



Staff Council Meeting
Approved Minutes
August 30, 2012

Members Present: Lesley Attebury, Terri Alvey, Mary Ann Bernard, Jeri Broshears, Bobbie Brown, Miekka Cox, Garry Culver, Gyneth Fehribach, Stephanie Higgins, Betsy Mullins, Terry Martin, Theresa Ohning, Josh Pietrowski, Jacki Spainhour, Kim Sullivan, Debbie Whiteside

Members Absent: Brandan Garrison, Shannon Hoehn, Sarah Howard, LaVerne Jones, Kim Jost, Amanda Mitchell, Michelle Simmons

Introduction of New Alternates: Theresa Ohning and Sarah Howard were welcomed as Staff Council Alternates.

Approval of Minutes: The Minutes from the July 25, 2012 meeting were reviewed. Debbie Whiteside moved that the minutes be approved with corrections and Betsy Mullins seconded. Motion passed.

Committee Reports:

Employee Relations: Archie's Food Closet Collection Drive will be September 17-28. New this year, a traveling trophy will be awarded to the site that collected the most items. Offices that wish to compete for the traveling trophy will need to sign up online. The trophy will cost \$70.00 +. Bobbie Brown made the motion to have a trophy and Terry Martin seconded. Motion passed.

Economic Benefits: The ideas gathered at the retreat were assigned to different members to research. Some of the ideas: Retirement payment for support staff, Increase for degree, Reciprocal classes/tuition reimbursement for classes taken at other institutions, Floating holiday/personal day, University closed during October break, Self-evaluation review, Disparity in classifications. The committee will present the ideas to the entire council at the November meeting. It was requested that the committee look into Sodexo discount for employees. Abenity, a discount program that the Administrative Senate is researching was brought to Staff Council. Information about the program will be sent to all Staff Council members for their input.

Nominating: No report.

Old Business: Lucy Schenk sent a thank you for the Employee Recognition Award, which she received at the Support Staff Recognition Luncheon held August 13, 2012.

Staff Council was asked to change the currently scheduled meeting time and date of the last Thursday of the month at 2pm. After discussion it was decided to keep the dates and times as originally scheduled.

Future Dates:

September 11, 2012 3:15pm: Economic Benefits Committee Meeting Location UC 2202

September 17-28, 2012: Archie's Food Closet Collection

September 20, 2012 2:00pm: Employee Relations Committee Meeting Location UC 2213

September 27, 2012 2:00pm: Staff Council Meeting Location UC 206

There being no further business, Terry Martin moved that we be adjourned and Josh Pietrowski seconded. Meeting adjourned at 2:53pm.

Respectfully Submitted,

Kimberly Sullivan, Secretary



Staff Council Meeting
Approved Minutes
September 27, 2012

Members Present: Lesley Attebury, Terri Alvey, Mary Ann Bernard, Miekka Cox, Garry Culver, Brandan Garrison, Stephanie Higgins, Kim Jost, Terry Martin, Amanda Mitchell, Theresa Ohning, Jacki Spainhour, Kim Sullivan, Debbie Whiteside

Guest Present: Donna Evinger

Members Absent: Jeri Broshears, Bobbie Brown, Gyneth Fehribach, Sarah Howard, LaVerne Jones, Betsy Mullins, Josh Pietrowski, Michelle Simmons

Approval of Minutes: The Minutes from the August 30, 2012 meeting were reviewed. Terry Martin moved that the minutes be approved with corrections and Debbie Whiteside seconded. Motion passed.

Committee Reports:

Employee Relations: Archie's Food Closet Collection Drive has 13 departments competing for the trophy and 16 collection sites. Items will be picked up Friday, September 28. The trophy has been ordered and there will be photo of the winners.

The Giving Tree On-Line Sign Up form was emailed to all staff council members for review. After changes are made, the form will be available on line and in paper form the first week of October. Application deadline is set for November 2nd, or earlier, depending on the number of approved applicants. Gift collection dates will be presented at the next Staff Council Meeting.

Economic Benefits: The Economic Benefits Committee brought a proposal to Staff Council that Staff Council co-sponsor with Human Resources a focus group to review and revise the self-evaluation questionnaire that is completed by support staff. Motion passed.

Nominating: No report.

New Business:

Shannon Hoehn resigned her position as Staff Council Alternate.

Kim Jost agreed to be a staff council member of the EEO Appeal and Hearing Board.

Future Dates:

October 9, 2012 3:15pm: Economic Benefits Committee Meeting Location UC 2202

Early October: Giving Tree Recipient Applications available

October 18, 2012 2:00pm: Employee Relations Committee Meeting Location UC 206

October 25, 2012 2:00pm: Staff Council Meeting Location UC 206

There being no further business, Jacki Spainhour moved that we be adjourned and Terry Martin seconded. Meeting adjourned at 3:10pm.

Respectfully Submitted,

Kimberly Sullivan, Secretary



Staff Council Meeting
Approved Minutes
October 25, 2012

Members Present: Lesley Attebury, Terri Alvey, Mary Ann Bernard, Jeri Broshears, Miekka Cox, Gyneth Fehribach, Stephanie Higgins, Kim Jost, Terry Martin, Amanda Mitchell, Theresa Ohning, Jacki Spainhour, Michelle Simmons, Kim Sullivan, Debbie Whiteside

Guest Present: Donna Evinger

Members Absent: Bobbie Brown, Garry Culver, Brandan Garrison, Sarah Howard, LaVerne Jones, Betsy Mullins

Prior to the Meeting: Donna Evinger gave a presentation concerning the health insurance changes for 2013.

Approval of Minutes: The Minutes from the September 27, 2012 meeting were reviewed. Michelle Simmons moved that the minutes be approved with corrections and Miekka Cox seconded. Motion passed.

Committee Reports:

Employee Relations: The Giving Tree Sign Up is in process. Trees will go up November 16th.

Economic Benefits: An Email was sent to all staff committee members concerning the Retirement Payout Proposal.

Nominating: No report.

New Business:

Kim Sullivan resigned her duties as Staff Council Secretary and Michelle Simmons has agreed to become Staff Council Secretary.

Josh Pietrowski is no longer with the University. Theresa Ohning has agreed to become a full voting member.

Future Dates:

November 13, 2012 3:15pm: Economic Benefits Committee Meeting Location UC 2202

November 15, 2012 2:00pm: Employee Relations Committee Meeting Location UC 2213

November 29, 2012 2:00pm: Staff Council Meeting Location UC 206

There being no further business, Mary Ann Bernard moved that we be adjourned and Kim Jost seconded. Meeting adjourned at 3:10pm.

Respectfully Submitted,

Kimberly Sullivan, Secretary



Staff Council Meeting
Approved Minutes
November 29, 2012

Members Present: Lesley Attebury, Terri Alvey, Mary Ann Bernard, Jeri Broshears, Bobbie Brown, Miekka Cox, Garry Culver, Gyneth Fehribach, Brandan Garrison, Stephanie Higgins, LaVerne Jones, Kim Jost, Terry Martin, Amanda Mitchell, Betsy Mullins, Jacki Spainhour, Kim Sullivan, Debbie Whiteside,

Guest Present: Donna Evinger

Members Absent: Sarah Howard, Theresa Ohning, Michelle Simmons

Approval of Minutes: The Minutes from the October 25, 2012 meeting were reviewed. Terry Martin moved that the minutes be approved and Betsy Mullins seconded. Motion passed.

Committee Reports:

Employee Relations: Giving Tree – 477 ornaments were distributed, 39 families are being assisted. Gifts will be due December 5, 2012.

Economic Benefits: See attached for the proposals that were presented by committee, Bobbie Brown seconded. Motion passed to present at the University Budget Presentation for 2013-2014.

Nominating: No report.

New Business:

A Thank you card for the Special Payment of December 2012 will be distributed among Staff Council Members to sign and it will be delivered to President Linda L.M. Bennett.

Future Dates:

January 8, 2013 3:15pm: Economic Benefits Committee Meeting Location UC 2202

January 17, 2013 2:00pm: Employee Relations Committee Meeting Location UC 2213

January 31, 2013 2:00pm: Staff Council Meeting Location UC 206

There being no further business, Kim Sullivan moved that we be adjourned and Terry Martin seconded. Meeting adjourned at 2:50pm.

Respectfully Submitted,

Michelle Simmons, Secretary

Proposal 1

6% Raise for support staff

Benefit to USI: To retain seasoned employees, to increase employee motivation for involvement and enhance job satisfaction. Meets the following Goals of the Strategic Plan: Preserve and nurture our campus community and Increase the diversity of faculty, staff, and student body.

Cost to USI: \$553,000.

Proposal 2

All staff eligible for vacation pay to receive one additional personal or floating holiday.

Benefit to USI: To retain seasoned employees, to increase employee motivation for involvement and enhance job satisfaction. Meets the following Goals of the Strategic Plan: Preserve and nurture our campus community

Cost to USI: This proposal will not require additional salary funding but might increase overtime costs and/or workloads and time costs in some areas.

Proposal 3

Retirement Service Payment for Support Staff that are eligible for PERF: 2% x years of service, maximum 25 years (50%) for support staff upon retirement with a transition of current policy sick leave payment for 10-20 years of service.

Service in Years	Pay Rate Per Hour	Current Plan - One Half of Sick Bank to Max of 60 Days*		Proposed Plan - 2% per Year of Service to 25 Yrs (50% Pay)	
		Max Sick Pay in Hrs.	Retiree Sick Hrs. Payout	Percent of Payout	Service Payout
10	10.00	450	\$4,500	20.00%	\$3,900
	15.00	450	\$6,750	20.00%	\$5,850
	20.00	450	\$9,000	20.00%	\$7,800
12	10.00	450	\$4,500	24.00%	\$4,680
	15.00	450	\$6,750	24.00%	\$7,020
	20.00	450	\$9,000	24.00%	\$9,360
15	10.00	450	\$4,500	30.00%	\$5,850
	15.00	450	\$6,750	30.00%	\$8,775
	20.00	450	\$9,000	30.00%	\$11,700
20	10.00	450	\$4,500	40.00%	\$7,800
	15.00	450	\$6,750	40.00%	\$11,700
	20.00	450	\$9,000	40.00%	\$15,600

Rationale: faculty and administrative personnel receive a retirement payout, sabbatical and TIACREF. Currently, support staff receive a portion of their sick time paid in addition to PERF. We believe this proposal compliments what faculty and administrative personnel receive with the differences addressing the sabbatical offered to faculty and administrative.

Benefit to USI: To retain seasoned employees, to increase employee motivation for involvement and enhance job satisfaction. Meets the following Goals of the Strategic Plan: Preserve and nurture our campus community and Increase the diversity of faculty, staff, and student body.

Cost to USI:??

Proposal 4

Increase in pay for degreed support staff employees. A similar proposal was made in for the 2011-2012 budget.

	Current Benefit	Proposed
Associate	\$100 annually	\$300 annually
Bachelor	\$200 annually	\$600 annually
Masters	\$600 annually	\$900 annually

We recommend the rates be reviewed for educational attainment beyond the levels listed above.

Benefit to USI: To retain seasoned employees, to increase employee motivation for involvement and enhance job satisfaction. Meets the following Goals of the Strategic Plan: Preserve and nurture our campus community; Increase the diversity of faculty, staff, and student body; Increase the graduation rate.

Cost to USI: ??



Staff Council Meeting
Minutes
January 31, 2013

Members Present: Lesley Attebury, Terri Alvey, Mary Ann Bernard, Jeri Broshears, Bobbie Brown, Miekka Cox, Garry Culver, Gyneth Fehribach, Brandan Garrison, Kim Jost, Terry Martin, Betsy Mullins, Theresa Ohning, Michelle Simmons, Debbie Whiteside

Guest Present: Pat Zimmerman

Members Absent: Stephanie Higgins, Sarah Howard, LaVerne Jones, Amanda Mitchell, Jacki Spainhour, Kim Sullivan

Approval of Minutes: The Minutes from the November 29, 2012 meeting were reviewed. Debbie Whiteside moved that the minutes be approved and Betsy Mullins seconded. Motion passed.

Committee Reports:

Employee Relations: Giving Tree – 39 families applied with a total of 25 children between 14-18, 56 children 13 and under and 67 adults. There were 3 USI single students, 5 USI employees and 12 single parents with children. There were 5 more adults and 15 more children than last year. Debbie Whiteside read 2 thank you letters.

Student appreciation week was noted as being February 11th -15th. Fliers will go out February 1st. The committee requests pictures of student workers being recognized by staff for the website.

The employee picnic will be on May 22nd. Menu and theme are still under discussion.

Economic Benefits: Discussed discounts with Sodexo and the USI Bookstore for employees year round. The cost of replacement ID cards was also mentioned. The committee is looking into centralizing information on all discounts.

Nominating: Noted that the spring elections will be in May and requested those that are leaving to try and nominate someone from their area.

Old Business: Discussed the budget proposals. Organized the proposals in order of preferences for review as follows, proposal 1 (6% raise), 3 (retirement), 4 (degree pay), then 2 (extra vacation day).

New Business: No new business.

There being no further business, there was a move to adjourn and the motion was seconded. Meeting adjourned at 3:00pm.

Respectfully Submitted,

Michelle Simmons, Secretary



Staff Council Meeting
Minutes
February 28, 2013

Members Present: Lesley Attebury, Terri Alvey, Mary Ann Bernard, Jeri Broshears, Bobbie Brown, Garry Culver, Gyneth Fehribach, Brandon Garrison, Stephanie Higgins, LaVerne Jones, Terry Martin, Amanda Mitchell, Michelle Simmons, Jacki Spainhour

Guest Present: Donna Evinger

Members Absent: Miekka Cox, Sarah Howard, Kim Jost, Betsy Mullins, Theresa Ohning, Kim Sullivan, Debbie Whiteside

Approval of Minutes: The Minutes from the January 31, 2013 meeting were reviewed. Terry Martin moved that the minutes be approved and Garry Culver seconded. Motion passed.

Committee Reports:

Employee Relations: The Employee Relations committee did not meet this month. The current project is the Employee Picnic. This year's theme has been chosen as "Cloudy with a Chance of Meatballs." Decorations will include food hanging from the ceiling. We are waiting to hear back from catering about food choices, but are leaning toward pasta.

Economic Benefits: No report. Asked when budget proposals were due. Mary Ann Bernard stated that staff council will present on March 11th.

Nominating: Encouraged those that are stepping down to nominate someone. Emails for nominations campus wide will be going out at the end of March with voting in April.

Old Business: No old business.

New Business: No new business.

Discussion/Announcements: Donna Evinger discussed some of the extras included with the different medical benefit programs. Some extras noted were care and rehab programs, 24/7 nurse line, healthy baby initiative, health coach, and my health advantage.

There being no further business, Terry Martin moved to adjourn and Garry Culver seconded the motion. Meeting adjourned at 2:40pm.

Respectfully Submitted,

Michelle Simmons
Secretary



Staff Council Meeting
Minutes
March 28, 2013

Members Present: Lesley Attebury, Terri Alvey, Mary Ann Bernard, Bobbie Brown, Miekka Cox, Garry Culver, Terry Martin, Amanda Mitchell, Betsy Mullins, Theresa Ohning, Michelle Simmons, Jacki Spainhour, Debbie Whiteside

Guest Present: Ingrid Lindy

Members Absent: Jeri Broshears, Gyneth Fehribach, Brandan Garrison, Stephanie Higgins, Sarah Howard, LaVerne Jones, Kim Jost, Kim Sullivan

Approval of Minutes: The Minutes from the February 28, 2013 meeting were reviewed. Terry Martin moved that the minutes be approved and Bobby Brown seconded. Motion passed.

Committee Reports:

Employee Relations: The Employee Relations committee worked on the employee picnic. The theme is Cloudy with a Chance of Meatballs. The decorations have been chosen and the committee requests that other members of the Staff Council be willing to help prepare them. The food choice is still being decided. The picnic is scheduled for May 22nd.

Economic Benefits: The Economic Benefits committee did not meet this month.

Nominating: Notifications for nominations will be sent out the first week of April. An administrator will be sending out a request to staff managers to allow the staff to participate in the staff council about a week after the invitations for nominations goes out. If your first term is ending and you would like to serve again, just notify the nominating committee and they will put you back on the ballot. Jeanne McAlister will activate the ballot. Bobbie asked if she could bring a guest who would potentially like to serve on the Staff Council pending a visit to see what it is all about. It was decided that it is ok that a guest be brought.

Old Business: No old business.

New Business: No new business.

Other Business: Terry Martin, Mary Ann Bernard, and Kimberly Sullivan met with Dr. Portch regarding the upcoming Presidential evaluation.

Discussion/Announcements: Mary Ann commented on the Staff Council's recommendations to the Budget Committee. Mary Ann was unable to attend due to miss-communications. Jane Tang and Paul Parkinson presented on our behalf as they were to present together with Mary Ann. Donna Evinger was able to answer questions where needed when Jane did not have the information.

Mary Ann has a meeting next Wednesday with Dr. Bennett. Please give her any questions or concerns you would like her to discuss at that time.

Mary Ann introduced Ingrid Lindy, HRIS manager, from HR as this meetings representative to Staff Council.

There being no further business, Bobbie Brown moved to adjourn and Terry Martin seconded the motion. Meeting adjourned at 2:22pm.

Respectfully Submitted,

Michelle Simmons
Secretary



Staff Council Meeting
Minutes
April 25, 2013

Members Present: Lesley Attebury, Terri Alvey, Mary Ann Bernard, Bobbie Brown, Miekka Cox, Garry Culver, Stephanie Higgins, Sarah Howard, Kim Jost, Terry Martin, Amanda Mitchell, Betsy Mullins, Theresa Ohning, Michelle Simmons, Jacki Spainhour

Guest Present: Donna Evinger, Marna Hostetler

Members Absent: Jeri Broshears, Gyneth Fehribach, Brandan Garrison, LaVerne Jones, Kim Sullivan, Debbie Whiteside

Approval of Minutes: The Minutes from the March 28, 2013 meeting were reviewed. Betsy Mullins moved that the minutes be approved and Miekka Cox seconded. Motion passed.

Committee Reports:

Employee Relations: Terry Martin is still working on the food for the picnic. Costs have gone up. The first option, in process, is to increase the picnic budget to cover the food costs. Another alternative is to select a different menu. Even the cost of the food from last year is higher this year. The food choice is pasta using rotini noodles. There is a discussion on whether to have one entree or two. The picnic is currently set for May 22nd.

Economic Benefits: Betsy Mullins spoke for the committee. They are wrapping up and deciding on topics for next year. They plan to discuss those benefits that did not get passed this year. The employee discount with Sodexo is currently only available if using the Eagle Access card, but the committee is looking into getting the discount without using the card. They are also looking into the fee for lost card replacement by suggesting at least one free replacement a year. Also under discussion was the voluntary evaluation form, which some supervisors make mandatory. There is discussion about revising the questions.

Nominating: Jacki Spainhour noted that the first invitation for nominations was sent. A second request will be sent Monday, April 29th. Currently seven nominations have been made with 12-13 spots to fill.

Other Business: There is no news on the budget proposal at this time. Mary Ann Bernard talked with President Linda Bennett. Bennett is hopeful that USI will receive the \$10 million requested for operations.

Old Business: It is time again for the Employee Recognition Award. The Staff Council chair will send out the invitation for nominations. Selection is in June while the award is presented in August.

The Staff Council retreat is scheduled for Wednesday, July 24th. The location is currently set for Carter Hall, but Betsy Mullins will see if we can use a location in housing. Terry Martin will work on the food for the retreat. Some food options were suggested but is dependent on where the retreat will take place.

New Business: Marna Hostetler, director of the Rice Library, visited the staff council to familiarize herself with the different USI organizations and to offer her support for future projects.

Discussion/Announcements: The flex schedule was mentioned. It is still in discussion at HR.

There being no further business, Betsy Mullins moved to adjourn and Kim Jost seconded the motion. Meeting adjourned at 2:56pm.

Respectfully Submitted,

Michelle Simmons
Secretary



Staff Council Meeting
Minutes
June 27, 2013

Members Present: Terri Alvey, Lesley Attebury, Mary Ann Bernard, Jeri Broshears, Bobbie Brown, Miekka Cox, Garry Culver, Brandan Garrison, Stephanie Higgins, Kim Jost, Terry Martin, Amanda Mitchell, Betsy Mullins, Michelle Simmons, Jacki Spainhour, Kim Sullivan, Debbie Whiteside

Members Absent: Gyneth Fehribach, LaVerne Jones, Theresa Ohning

New Members Present: Gloria Butz, Kathi Goen, Sarah Howard, Cindi Kueber, Pam Moore, Juanita Musich, Britney Orth, Lisa Wulff (Alternate)

Guests Present: President Linda Bennett, Donna Evinger

Mary Ann Bernard had everyone introduce themselves then introduced Dr. Linda Bennett as our guest speaker.

Dr. Bennett discussed the budget. She stated that USI was one of two institutions to receive funding for all performance funding formulas that applied to the institution. USI received \$2 Million for the next two years for base operations through a line item. She also mentioned that tuition is increasing by 4.2%-4.4% to aid in the needed revenue for operations. Dr. Bennett talked of how USI is growing and how the two new programs that are beginning this Fall will help to draw new students into the University. Also to help with growth and retention, USI will be partnering with Noel-Levitz Consulting to help market the University. The University has seen a dip in enrollment for the Summer and Fall of 2013. Costs for the consultation have been provided through the USI Bookstore. USI is still the most affordable university in Indiana even after the tuition increases. Dr. Bennett stated that the new theater building is on schedule and the operating costs for that building will be in the next budget phase.

Question and Answer:

Garry Culver asked what contributed to the dip in enrollment. Dr. Bennett noted the main contributing factors to be competition, the decline in young men applying, and prospective students being told that not everyone needs to go to college.

Nita Musich asked what the difference in financial aid was between the competing colleges. Dr. Bennett stated that scholarships and stacking scholarships was a major difference.

Gloria Butz asked about the relation of cap courses and retention. Dr. Bennett stated that 50% or more of the students that took dual credit cap courses finish their degree within four years. She sees the cap courses as a success. She noted that USI's dual credit program is accredited.

Kim Jost asked about towns along the I64 corridor and tuition. Dr. Bennett stated that there is a residential grant for some counties in Illinois. USI is still working with the Kentucky government to try to receive reciprocity.

Jacki Spainhour asked about a football team. Dr. Bennett stated that that is an expensive program to implement and is cost prohibitive.

Donna Evinger presented certificates to the members that are leaving staff council.

Approval of Minutes: The Minutes from the May 30, 2013 meeting were reviewed. Miekka Cox moved that the minutes be approved with changes and Amanda Mitchell seconded. Motion passed.

Committee Reports:

Employee Relations: Terri Alvey stated that we worked on the end of year report. She will post it on the Staff Council website. The report discusses the contest for Archie's Closet, the Giving Tree, the student worker appreciation week, and the employee picnic.

Economic Benefits: Kim Sullivan noted that they met a Red Mango for an end of year treat. Betsy Mullins had to move the meeting about employees placing smaller amounts on their Eagle Access card to use with Sodexo. Also noted was that employees receive a 20% discount on apparel and other items at the USI bookstore. Also, employees receive a 10% discount on textbooks.

Nominating: Jacki Spainhour noted that the nomination process was a success this year. Of those nominated, 18 were willing to run.

Old Business: The July 24th retreat will be in O'Bannon Hall. Betsy will post signs directing all to the correct room. Terry Martin is working on lunch. The plan is to use Spuds-n-Stuff. Everyone was asked to bring snacks and drinks.

The new members were asked to leave and the current members voted on the Employee Recognition Award. There was discussion about updating the process.

Concerns regarding smoking around the buildings and parking lots were discussed.

The next meeting will be the retreat on July 24, 2013.

There being no further business, Terry Martin moved to adjourn and Betsy Mullins seconded the motion. Meeting adjourned at 3:26pm.

Respectfully Submitted,

Michelle Simmons
Secretary