

UNIVERSITY OF SOUTHERN INDIANA

END OF THE YEAR REPORT
FOR
**EMPLOYEE RELATIONS
COMMITTEE 2013/2014**

STAFF COUNCIL



8600 UNIVERSITY BOULEVARD
EVANSVILLE, INDIANA

COMMITTEE PROJECTS FOR 2013/2014

WHAT DOES THIS COMMITTEE DO?

This report outlines all the projects that the ERC sponsored for the year 2013/2014 beginning in September of 2013.

Members of the ERC for the year were: Lesley Attebury, Gloria Butz, Gyneth Fehribach, Stephanie Higgins, Tammy Johnson, Kim Jost, Amanda Mitchell, Nita Musich, Michelle Simmons, and Lisa Wulff.

Michelle Simmons was chair of the committee.

This year the committee decided to appoint volunteers to head up each event hosted by the Employee Relations Committee.

- Archie's Food Closet – Stephanie Higgins and Lisa Wulff
- The Giving Tree – Amanda Mitchell and Lesley Attebury
- Student Appreciation Week – Kim Jost and Gloria Butz
- Move Out Drive – Kim Jost
- Employee Picnic – Gyneth Fehribach, Tammy Johnson, and Nita Musich

ARCHIE'S FOOD CLOSET

Food Drive Competition
September 16th – 27th

The Employee Relations Committee coordinated a Food drive competition which took place during the weeks of September 16th – 27th for Archibald's Food Closet with the USI campus community. For the second year, a traveling trophy to be awarded to the site that collected the most items. 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 5 departments who participated in the Food Drive competition along with other departments that simply hosted a donation box.

Competing Departments:

- Children's Center (4 boxes) – Amanda Wheaton-Collins (**471**)
- College of Nursing and Health Professions – Kim Sullivan (**206**)
- Rice Library – Debbie Clark (**694**)
- **Social Work (738)**
- University Division – Debbie Whiteside (**280**)

Non-Competing Departments:

- Admissions – Cindy Braker (10)
- Business Office (210)
- College of Business – Linda Dillbeck (100)
- College of Liberal Arts – Pam Moore (275)
- Foundation – Mary Ann Bernard (146)
- IUSM-E (14)
- Travel Services – Stephanie Higgins (20)

Final total of items collected was 3,327 items. The winning department that received the traveling trophy with 738 items collected was the Department of Social Work.

The ROTC was recruited to assist with dropping off and picking up donation boxes during the drive.

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 7th – December 13th

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

Lesley Attebury volunteered to be the contact person for the Giving Tree Applicants.

Lesley Attebury and Amanda Mitchell 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 Lesley Attebury made a secured on-line version.

Advertising for the Giving Tree began on Monday Oct. 7th via email to all departments and on MYUSI requesting applications. The secured on-line version seemed to be the medium most applicants choose to apply. 4 paper applications and 18 online applications were received.

Deadline for the applications to be turned in was set for November 1st with an extension, if necessary, to be no later than November 8th. Application deadline was extended.

Ornaments were cut out and filled out with the family information on the back of each ornament for 22 applicants.

Emails to departments hosting a tree went out November 13th to remind them to have their tree ready by November 15th.

Ornaments were delivered on Monday, November 18th to the following host (trees) departments:

- Admissions – Cindy Braker
- Biology – Gloria Butz
- College of Business – Linda Dillbeck
- Foundation – Mary Ann Bernard
- Government Relations – Penny White
- Health Professions – Sharri Herriott
- Liberal Arts – Pam Moore
- Multicultural Center – Evelyn Bako-Ferguson

- Residence Life – Karin Huseman
- Rice Library – Debbie Clark
- Security – Carol Bergdorf
- Travel – Stephanie Higgins
- University Division – Debbie Whiteside

The applications received, checked and accepted consisted of the following:

- 22 families accepted. Out of the 22 families
- 43 were children under the age of 13
- 15 children between the ages of 14 to 18 which received 2 \$25.00 gift cards from Wal-Mart
- 3 USI (single) students
- 4 single parents with children
- 44 adults received 1 gift card from Wal-Mart of up to \$25.00
- Math Department took a family of 8.

Gift return deadline was set for December 4th. Wrapped gifts were to be returned to the location at which the ornament was taken. Lesley collected the wrapped gifts and food then stored them in a secured location in the Library. The families also picked up their gifts at the Library in the docking area which turned out very nicely.

Lesley worked December 5th, 9th & 10th to sort gifts by families. Due to campus being closed because of weather conditions on Friday Dec. 6th, pick-ups were rescheduled accordingly. Food donations were sorted into 12 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.

Lesley Attebury made arrangements for the families to pick-up gifts sometime between December 10th and 12th.

Suggestions for next year:

- Consider alternative to Walmart gift cards for ages 14-18. (Movie gift card, 1-2 clothing items, etc.)
- Directly ask each participating tree department how many ornaments they would like to have.
- Make sure ALL deadlines are thoroughly communicated

STUDENT WORKER APPRECIATION WEEK

February 10th – 14th

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, January 31st. 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 10th – 14th 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 7th and then again on Monday, February 10th.

MOVE OUT DRIVE

April 14th – May 7th

This year the committee decided to include a new event, a move out drive to supply Archie's Food Closet donations and donation trucks from local charities. In the process of beginning this, we found that there was already a drive set up through the United Way.

Kim Jost volunteered to work with the current drive through Housing and Residence Life and the Religious Life organization that coordinates with United Way. The United Way hosted a clothing drive. We organized the trucks through Goodwill and St. Vincent DePaul to be stationed one at the dorms (Ruston Hall) and the other at the apartments (Community Center). The trucks were available on May 6th and 7th.

This was not a successful drive. The St. Vincent DePaul truck received no donations and the Goodwill only a few provided by Housing not the students. It was recommended that Housing request a truck as needed after move out is over.

It has been recommended that Staff Council not participate in this particular drive in the future.

EMPLOYEE PICNIC

Wednesday, May 28th

Theme: “The 70’s”

Nita Musich volunteered to work with Ann Fisher with Sodexo in selecting the food and setup for the picnic. Food for the picnic was fried chicken, coleslaw, mashed potatoes, corn, dinner roll, lemonade, water, and ice-cream with chocolate sauce, strawberry sauce, sprinkles, cherries, and whipped topping. The cost was \$8.00 per person.

We planned for a total of 700 for the picnic with an additional 20 for second shift and 48 for third shift. We feed approximately 660 for 1st shift, 17 for 2nd, and 48 for 3rd.

The total cost of food (\$5,800) and decorations (\$52.77) was \$5,852.77.

Decorations included tissue paper flowers made by the committee during two meetings, purchased cardboard disco dancing figures and street signs, and a cardboard bus cut out for a photo opportunity. Not many people took advantage of the photo opportunity. There was also a power point slideshow of 70’s trivia.

After the main picnic, the decorations were donated to a nursing home (tissue flowers) and the Children’s Learning Center (cardboard cutouts).

All fresh food was made for 2nd and 3rd shifts. The announcement that was sent out included the times for these shifts.

Items were collected for Archie’s Closet along with cash. We did not receive many donations, about 2/3rds of a large bin obtained from custodial.

We received lots of great and positive responses. People enjoyed the food and atmosphere; however they did miss having tea.

Suggestions for next year:

- Make sure the advertisement reflects that donations to Archie Food Closet will be accepted at the door more prominently.
- Somewhere on the announcement mention no RSVP’s needed
- Provide a donation box for 2nd and 3rd shifts.