

UNIVERSITY OF SOUTHERN INDIANA

END OF THE YEAR REPORT
FOR
EMPLOYEE RELATIONS
COMMITTEE 2012/2013

STAFF COUNCIL



8600 UNIVERSITY BOULEVARD
EVANSVILLE, INDIANA

COMMITTEE PROJECTS FOR 2012

WHAT DOES THIS COMMITTEE DO?

This report outlines all the projects that the ERC sponsored for the year 2012/2013 beginning in September of 2012.

Members of the ERC for the year were: Terri Alvey, chair, Jacki Spainhour, vice-chair, Lesley Attebury, Gyneth Fehribach, Stephanie Higgins, Terry Martin, Amanda Mitchell, Michelle Simmons, and Debbie Whiteside.

ARCHIE'S FOOD CLOSET

Food Drive Competition

September 17th – 28th

The Employee Relations Committee coordinated a Food drive competition which took place during the weeks of September 17th – 28th for Archibald's Food Closet with the USI campus community. New this year, was a traveling trophy to be awarded to the site that collected the most items. The trophy cost \$70.00 +. Offices that wanted to compete for the traveling trophy signed-up online.

The Guidelines for the competition (below) were written by Stephanie Higgins.

Rule #1: Support Archie's Closet by donating lots of items!

The rest are just details:

- Competition begins Friday, September 14 and ends at noon on Friday, September 28.
- To be included in the competition for the traveling trophy, department should be registered by the start of the competition. (Departments can team up – each can display the trophy for a part of the year.)
- Contributions can be made by anyone to a competing department. (If your department is not competing, support a nearby department by placing your donations in their box.)
- Someone from the department will bring donated items to a specified collection point. (If this is not possible, arrangements for pickup can be made.)
- Each department in the competition will count their items and submit the current total at the end of the first week and again at the end of the competition, (noon on Friday, September 28).

- Discretion should be used when counting packaged items. Examples:
 - Toilet paper counted per roll.
 - Popcorn counted per packet
 - Bag of candy counted as 1 item

There were 14 departments who participated in the Food Drive competition along with other departments that simply hosted a donation box. Those who competed have their final total listed next to their name.

1. Admissions – Cindy Braker
2. Biology – Lisa Staples **(947)**
3. Chemistry – Kim Schauss **(38)**
4. Children’s Center (4 boxes) – Amanda Wheaton-Collins **(299)**
5. College of Business – Linda Dillbeck **(228)**
6. Dean of Students, International Programs & Services, Multicultural Center and Student Development **(67)**
7. Dental Hygiene – Mary Killian
8. Foundation – Mary Ann Bernard **(307)**
9. Health Professions – Kim Sullivan **(255)**
10. Human Resources **(35)**
11. Liberal Arts – Pam Moore
12. Rice Library – Debbie Clark **(277)**
13. Department of Mathematics – **(300)**
14. PAC – Kim Reddington
15. Residence Life – Betsy Farley Mullins
16. RFW – Jeannie Kuebler
- 17. Social Work (1,062)**
18. Teacher Education – Kathy Goen **(58)**
19. Tech Building – Virginia Thomas
20. University Division – Debbie Whiteside **(343)**
21. Other donations **(164)**

Final total of items collected was 4,209. The winning department that received the traveling trophy with 1,062 items collected was the Department of Social Work. Archie presented Iris Phillips, chair of Social Work, with the traveling trophy.

The donation boxes are stored in the RFW area. Please contact Jeannie Kuebler when it is time to start putting out the boxes.

Suggestions for next year:

- **Advertise early!** So, those departments who allow their students to donate items for extra credit can get the word out to them.

THE GIVING TREE

October 4th – December 11th

The Employee Relations Committee began coordinating the Annual USI Giving Tree project immediately following the completion of Archie's Food Closet Drive.

Debbie Whiteside volunteered to be the contact person for the Giving Tree Applicants.

ERC members discussed and made several changes to the paper and online application forms which consisted of updating the information.

Debbie Whiteside secured six locations (Children's Center, Counseling Center, Dean of Students, Housing & Residence Life, RFW and Religious Life) for the paper applications to be picked up and Terri Alvey made a secured on-line version.

Advertising for the Giving Tree began on Friday, October 1st via email to all departments and on MYUSI and SYMONS requesting applications. The secured on-line version seemed to be the medium most applicants choose to apply.

Deadline for the applications to be turned in was set for November 2nd with an extension, if necessary, to be no later than November 9th.

Committee members met to cutout ornaments and fill-out the family information on the back of each ornament for 39 applicants.

Emails to departments hosting a tree went out November 12th to remind them to have their tree ready by November 16th.

Ornaments were delivered on Monday, November 16th to the following host (trees) departments:

- Admissions – Cindy Braker
- College of Business – Linda Dillbeck
- Foundation – Mary Ann Bernard
- Government Relations - Sarah Howard
- Health Professions – Kim Sullivan
- Liberal Arts – Pam Moore
- Multicultural Center – Loriena Maldonado
- Residence Life – Betsy (Farley) Mullins
- Rice Library – Debbie Clark
- Security - Carol Bergdorf
- Travel – Stephanie Higgins
- University Division – Debbie Whiteside

The applications received, were checked and 39 families were accepted.

Math Department took a family of 5.

Gift return deadline was set for December 5th. Wrapped gifts were to be returned to the location at which the ornament was taken. ERC members collected the wrapped gifts and food then stored

them in a secured location in Rice Library. The families also picked up their gifts at Rice Library in the loading dock area which turned out very nicely.

The ERC members met December 6th & 7th to sort gifts by families. Food donations were sorted into 10 boxes for the International students staying on campus during the holidays. Linda Lefler came to the Library and picked up the boxes to be distributed by the International Programs and Services department.

Debbie Whiteside made arrangements for the families to pick-up their gifts either on December 10th or 11th.

Suggestions for next year:

- Have a secured place/location already in place/reserved prior to collecting gifts. This location should also be the location where the families will pick-up their gifts.
- Add more locations for the ornaments. (Physical Plant?)

COMMITTEE PROJECTS FOR 2013

STUDENT WORKER APPRECIATION WEEK

February 11th – 15th

This is the time in the school year that Staff Council reminds each department across campus to say **"Thank You"** to their hard working Student Workers for their efforts and support throughout the school year.

A campus-wide email announcing the event was sent out on Friday, February 1st. The email contained a flyer that each department could print out and post in their area. A link was also added on the Staff Council web site to the flyer for posting.

February 11th – 15th an announcement was placed on SYMONS thanking student workers for their support throughout the year.

A follow-up email was sent campus-wide on Friday, February 8th and then again on Monday, February 10th.

The Committee requested pictures again from different departments showing how they show appreciation to their student workers. None were turned in.

EMPLOYEE PICNIC

Wednesday, May 22nd

Theme: “Cloudy With a Chance of Meatballs”

Terry Martin volunteered to work with Ann Fisher with Sodexo in selecting the food and setup for the picnic. Food for the picnic was pasta buffet, garden salad with ranch and French dressing, bread sticks, spaghetti with a choice of meatballs and marinara sauce or plain marinara sauce, penne with alfredo sauce and chicken, iced tea, lemonade, and water, and ice-cream with chocolate sauce, strawberry sauce, sprinkles, cherries, and whipped topping. The cost was \$8.35 per person.

We planned for 660 for the picnic with an additional 17 for second shift and 48 for third shift. Second and third shift numbers were obtained from HR (security and custodial).

Due to this year’s picnic theme the committee decided not to have entertainment.

The total cost of food (\$6,053.75) and decorations (\$70) was \$6,123.75.

Decorations included red and white checked table squares (40”) on white table cloths. Food cut-outs were hung from the ceiling (via fishing line hung by Garry Culver). Terri Alvey prepared a PowerPoint presentation that included the theme, video clips, and pictures of Staff Council members. It took a couple hours to hang all of the food from the ceiling the afternoon before the picnic and also took about one hour to decorate the check-in table between 9-10 a.m.

All fresh food was made for 2nd and 3rd shifts.

Items were collected for Archie’s Closet along with cash. We did not receive as many donations as we had in previous years.

We received lots of great and positive responses. People enjoyed the food and atmosphere.

Suggestions for next year:

- Make sure the advertisement reflects that donations to Archie Food Closet will be accepted at the door
- Somewhere on the announcement mention no RSVP’s needed
- List the times when the 2nd and 3rd shifts will be eating.