



**Staff Council Meeting Minutes**  
**August 18, 2015 - UC 206**

**Members Present:** Terri Alvey, Danielle Artis, Mary Ann Bernard, Michele Duran, Vince Frazier, Lesley Groves, Chris Hogue, Cindi Keubler, Nita Musich, Tammy Oliver, Stephanie Russell, Mary Scheller, Michelle Simmons, Kirsten Williams

**Members Absent:** Cole Collier, Stephanie Hawes, Angie O’Nan, Britney Orth, Adam Rust, Kim Sullivan, Lisa Wulff

**Alternates Absent:** Gloria Butz, Erin Hollinger

**Guests Present:** Donna Evinger

- I. Call to Order – Lesley Groves opened the meeting at 2:00 p.m.
- II. Approval of Minutes – Nita Musich motioned to accept minutes with one change and Mary Ann Bernard seconded. The minutes were approved.
- III. Committee Reports
  - A. Employee Relations – Michele Duran said the committee will host a new event, a blood drive in June with the committee hosting the check in table and the snack table. Archie’s Closet will be September 7-18. There will be a quick look at what is needed on September 1<sup>st</sup>. The committee recommended getting volunteers to be liaisons for each building to help students and staff in need reach out to Archie. Also looking at advertising Archie’s needs on MyUSI.
  - B. Economic Benefits: Michelle Simmons gave a brief list of topics that are being looked into by the committee. These include vacation time increase with years of service, open parking by the RFW for employees and move Freshmen, evaluation Processes, management training for Supervisors, RFW Lockers and Changing room for employees, prescription safety glasses, free textbook rentals, pay raise, volunteer day, cash out of sick time, cash out of vacation time, bus transportation during breaks and summer, and the retirement proposal from a few years ago.
  - C. Nominating – It was decided that the Past Chair will not be a voting member, so Chris Hogue is now a voting member and Gloria Butz and Erin Hollinger are now the alternates.
- IV. Old Business
  - A. Support Staff Recognition Award – Employees liked knowing who were nominated. It was also noted that the nominees and supervisors should be notified about a week before the luncheon about their nomination to encourage participation.
  - B. Fall Support Staff Meeting/Luncheon – It was noted that some that RSVP’d for the luncheon did not have nametags and that some very new employees did not get notified or have time to RSVP. For the meeting, it was requested to have fresh fruit available.
- V. New Business
  - A. Staff Council Calendar – All committee meetings have been set and all rooms reserved.
  - B. Employee Ambassadors – There are currently four ambassadors who will give tours to new staff. A brochure is in the works for handing to new staff that will include needed information such as parking, where to get keys, information on the wellness fair, the location of HR, Eagle Access, Photo Services, Health Services, Computer Center, and Public Safety, and more. There is also a new evaluation survey available on the Staff Council website.
- VI. Discussion/Announcements
  - A. Mary Ann Bernard suggested USI do a compression study and request adjustment to funding. It was recommended this be discussed with the Economic Benefits Committee.
  - B. Donna Evinger will retire July 2016.
  - C. Founder’s Day – Tuesday, September 15, 2015.
  - D. Next Staff Council General Meeting has been moved to Tuesday, September 22, 2015 at 2:00 p.m. in UC 206 due to Founder’s Day.

There being no further business, the meeting was adjourned 2:54 p.m.

Respectfully Submitted,

Michelle Simmons – fill in Secretary