



Approved Minutes
September 29, 2006

Present: Karen Anderson, Jeri Broshears, Christine Crews, Deanna Engler, Chris Jines, René Koressel, Linda Lefler, Frank Nagy, David O'Grady, Bea Purcell, Sara Rhoades, Lisa Staples, Virginia Thomas, Angela Torres, Julie Weinzapfel

Guest: Donna Evinger

Call to Order

Chris Jines called the meeting to order at 1:34 PM.

Approval of Minutes

Virginia approved and Dave seconded the minutes of August 18, 2006.

Committee Reports

Economic Benefits

Deanna reported that we are still waiting to find out which requests from last year have or have not been approved. The committee discussed adding domestic partner benefits to our budget proposal, but we need to gather additional research first. We could not figure any way to reduce insurance claims. USI already offers Wellness programs, exercise classes, and screenings to the employees. Information on fee waivers offered by other Universities will be gathered and reviewed. There are already organizations that offer cards with bookstore discounts and the bookstore offers sales each semester, so we will not pursue further discounts at this time.

Employee Relations

Sara handed out minutes from the committee's meeting as well as a sample of the Giving Tree form. The forms will be distributed next week.

Sara suggested doing ornaments for gift baskets for the International students. Rene asked about other students that stay on campus over Christmas break. Sara will check with Residence Life to see if we could get a list of those students. All members approved adding ornaments for the gift baskets for those international students staying on campus during the winter break.

The committee will be making ornaments at their next meeting on October 17th at 1:30 PM in UC 206. All are welcome to come and help make ornaments. Please remember to bring your scissors.

The Tailgate party for the USI/UE game will be Saturday, November 4th at the Hartke Pool/Swonder Ice Rink parking lot. Volunteers from Staff Council are needed. There are four shifts you can choose from: 3:30-4:30, 4:30-5:30, 5:30-6:30, and 6-6:45. Virginia announced that the USI Art students and UE students have developed a design, each for ½ of a car, to be shown during the game. You can vote on the design and help USI win. This event is being sponsored by Kenny Kent Toyota.

Family Day with the Eagles will be Sunday, December 17th and we will need volunteers. More information will come at a later date.

The committee will start soliciting donations early this year for the staff picnic. It was suggested that the Foundation office be consulted before going to businesses to request donations. If we get the OK and businesses do donate, we will need to make sure that they complete a gift-in-kind form so the donation will be a tax write-off.

Nominating

There is nothing to report at this time.

Old Business

There is no old business to discuss at this time.

New Business

The Higher Learning Commission visits are now over. The concern of raises was voiced in meetings with the HLC team along with many positive comments. We are one of the best schools with regard to up-to-date technology. The university received a recommendation for accreditation.

Chris suggested that we start a monthly employee recognition program with a "traveling trophy" as the prize. Chris would purchase a trophy to use. Ideas were discussed as to how the program would work. It was determined that a committee should be put together that will develop guidelines for eligibility for the award. Once the guidelines are established, a committee would work on sending out e-mails each month asking for nominations. The winners could be listed on the Staff Council website for the year. Please let Chris know if you would like to serve on the committee that would develop the guidelines for this program.

Chris has an invitation for a luncheon for the Staff Council Adopt-a-Spot on Wednesday, October 11 at 11:15. She asked if anyone would be available to go and represent the council.

There was discussion about the Employee Ambassador Program. This program was developed in order to introduce new support staff to the campus and other employees. Debbie Clark oversees the program and has a list of volunteers. HR offers a new employee orientation but does not conduct tours. The custodial staff receives a tour by Karen or Bob Alves. Chris is to meet with Debbie Clark as to the guidelines for the program and will share the results with Donna. Please remember that volunteers for the program do not have to be on Staff Council.

The Wellness Fair is next week, and the Staff Council will be taking donations for the Archibald Food Closet. Jeri will check on the current stock and will take care of getting the box and taking the donations back to the food closet. The last time she checked, they were low on everything except vegetables.

How can we make Staff Council more visible? Chris suggested that we develop a logo that we could use that conveys what we do and who we are. Everyone agreed that we should open this up campus wide and then choose the best logo. Sara and Dave will work together to develop guidelines for developing a logo. It was suggested that we ask if food services would donate a free lunch to the winner of the design.

Discussion/Announcements

There are no announcements at this time.

Adjournment

A motion to adjourn the meeting at 2:45 PM was made by Dave and seconded by Karen.