

UNIVERSITY OF SOUTHERN INDIANA

END OF THE YEAR REPORT
FOR
**EMPLOYEE RELATIONS
COMMITTEE 2014/2015**



Staff Council

8600 UNIVERSITY BOULEVARD
EVANSVILLE, INDIANA

COMMITTEE PROJECTS FOR 2014/2015

WHAT DOES THIS COMMITTEE DO?

This report outlines all the projects that the ERC sponsored for the year 2014/2015 beginning in July of 2014.

Members of the ERC for the year were: Danielle Artis, Lesley Attebury, Mary Ann Bernard, Michele Duran, Marie Gallagher (left mid-term), Stephanie Higgins (left mid-term), Tammy Johnson (left mid-term), Nita Musich, Tammy Oliver, Stephanie Russell, and Lisa Wulff.

Nita Musich was chair of the committee and Lisa Wulff was secretary.

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

- Archie's Food Closet – Mary Ann Bernard and Stephanie Higgins
- The Giving Tree – Lesley Attebury and Lisa Wulff
- Student Appreciation Week – Marie Gallagher and Nita Musich
- Employee Picnic – Tammy Johnson, Danielle Artis, Michele Duran, and Stephanie Russell
- Fitness Project – Michele Duran and Marie Gallagher

ARCHIE'S FOOD CLOSET

Food Drive Competition

September 15th – 30th

The Employee Relations Committee coordinated a Food drive competition which took place during the weeks of September 15th – 30th for Archibald's Food Closet with the USI campus community. A traveling trophy was 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 Monday, September 15 and ends at noon on Tuesday, September 30.
- 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.)
- For the past two years, ROTC has been generous enough to pick-up donated items and deliver to Archie's closet at end of competition. This must be arranged ahead of time with ROTC Commanding Officer (Christopher Dalrymple 2014-15).
- 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 Tuesday, September 30).
- 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 was a great effort this year to accomplish two additional goals:

1. Awareness campaign of the service that Archie's Closet provides not only to students but also employees.
 - a. This was accomplished through articles in USI Today and the Shield
2. Promote higher collection amounts through challenges within departments.
 - a. ERC chair threw out a challenge for anyone to beat Social Work Department.

There were 8 competing departments and an additional 5 departments who participated by hosting a donation box.

Competing Departments:

- College of Nursing and Health Professions – **(1,243)**
- Social Work – **(1,188)**
- Rice Library – **(433)**
- University Division – **(213)**
- Wright Administration **(180)**
- Foundation – **(105)**
- Custodial – **(63)**
- Biology – **(36)**

Non-Competing Departments:

- Business and Engineering – (111)
- Chemistry – (48)
- Distance Learning (36)
- Travel Services – (20)
- New Harmony – (5)

Final total of items collected was 3,681 items. The winning department that received the traveling trophy with 1,243 items collected was the College of Nursing and Health Professions. This was the first year Social Work department was defeated. Social Work collected an admirable 1,188 items.

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.

Coordinate effort through Jeannie Kuebler in RFW and ROTC for delivery of boxes and pick-up and delivery of donations.

<p style="text-align: center;">THE GIVING TREE <i>October 3rd – December 11th</i></p>
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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 confidential Giving Tree Applicants.

Lesley Attebury and Lisa Wulff 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, October 6th via email to all departments and on MYUSI requesting applications. There was also an advertisement in USI Today. The secured on-line version seemed to be the outlet most applicants use to apply. 1 paper application and 17 online applications were received.

Deadline for the applications to be turned in was set for October 31st with an extension, if necessary, to be no later than November 7th. Application deadline was extended.

167 Ornaments were cut and filled out with the family information on the back of each ornament for 18 applicants.

Emails to departments hosting a tree went out November 10th to remind them to have their tree ready by November 14th.

Ornaments were delivered on Friday, November 14th 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
- Residence Life – Karin Huseman
- Rice Library – Debbie Clark
- Security – Carol Bergdorf
- Travel – Stephanie Higgins
- University Division – Debbie Whiteside

Gift return deadline was set for December 5th. 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 worked out very nicely.

Lesley worked December 8th – 12th to sort gifts by families and get them distributed. This year food bags were assembled for each family. Families received 1-2 bags of food depending on the size. Everyone was very grateful for this added gift.

International food donations were sorted into 15 boxes for the International students staying on campus during the holidays. I assisted a graduate assistant with delivering the boxes to the International Programs and Services department.

Lesley Attebury made arrangements for the families to pick-up gifts sometime between December 9th and 12th. All gifts and food were delivered or picked up by Friday, December 12th.

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

- 18 families accepted. Out of the 18 families -
- 27 were children under the age of 13
- 11 children between the ages of 14 to 18
- 13 USI students
- 9 single parents with children
- 28 adults received 1 gift card from Wal-Mart of up to \$25.00
- Math Department took a family of 6.

There was a change to the application this year. In past years kids 14-18 received two \$25 Walmart gift cards. This year we gave the options of gift cards and/or clothing. Each 14-18 year old still received 2 gifts but could choose the gift. (i.e. 2 gift cards, 2 clothing items, 1 of each) Out of the eleven 14-18 year olds, one chose clothing items.

Suggestions for next year:

- 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 9th – 13th

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 and a certificate that could be used to issue to student workers. A link was also added on the Staff Council web site to the flyer for posting. (See [Attachments A, B](#))

February 9th – 13th 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 6th and then again on Monday, February 9th.

EMPLOYEE PICNIC

Wednesday, May 27th

Theme: "Hawaii 5-0"

The date for the Employee Picnic was decided by the Committee once schedule of the President and availability of Carter Hall were verified. The Staff Council Chair and Director of Human Resources (this is an HR budget line item) were contacted to confirm this year's budget for the event. A budget of \$6,500 was allotted for the picnic based on the previous year's expenditures and current employee count.

Michele Duran put in the room requests with Special Events for Carter Hall for day shift event, and the Loft for 2nd and 3rd shift events. (See [Attachment C](#))

Lesley Attebury created a flyer advertising the picnic. It was placed on the Staff Council website by Terri Alvey. (See [Attachment D](#))

Nita Musich worked with Danielle Norris in Web Services to set-up an online volunteer sign-up sheet. Volunteers were needed in half-hour increments at the greeting table, soft-serve ice-cream, and drink stations. (See [Attachment E](#))

Nita Musich worked with Ann Fisher of Sodexo in selecting the food for the picnic, keeping budget and theme in mind. Food for the picnic was pulled pork or chicken BBQ on a bun, ambrosia salad, chips, Hawaiian baked beans, pickle, onion, Hawaiian punch, iced tea, water, and ice-cream with chocolate sauce, strawberry sauce, sprinkles, cherries, and whipped topping. The cost was \$8.25 per person. (See [Attachment F](#))

We planned for a total of 720 employees for the picnic (660 for 1st shift, 12 for 2nd, and 48 for 3rd.)

Danielle Artis procured the decorations. They included: Hawaiian lei's, cocktail umbrellas, grass skirts, straw hats, flowers for hair, and a crepe paper pig. Some of the decorations were borrowed from RFWC (Jeannie Kuebler). Michelle Simmons made a power point slideshow of Hawaii 5-0 and USI 50th anniversary trivia. Hawaiian music was played through iphone/Pandora in the Carter Hall control room.

The total cost of food (\$5,940) and decorations (\$126.26) was \$6,066.26.

Stephanie Russell procured the entertainment of Hula Dancers through Erin Johnston for the picnic. The cost of the entertainment was "food". Dancers performed twice during the picnic 11:30 and 12:15. Dancers were allowed to eat after performing.

A cordless mic was used by the Staff Council Chair (Britney Orth) to periodically welcome employees and introduce the dancers.

The soft-serve ice cream machine did quit functioning from about 11:45 – 12:30. Sodexo brought scoop ice-cream to take the place of the soft-serve during the down period. Scooping was VERY difficult because of the frozen state of the ice-cream.

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. Collections were successful with several \$ in cash and a full custodial bin of food items. Jeannie Kuebler was consulted prior to the picnic and we did request that only items that were running low be donated. The list included: paper towels, Kleenex, fruit, spaghetti sauce, Jello gelatin and pudding, boxed cake mixes and cookie mixes, breakfast – cereals, bars, oatmeal packets, pancake mix, easy to prepare Pasta Sides and Rice Sides, canned meats – tuna in water and chicken, snacks – chips and crackers.

We received lots of great and positive responses. People enjoyed the food and atmosphere. However, there were complaints that there were not enough “vegetarian” options for some employees, because the Hawaiian Baked Beans ended up containing bacon.

Suggestions for next year:

- Make sure there are enough vegetarian and gluten free options.
- Make sure that the announcement includes that no reservations needed and no cost.
- Make sure the menu includes iced-tea as a drink option

<p style="text-align: center;">FITNESS PROJECT <i>(new)</i></p>
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Michele Duran and Marie Gallagher met with personnel from HR, Rec & Fitness, and Health Professions to investigate the possibility of starting a new fitness program for employees.

After several meetings, it was determined that before beginning anything new, participation rates of current programs available to employees needs to increase. Administrative Senate and Staff Council representatives will collaborate to promote the programs currently in place.

THANK YOU so much...



...for all that you do!

Student Worker Appreciation Week!
February 9th – 13th



www.usi.edu/staffcouncil/

CERTIFICATE OF APPRECIATION

AWARDED TO

[Name]

For being an Outstanding Student Worker

We couldn't do it without you!

Awarded this ____ day of _____, 20__

Presenter Name and Title

Office of Special Events
University of Southern Indiana
8600 University Boulevard, UC017
Evansville IN 47712
Ph: 812.465.7080 / Fax: 812.461.5230

Confirmation

Customer	Reservation:	110326
DONNA EVINGER BURTON	Event Name:	USI Employee Picnic
10001-04010 HUMAN RESOURCES	Status:	Confirmed
	Phone:	464-1770
	Event Type:	DEPT University Relations
	Account Number:	10001-04010
	Event Coordinator:	Kathryn Reneer
	Event Contact:	Michele Duran
	Phone:	1617

Bookings / Details

Quantity	Price	Amount
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Tuesday, May 26, 2015

5:00 AM - 12:00 AM Set-Up: USI Employee Picnic (Confirmed - No Calendar) CARTER HALL
Empty for 500

Wednesday, May 27, 2015

11:00 AM - 1:00 PM USI Employee Picnic (Confirmed) CARTER HALL A

Reserved: 7:00 AM - 4:00 PM

Empty for 500

11:00 AM - 1:00 PM USI Employee Picnic (Confirmed) CARTER HALL B

Reserved: 7:00 AM - 4:00 PM

Empty for 500

11:00 AM - 1:00 PM USI Employee Picnic (Confirmed) CARTER HALL C

Reserved: 7:00 AM - 4:00 PM

Empty for 500

11:00 AM - 1:00 PM USI Employee Picnic (Confirmed) CARTER HALL D

Reserved: 7:00 AM - 4:00 PM

Empty for 500

8:00 PM - 9:00 PM USI Employee Picnic- 2nd Shift Employee Dining (Confirmed - No Calendar) LOFT

Dining for 50

Thursday, May 28, 2015

2:00 AM - 3:00 AM USI Employee Picnic- 3rd Shift Employee Dining (Confirmed - No Calendar) LOFT

Dining for 50

Please join us

Wednesday, May 27th

50th Anniversary

Employee Picnic

11 a.m.—1 p.m. Carter Hall

8—9 p.m. 2nd Shift The Loft

2—3 a.m. 3rd Shift (Thurs. May 28th) The Loft

~No Reservations Needed~

 **"HAWAII S-O"**

***Donations for Archie's Closet
will be accepted at the door.
(No Ramen, green beans, or peas are needed)**

***Special entertainment provided by Erin Johnston.**

Wear your Hawaiian themed clothing.

***1st Shift Only**

An event sponsored by:
UNIVERSITY OF
 **SOUTHERN
INDIANA™**
Staff Council

Staff Council Employee Picnic **2015**

TIME	SET-UP & DECORATE	DOOR GREETERS	SOFT-SERVE ICE CREAM	DRINKS
9 - 10:30 a.m.	ERC Members	Collect Archie's Closet donations.	Workers will fill the ice cream cups; employee will choose their own toppings.	Workers will make sure cups are filled with ice and either Punch, Tea, or Water.
11 - 11:30 a.m.		1. Cole Collier 2. Lesley Attebury	1. Danielle Artis 2. Michele Duran	1. Mary Ann Bernard 2. Britney Orth 3. Vince Frazier 4. Kirsten Williams
11:30 a.m. - noon		1. Gloria Butz 2. Britney Orth	1. Lesley Attebury 2. Lisa Wulff	1. Stephanie Russell 2. Nita Musich 3. Michelle Simmons 4. Vince Frazier
Noon - 12:30 p.m.		1. Stephanie Hawes 2. Pam Moore 3. Michelle Simmons	1. Stephanie Russell 2. Nita Musich	1. Angie O'Nan 2. Erin Hollinger 3. Cindi Kueber 4. Vince Frazier
12:30 - 1 p.m.		1. Stephanie Hawes 2. Pam Moore	1. Lisa Wulff 2. Tammy Oliver	1. Mary Ann Bernard 2. Michele Duran 3. Vince Frazier 4. Danielle Artis
Clean-up	ERC Members			

Sodexo Dining Services
 University of Southern Indiana
 8600 University Boulevard, UC 007
 Evansville IN 47712
 Ph: 812.465.1652 / Fax: 812.465.1077

Catering Contract

Customer	Reservation: 110326
DONNA EVINGER BURTON 10001-04010 HUMAN RESOURCES	Event Name: USI Employee Picnic Status: Confirmed Phone: 464-1770 Event Type: DEPT University Relations Account Number: 10001-04010 Event Coordinator: Kathryn Reneer Event Contact: Michele Duran Phone: 1617

<u>Bookings / Details</u>	<u>Quantity</u>	<u>Price</u>	<u>Amount</u>
<i>Sodexo Dining Services requires a guarantee of the number of people attending all food functions 5 business days prior to the event. If no guarantee is received, Sodexo will prepare and charge for the number of persons estimated from the catering contract.</i>			

Thursday, May 28, 2015

2:00 AM - 3:00 AM USI Employee Picnic- 3rd Shift Employee Dining (Confirmed - No Calendar) LOFT

Dining for 50

Catering Menu:

1:45 AM - 3:00 AM BUFFET DINNER - PLASTIC for 50

BUFFET - SPECIAL BUFFET	45	\$8.25	\$371.25
<i>HAWAIIAN MENU AMBROSIA SALAD 1/2 BBQ PULLED PORK AND 1/2 BBQ PULLED CHICKEN HAMBURGER BUNS PICKLES AND ONIONS HAWAIIAN BAKED BEANS POTATO CHIPS ICED CREAM CUPS HAWAIIAN PUNCH, ICED TEA, ICED WATER</i>			

Subtotal	\$371.25
Grand Total	\$371.25

If a fully executed Catering Contract is not received by the Catering Office FIVE (5) Business DAYS PRIOR to the scheduled event, the catering portion of your event will be cancelled. A catered function scheduled, but DOES NOT meet the five (5) day prior policy, must be signed by the appropriate Fiscal Agent and delivered to the Catering Office (UC 007) within TWENTY-FOUR (24) hours from receiving the contract to be signed.

The content of the above meet with my approval and I agree to comply to Sodexo Dining Services Catering Policies. I consider our agreement definite and confirmed.

	<i>Mita Musich</i>	5-11-15
Fiscal Agent Signature:	Event Contact Signature:	Date:

Sodexo Dining Services
 University of Southern Indiana
 8600 University Boulevard, UC 007
 Evansville IN 47712
 Ph: 812.465.1652 / Fax: 812.465.1077

Catering Contract

Customer	Reservation: 110326
DONNA EVINGER BURTON 10001-04010 HUMAN RESOURCES	Event Name: USI Employee Picnic Status: Confirmed Phone: 464-1770 Event Type: DEPT University Relations Account Number: 10001-04010 Event Coordinator: Kathryn Reneer Event Contact: Michele Duran Phone: 1617

Bookings / Details	Quantity	Price	Amount
<i>Sodexo Dining Services requires a guarantee of the number of people attending all food functions 5 business days prior to the event. If no guarantee is received, Sodexo will prepare and charge for the number of persons estimated from the catering contract.</i>			

Wednesday, May 27, 2015

8:00 PM - 9:00 PM USI Employee Picnic- 2nd Shift Employee Dining (Confirmed - No Calendar) LOFT

Dining for 50

Catering Menu:

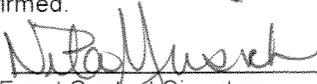
7:45 PM - 9:00 PM BUFFET DINNER - PLASTIC for 20

BUFFET - SPECIAL BUFFET	12	\$8.25	\$99.00
<i>HAWAIIAN BUFFET AMBROSIA SALAD 1/2 BBQ PULLED PORK AND 1/2 BBQ PULLED CHICKEN HAMBURGER BUNS PICKLES AND ONIONS HAWAIIAN BAKED BEANS POTATO CHIPS ICED CREAM CUPS HAWAIIAN PUNCH, ICED TEA, ICED WATER</i>			

Subtotal	\$99.00
Grand Total	\$99.00

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		5-11-15
Fiscal Agent Signature:	Event Contact Signature:	Date:

Sodexo Dining Services
University of Southern Indiana
8600 University Boulevard, UC 007
Evansville IN 47712
Ph: 812.465.1652 / Fax: 812.465.1077

Catering Contract

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<u>Bookings / Details</u>	<u>Quantity</u>	<u>Price</u>	<u>Amount</u>
<i>Sodexo Dining Services requires a guarantee of the number of people attending all food functions 5 business days prior to the event. If no guarantee is received, Sodexo will prepare and charge for the number of persons estimated from the catering contract.</i>			

Wednesday, May 27, 2015

11:00 AM - 1:00 PM USI Employee Picnic (Confirmed) CARTER HALL D

Reserved: 7:00 AM - 4:00 PM

Empty for 500

Catering Menu:

10:45 AM - 1:00 PM BUFFET LUNCHEON - PLASTIC for 600

BUFFET - SPECIAL BUFFET	660	\$8.25	\$5,445.00
<i>HAWAIIAN BUFFET AMBROSIA SALAD 1/2 BBQ PULLED PORK AND 1/2 BBQ PULLED CHICKEN HAMBURGER BUNS PICKLES AND ONIONS HAWAIIAN BAKED BEANS POTATO CHIPS ICED CREAM WITH CHOCOLATE SAUCE, STRAWBERRY SAUCE, SPRINKLE, CHERRIES AND WHIPPED TOPPING HAWAIIAN PUNCH, ICED TEA, ICED WATER</i>			

Catering Set-Up Notes:

LINENS ON TABLES, PLASTIC PLATES, PAPER NAPKINS, PLASTIC CUPS,
PLASTIC SILVERWARE

POWER BOX FOR ICE CREAM MACHINE

Subtotal	\$5,445.00
Grand Total	\$5,445.00

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Sodexo Dining Services

Reservation: 110326

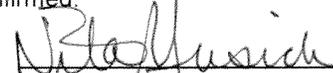
Confirmed

Bookings / Details

Quantity Price Amount

consider our agreement definite and confirmed.

Fiscal Agent Signature:



Event Contact Signature:

5-11-15
Date: