. Announcements – none

VIII. Adjournment – Meeting adjourned at 2:40. Next meeting: March 19 at 2 pm in UC 226/227.



Staff Council Meeting Minutes
March 19, 2019
UC 226/227

Members Present: Amy Doninger, Michelle Herrmann, Tina McCalment, Terri Alvey, Jeri Broshears, Lisa Wulff, Sherry Tynes, Sarah Will, Michelle Hahn, Jamie Little, Bryce Akers, Melissa Burch, Heather Odom, Travis Dickison, Will Pool, Melody Lemberg. **Also Present:** Sarah Will.

Members Absent: Sherry Dockery, Kathy Oeth, Ziporah Rascoe

- I. Call to Order – Meeting called to order at 2:02 pm by Will Pool.
- II. Approval of Minutes from 2/19/19 – Tina McCalment made motion to approve February minutes with Jeri Broshears seconding motion. Minutes approved by consensus of council with spelling error corrected.
- III. Officer reports - Will:
 - a. Credit hours for summer are up.
 - b. Fall 2019 freshman applications and admissions are up from previous year.
 - c. Volunteers are still needed for General Colin Powell on April 3 and the inauguration of President Rochon on April 4.
 - d. The new arena has security measures in place for events.
 - e. 2019/2020 Budgets - Dr. Rochon expressed plan to continue Lockton Study results implementation. Operating costs for the Stone Center and new arena are also budget considerations as well as new graduate programs.
 - f. Performance Evaluation Committee – surveys were sent out and committee will meet again on April 3rd. Thanks to all who participated in the survey.
 - g. On April 11 and April 15, Amy Chan Hilton is leading a presentation/discussion on student retention strategies from 11 -1. Lunch will be served, followed by remarks from Dr. Rochon and representatives from various campus groups. Small group discussions will follow with closing remarks by Dr. Khayum. Council members are encouraged to attend. Also, survey regarding student retention will be distributed before the meeting. Please fill out your survey.
 - h. New student orientation is next week – please wear USI apparel.
- IV. Committee Reports –
 - a. Executive Committee – nothing to report
 - b. Employee Relations - Terri Alvey reported that committee is in picnic planning mode, working on décor ideas and hoping to finalize menu once HR ok's our budget. Tentative menu: BBQ, baked beans, potato salad, vegetarian options, and ice cream or cookies to decorate, or both, depending on budget. Discussion of place to store décor in UC West as we must decorate Carter Hall on morning of picnic. Heather Odom will ask Cole Collier for access to storage space in basement of UC to house the decorating items.
 - c. Economic Benefits – David Huebner:
 - David recapped March meeting, beginning with thoughts that Lockton implementation will use any available budget funds, so any asks with a monetary value will likely not be considered.
 - The issue mentioned at February meeting regarding the inclement weather issue with Facilities and Operations employees still needs a resolution.
 - Can the university implement energy saving measures? This idea came about b as a response to the announcement of 3% budget increase for utilities.

- Committee brought up idea of developing a process for supervisor evaluations by employees, either as a part of Annual Performance Evaluation Review process or as a separate process.
- d. Subcommittees/University Committees – Bylaws, Web, Nominating, Employee Ambassadors – nothing to report.
 - e. President’s Council/Board of Trustees – nothing to report
- V. Unfinished Business – none
- VI. New Business –
- a. Employee Volunteerism at USI proposal by Administrative Senate – Admin Senate has drafted a proposal that if implemented would permit benefit-eligible employees to use time during the workday to volunteer. 7.5 hours yearly would be designated for each employee to use to volunteer at a USI-sponsored event. 2019-2020 is targeted as the pilot year for the program. Council reviewed the proposal draft and by consensus gave its approval to proceed with proposal.
 - b. Jeri Broshears brought up the tornado warning of March 14 and the way that the university responded to the warning. Many questions and comments were raised in the discussion that followed, including:
 - Who is in charge of safety when a tornado warning is issued?
 - Does the university have an emergency weather policy?
 - Students should have the right to leave class to seek shelter in the event of a tornado warning without being penalty.
 - The campus needs a clear-cut policy that is thoroughly communicated to the USI community to ensure safety for employees, students, and visitors to campus when a warning is issued.

Will will contact Faculty Senate and Admin Senate chairs to get their thoughts on the events of the 14th and how to proceed in light of the questions and concerns voiced.
- VII. Announcements – Vaneta Becker visit to campus has been postponed.
- VIII. Adjournment – meeting adjourned at 2:42. Next meeting: April 16. 2019 at 2 pm in BE 3024.



Staff Council Meeting Minutes
April 16, 2019 – BE 3024

Members present: Terri Alvey, Jeri Broshears, Sherry Dockery, Stephanie Fifer, Michelle Hahn, Michelle Herrmann, David Huebner, Melody Lemberg, Jamie Little, Tina McCalment, Amanda Mitchell, Kathy Oeth, Will Pool, Ziporah Rascoe, Sherry Tynes, Lisa Wulff. **Absent:** Bryce Akers, Melissa Burch, Travis Dickison, Amy Doninger, Heather Odom

Call to Order – meeting called to order at 2:02 by Will Pool.

- I. Approval of Minutes – Motion to approve March 19, 2019 minutes was made by Michelle Herrmann, second by Stephanie Fifer. Minutes approved as written.
- II. Officer reports:
 - Will shared the Indiana Department of Justice attended the President’s Council to discuss hate crimes. If you see or hear anything, please call Public Safety at 7777.
 - Student Success and Retention Workshops were held April 11 and 15. There was a good mix of support staff and administrators.
- III. Committee Reports:
 - Employee Relations – Terri reported the committee is working on the employee picnic. Sherry Tynes discussed the Heads up game will have 10 teams of four people per team. Stephanie Fifer shared the menu of shredded BBQ pork and chicken along with a vegetarian option, baked beans, potato chips, tossed salad, ice cream, cookies, tea, lemonade and water. She will check to see if the contract was sent to Andrew in HR.
 - Economic Benefits – David reported the committee is keeping an eye on the state budget for the Lockton Study to bring staff to midpoint. Bryce had a meeting with facilities management and HR to discuss employees being sent home during inclement weather. Kathy discussed the next step for the Annual Review Committee is to put together focus groups. Will says they have received Lockton survey responses to help develop strategies for focus groups but cannot release that information at this time.
 - Nominating – Michelle Herrmann stated she has received five nominations for staff council positions. We need to encourage staff to run for these positions. A blurb will be placed in USI Today. We hope to have representation from all staff groups. Elections will be the week of May 13.
- IV. Unfinished Business – Severe Weather. Will talked with Bryan Morrison, Manager of Environmental Health and Safety, regarding the lack of preparedness and response of leadership during tornado warnings. Deans’ Council will discuss with faculty as to their responsibility. Administrative Senate will review. Jamie suggested communication through a link as we do for Title IX and Child Protection Services for weather and active shooter to be viewed by everyone including adjuncts. Every department needs to have a weather radio.

Jeri Broshears suggested having Bryan Morrison visit our next meeting. Will says he will invite him to the May meeting.

V. New Business

- Everyone needs to work the employee picnic. The sign up list is on the Student Council website. Terri will check to ensure trash will be emptied during the picnic
- Lisa Wulff stated her experience with training for inauguration volunteers was not organized nor professional. David said the usher volunteer training went smoothly. Kathy Oeth agreed communication is very important. Remember event staff was dealing with a new building and hopefully future experiences will be better.

VI. Announcements – New Student Orientation is April 16 and 17, 2019. Over 500 extra people will be on campus.

VII. Adjournment – meeting adjourned at 3:05. Next meeting will be May 21, 2019 at 2:00 pm in UC 2218.



Staff Council Meeting Minutes

May 21, 2019, 2:00 pm

UC 2218

Members present: Melissa Burch, Will Pool, Heather Odom, Michelle Hahn, Jeri Broshears, Michelle Herrmann, Jamie Little, Amanda Mitchell, Travis Dickson, Bryce Anker, Tina McCalment, Ziporah Rascoe, Terri Alvey, Sherry Tynes, Amy Doninger. **Members absent:** Sherry Dockery, Stephanie Fifer, David Huebner, Melody Lemberg, Kathy Oeth, Lisa Wulff

- I. Call to Order – meeting called to order at 2:02 by Will Pool.
- II. Guest Speaker, Steve Bridges:
 - A. Budget requests vs. what was actually appropriated by the state: Performance fund appropriation was below requested amount at \$975,556 for year one and \$705,585 for year two.
 - B. CAP dual credit – state funding per student decreasing from \$50 to \$40.
 - C. State tuition increase recommendation is a max of 1.65%. We are down 4000 credit hours from FA18, which translates to roughly \$1 million in revenue. CAP classes play a part in the credit hour decrease as many freshman level core courses are satisfied by high school CAP classes.
 - D. Tuition hearing will be in June – must be held 30 days prior to enactment of new budget.
 - E. Next steps for Lockton – no timeline for next steps as current priority lies in developing plan to recover \$\$\$ from loss in credit hours.
 - F. Construction Projects: - Aquatic Center, tennis court improvements, Rice Library windows, and Phase 2 of PAC are in the works. Construction of new student housing being considered as a future project.
- III. Approval of Minutes – Ziporah Rascoe made motion to approve minutes with correction made in labeling of employee evaluation survey, Michelle Herrmann seconded. Minutes approved by consensus of council.
- IV. Officer reports – Will Pool offered his resignation from Staff Council as of July 1 as he will be transitioning into the administrative position of Assistant Registrar.
- V. Committee Reports –
 - A. Employee Relations – Picnic game MC will be WEHT’s Ron Rhoades. Seven teams are signed up to play. ER committee tested the game in last meeting. Volunteer sheet on SC drive has plenty of sign-ups for stations. Everyone should wear USI spirit wear to picnic and Will will look for Staff Council buttons for members to wear.
 - B. Economic Benefits – Committee discussed leveling guides and evaluation process at last meeting – refer to minutes for more information. Also, committee discussed what benefits to focus on in the future.
 - C. Nominating – Michelle Herrmann reported that 17 employees were nominated for 2019-2020 Staff Council with 5 declining and 2 not responding, leaving 10 candidates. All 10 were elected to council. We still need 2 more full members and 3 alternates. Michelle will contact new members and include information on upcoming retreat.
 - D. Pres. Council – Board of Trustees – no meeting held, nothing to report.



VI. Unfinished business – none

VII. New Business –

- A. Staff Council Retreat 2019-2020 – Will proposes that we shorten the retreat to a half day with a potluck breakfast at 8:30 and ending the day with a McAlister's lunch. Primary focus of retreat will center on future goals of the council. July 10 was selected as date for retreat. Amy Doninger will reserve a room in the HP building for the event. Concern over ability to order catering other than Sodexo was expressed as Special Events/Sodexo seems to be requiring that Sodexo be used for catering for all university meetings. Amy will check on this when reserving the room with Special Events.
- B. New chairperson for Staff Council – normally elected in June, but in light of Will's resignation he would like to handle this as soon as possible. Send nominations to Will and a Qualtrics form will be created for voting. 1-2 paragraph statement should be submitted by those running. Other officer positions will be elected at retreat.
- C. Employee Recognition Award – nominations can be submitted from next week to mid-June. Will will work on this. We will vote on them at our next meeting.
- D. Fall 2019 University Meeting – August 13 for all employees, to be held in the arena. The day will begin with coffee and pastries followed by meeting from 9 – 11 am, then lunch for all in Carter Hall. Dr. Khayum would like nominations of support staff members as well as administrative and faculty who embody recruitment/retention ideal to be voted on. One person from each classification will be selected and announced at fall meeting.

VIII. Adjournment at 3:16 pm.

NEXT MEETING IS JUNE 18, 2 pm in UC2218.