

UNIVERSITY OF SOUTHERN INDIANA

END OF THE YEAR REPORT FOR
**EMPLOYEE RELATIONS
COMMITTEE 2015/2016**



8600 UNIVERSITY BOULEVARD
EVANSVILLE, INDIANA

COMMITTEE PROJECTS FOR 2015/2016

WHAT DOES THIS COMMITTEE DO?

This report outlines all the projects that the ERC sponsored for the year 2015/2016 beginning in July of 2015.

Members of the ERC for the year were: Terri Alvey, Danielle Artis, Michele Duran, Erin Hollinger, Tammy Oliver, Stephanie Russell, and Lisa Wulff.

Michele Duran was chair of the committee and Mary Scheller was secretary.

Terri Alvey designed all announcements and sent emails regarding events hosted by the ERC. She also maintained the announcement on the Support Staff Council website, as well as SSC's Facebook page.

This year the committee decided to work as a group for each event hosted by the Employee Relations Committee.

ARCHIE'S FOOD CLOSET

Food Drive Competition
September 7th – 18th

The Employee Relations Committee coordinated a Food drive competition which took place during the weeks of September 7th – 18th 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 the same as the previous year.

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

The rest are just details:

- Competition begins Monday, September 7 and ends at noon on Friday, September 18.
- 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. Due to a scheduling conflict, ROTC was unable to assist this year. ERC members split departments and picked up the boxes.
- 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 18).
- 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 an 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
- b. An advertisement was placed on myUSI that would run during the academic school year.

There were 7 competing departments and an additional 15 departments who participated by hosting a donation box.

Competing Departments:

- College of Nursing and Health Professions – **(2117)**
- Social Work – **(364)**
- IT & Business Office – **(356)**
- Student Financial Aid – **(228)**
- Library **(206)**
- University Division **(134)**
- Foundation – **(79)**

Non-Competing Departments collected 642 items

Final total of items collected was 4,126 items. The winning department that received the traveling trophy with 2,117 items collected was the College of Nursing and Health Professions.

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. If ROTC is not available, then contact Student Development to see if a Fraternity on campus would be willing to volunteer to assist in pick-up.

Continue promoting the food closet on myUSI, but also create flyers that could be hung on announcement boards in Housing. Next year, contact housing to see if this is a possibility.

<p style="text-align: center;">THE GIVING TREE <i>October 15th – December 11th</i></p>

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

Michele Duran volunteered to be the contact person for the confidential Giving Tree Applicants.

Terri Alvey updated the online application, and this was the only method used to apply this year. Paper applications were not available.

Advertising for the Giving Tree began on Thursday, October 15th via email notification to all departments and on myUSI requesting applications.

Deadline for the applications to be turned in was set for November 6th

195 Ornaments were cut and filled out with the family information on the back of each ornament for 17 applicants.

Emails to departments who had hosted a tree the previous year went out October 28th asking them if were interested in hosting a tree again, and notifying them that ornaments would be delivered on November 13th.

Ornaments were delivered on Friday, November 13th to the following host (trees) departments:

- Admissions – Cindy Braker
- Biology – Gloria Butz
- College of Business – Linda Dillbeck
- Dean of Students – Brittney Orth
- Foundation – Mary Ann Bernard
- University Relations – Penny White
- Health Professions – Sharri Herriott
- Liberal Arts – Kathy Oeth
- Residence Life – Karen Huseman
- Rice Library – Debbie Clark
- Security – Carol Bergdorf
- Travel – Susanne Stanley
- University Division – Debbie Whiteside

Gift return deadline was set for December 4th. 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 the Library. The families also picked up their gifts at the Library in the docking area which worked out very nicely.

On December 4th, an email announcement was sent campus wide letting people know that there were 9 ornaments left; within one hour, employees had responded taking the remaining 9 ornaments. As a result, the committee ended up with 3 extra gift cards.

ERC worked December 8th the committee met 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. Boxes were delivered to the International Programs and Services department where the international students picked them up.

Michele Duran made arrangements for the families to pick-up gifts sometime between December 9th and 11th. All gifts and food were delivered or picked up by Friday, December 11th.

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

- 17 families accepted. Out of the 18 families -
- 29 were children under the age of 13
- 9 children between the ages of 14 to 18

- 15 USI students
- 5 single parents with children
- 33 adults received 1 gift card from Wal-Mart of up to \$25.00
- Math Department took a family of 4.

On December 8th, it was discovered that there were university set restrictions in Outlook regarding emails received from yahoo accounts which caused five applications to not be delivered to Michele Duran. The committee looked over the five additional applications and picked three that the members felt would have been chosen initially if their emails had gone through over some applicants previously chosen. It was felt that since the email issue was not the fault of the applicant that donation requests would be made to area that were not strongly represented during The Giving Tree campaign. Tammy Oliver sent out requests, and USI employees stepped up to donate \$403. The committee then decided to buy gift cards and let the parents do the gift shopping as opposed to the committee going and trying to buy the gifts on such notice. The gift cards purchased was combined with the three extra gift card received from the December 4th request. A total of \$470 was provided to the three families. Each family received one \$25 gift card for an adult, and the remaining money was divided by children. The total each family received varied based on the number of children.

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

- 20 families accepted. Out of the 23 families -
- 36 were children under the age of 13
- 9 children between the ages of 14 to 18
- 19 USI students
- 6 single parents with children

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:

- Pick up gift certificates from locations when they are returned. It was noticed during gift pick-up that some trees were located in areas where students passing by had access. In the final collection of gifts, it was noted that some gift cards and tags will not accounted for, but has been signed in as returned.
- Have each member of the ERC be responsible for assigned locations as far as communication and accounting for the gifts returned.
- Make sure ALL deadlines are thoroughly communicated.

STUDENT WORKER APPRECIATION WEEK

February 8th – 12th

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 February 2, 2016. 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 8th – 12th an announcement was placed on SYMONS thanking student workers for their support throughout the year.

A follow-up email was sent campus-wide on February 4, 2016.

EMPLOYEE PICNIC

Wednesday, May 27th

Theme: "Olympics"

The date for the Employee Picnic was decided by the Committee in January 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.

Nita Musich 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](#))

Terri Alvey created a flyer advertising the picnic which she placed on the Staff Council website and on the SC Facebook page. (See [Attachment D](#))

Michele Duran and 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](#))

Terri Alvey worked with Ann Fisher of Sodexo in selecting the food for the picnic, keeping budget and theme in mind. Food for the picnic was a mini salad bar with iceberg lettuce, diced tomato, cucumbers, shredded cheddar cheese, garbanzo beans with ranch and French dressing. Grilled chicken breast with Brazilian tomato sauce, saffron rice, green beans, rolls and butter,

vegetarian and vegan option: Brazilian vegetable curry, lemonade, iced tea, iced water, soft ice cream bar. The cost was \$8.00 per person. (See [Attachment F](#))

We planned for a total of 693 employees for the picnic (660 for 1st shift, 8 for 2nd, and 25 for 3rd.)

Stephanie Russel and Michele Duran procured the decorations. They included torches that the ERC made using plastic ice cream parfait cups and red, yellow and orange tissue paper, also small international flags, and gold, silver and bronze medals. Terri Alvey borrowed exercise steps from RFW and used science fair boards to create “medal award” podiums. Nita Musich created a PowerPoint with Olympic trivia questions regarding the history of The Olympics. Brazilian music was played using the Pandora website through the computer in the Carter Hall control room.

The total cost of food (\$5544) and decorations (approximately \$200) was \$5744.

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.

Special note: Employees were very appreciative on having the vegan option this year.

<p style="text-align: center;">American Red Cross Blood Drive Sponsor <i>(June 28, 2016- new event)</i></p>
--

In the July ERC meeting, Mary Scheller asked if Staff Council would consider sponsoring a Red Cross Blood Drive during the summer months. The ERC members liked the idea of helping with the summer blood drive, since this would not conflict with any other Staff Council events, plus student groups who normally sponsor drives are not on campus during the summer. The ERC committee presented the event at the general meeting on October 20, 2015.

The event was set for June 28, 2016 from 10:00 AM to 4:00 PM. Staff Council members were asked to sign up for a 30-minute timeslots working either the registration table or the snack table. There were also opportunities to sit at a promotional table set up outside UC East the week before and the day of the event.

THANK YOU so much...



...for all that you do!

Student Worker Appreciation Week!
February 8th – 12th

event sponsored by:
USI STAFF COUNCIL
www.usi.edu/staffcouncil/



Certificate of Appreciation

In honor of your outstanding performance and dedication as a USI Student Worker we gladly present this to

for excellence in

Awarded on ____/____/____

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 10001-04010 HUMAN RESOURCES	Event Name:	USI Employee Picnic
	Status:	Confirmed - No Calendar
	Phone: Event	464-1770
	Type:	DEPT University
	Account Number:	Relations 10001-04010
	Event	Kathryn Reneer
	Coordinator:	
	Event Contact:	Michele Duran
	Phone:	1617

Bookings / Details

Quantity

Price

Amount

Wednesday, May 25, 2016

6:00 AM - 12:00 AM Set-Up USI Employee Picnic (Confirmed - No Calendar) CARTER HALL A
Empty for 660

6:00 AM - 12:00 AM Set-Up USI Employee Picnic (Confirmed - No Calendar) CARTER HALL B
Empty for 660

6:00 AM - 12:00 AM Set-Up USI Employee Picnic (Confirmed - No Calendar) CARTER HALL C
Empty for 660

6:00 AM - 12:00 AM Set-Up USI Employee Picnic (Confirmed - No Calendar) CARTER HALL D
Empty for 660

Thursday, May 26, 2016

11:00 AM - 1:00 PM USI Employee Picnic (Confirmed - No Calendar) CARTER HALL A
Reserved: 12:00 AM - 4:00 PM
Empty for 660

11:00 AM - 1:00 PM USI Employee Picnic (Confirmed - No Calendar) CARTER HALL B
Reserved: 12:00 AM - 4:00 PM
Empty for 660

11:00 AM - 1:00 PM USI Employee Picnic (Confirmed - No Calendar) CARTER HALL C
Reserved: 12:00 AM - 4:00 PM
Empty for 660

11:00 AM - 1:00 PM USI Employee Picnic (Confirmed - No Calendar) CARTER HALL D

Reserved: 12:00 AM - 4:00 PM

Empty for 660

8:00 PM - 9:00 PM USI Employee Picnic 2nd Shift (Confirmed) LOFT

Reserved: 7:00 PM - 10:00 PM

Dining for 12

Friday, May 27, 2016

2:00 AM - 3:00 AM USI Employee Picnic 3rd Shift (Confirmed) LOFT

Reserved: 1:00 AM - 4:00 AM

Dining for 4

NO RSVP REQUIRED! – ALL USI EMPLOYEES AND SUMMER STUDENT WORKERS ARE INVITED!



USI EMPLOYEE PICNIC - CARTER HALL
THURSDAY, MAY 26TH
11:00 - 1:00

2nd Shift (Thurs.) - 8:00p.m. - 9:00p.m. (Loft)
3rd Shift (Fri. 5/27) - 2:00a.m. - 3:00a.m. (Loft)

OLYMPIC THEME



ARCHERY BASEBALL BADMINTON BASKETBALL BOXING GOLF CYCLING BOWLING BEACH VOLLEYBALL

Staff Council will be collecting donations for Archie's Food Closet at the door!

For monetary donations please contact [Jeannie Kuebler](#).

[Archie's Closet Item Wish List](#)



MINI SALAD BAR: Iceberg Lettuce, Diced Tomato, Cucumbers, Shredded Cheese, Garbanzo Beans, Ranch and French Dressings

CHICKEN BREAST (with Brazilian Tomato Sauce)

SAFFRON RICE, GREEN BEANS, ROLLS and BUTTER

ICE CREAM SUNDAE BAR

LEMONADE, ICED TEA, and ICED WATER

VEGETARIAN AND VEGAN OPTION: Brazilian Vegetable Curry



Staff Council Employee Picnic **2016**

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. Michelle Simmons 2. Terri Alvey	1. Mary Ann Bernard 2. Lisa Wulff	1. Chris Hogue 2. Stephanie Russell 3. Tammy Oliver 4. Kim Sullivan
11:30 a.m. - noon		1. Terri Alvey 2. Michelle Simmons 3. Mary Ann Bernard	1. Lisa Wulff 2. Stephanie Russell	1. Chris Hogue 2. Danielle Artis 3. Mary Scheller 4.
Noon - 12:30 p.m.		1. Gloria Butz 2. Cole Collier 3.	1. Denise Michael 2. Vince Frazier	1. Tina McCalment 2. Mary Scheller 3. 4.
12:30 - 1 p.m.		1. Tammy Oliver 2. Cole Collier	1. Danielle Artis 2. Denise Michael	1. Erin Hollinger 2. Angie O'Nan 3. Cindi Kueber 4. Vince Frazier
Clean-up	ERC Members			

University of Southern Indiana
Banquet Event Order

Customer	Event Information
DONNA EVINGER BURTON 464-1770 10001-04010 HUMAN RESOURCES	Date: 5/26/2016 Thu Reservation ID: 110326 Event Name: USI Employee Picnic PO Number: Account Number: 10001-04010 Status: Confirmed - No Calendar Event Coordinator: Kathryn Reneer Salesperson: Event Type: DEPT University Relations Setup Type: Empty (660)

Location and Times				
Location	Res Start	Event Start	Event End	Res End
CARTER HALL D	12:00 AM	11:00 AM	1:00 PM	4:00 PM

Quantity	Description	Unit Price	Amount
----------	-------------	------------	--------

Catering Set-Up Notes

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

THERE WILL BE 3 BUFFET LINES INSIDE OF CARTER HALL
WILL NEED A POWER BOX FOR THE ICE CREAM MACHINE

Catering Menu - BUFFET LUNCHEON - PLASTIC (660) from 10:45 AM to 1:00 PM

660	BUFFET - SPECIAL BUFFET MINI SALAD BAR: ICEBERG LETTUCE, DICED TOMATO, CUCUMBERS SHREDDED CHEDDAR CHEESE, GARBANZO BEANS, RANCH AND FRENCH DRESSING CHICKEN BREAST WITH BRAZILIN TOMATO AND COCONUT SAUCE SAFFRON RICE GREEN BEANS ROLLS AND BUTTER LEMONADE, ICED TEA, ICED WATER VEGETARIAN AND VEGAN OPTION: BRAZILIAN VEGETABLE CURRY SOFT SERVED ICE CREAM WITH CHOCOLATE SAUCE, STRAWBERRY TOPPING, SPRINKLE, CHERRIES AND WHIPPED TOPPING	\$8.00	\$5,280.00
Total			\$5,280.00

6/16/2016 10:00 AM AF

EMS Professional

University of Southern Indiana
Banquet Event Order

Customer	Event Information
DONNA EVINGER BURTON 464-1770 10001-04010 HUMAN RESOURCES	Date: 5/26/2016 Thu Reservation ID: 110326 Event Name: USI Employee Picnic 2nd Shift PO Number: Account Number: 10001-04010 Status: Confirmed Event Coordinator: Kathryn Reneer Salesperson: Event Type: DEPT University Relations Setup Type: Dining (12)

Location and Times				
Location	Res Start	Event Start	Event End	Res End
LOFT	7:00 PM	8:00 PM	9:00 PM	10:00 PM

Quantity	Description	Unit Price	Amount
Catering Menu - BUFFET LUNCHEON - PLASTIC (12) from 7:45 PM to 9:00 PM			
8	BUFFET - SPECIAL BUFFET MINI SALAD BAR: ICEBERG LETTUCE, DICED TOMATO, CUCUMBERS, SHREDDED CHEDDAR CHEESE, GARBANZO BEANS RANCH AND FRENCH DRESSING CHICKEN BREAST WITH BRAZILIN TGOMATO AND COCONUT SAUCE SAFFRON RICE GREEN BEANS ROLLS AND BUTTER LEMONADE, ICED TA, ICED WATER ICED CREAM CUPS VEGETARIAN AND VEGAN OPTION: BRAZILIAN VEGETABLE CURRY	\$8.00	\$64.00
			Total \$64.00

University of Southern Indiana
Banquet Event Order

Customer	Event Information
DONNA EVINGER BURTON 464-1770 10001-04010 HUMAN RESOURCES	Date: 5/27/2016 Fri Reservation ID: 110326 Event Name: USI Employee Picnic 3rd Shift PO Number: Account Number: 10001-04010 Status: Confirmed Event Coordinator: Kathryn Reneer Salesperson: Event Type: DEPT University Relations Setup Type: Dining (45)

Location and Times				
Location	Res Start	Event Start	Event End	Res End
LOFT	1:00 AM	2:00 AM	3:00 AM	4:00 AM

Quantity	Description	Unit Price	Amount
Catering Menu - BUFFET LUNCHEON - PLASTIC (45) from 1:45 AM to 3:00 AM			
25	BUFFET - SPECIAL BUFFET MINI SALAD BAR: ICEBERG LETTUCE, DICED TOMATO, CUCUMBERS, SHREDDED CHEESE, GARBANZO BEANS, RANCH AND FRENCH DRESSINGS CHICKEN BREAST WITH BRAZILIAN TOMATO AND COCONUT SAUCE SAFFRON RICE GREEN BEANS ROLLS AND BUTTER ICED CREAM CUPS LEMONADE, ICED TEA, ICED WATER VEGETARIAN AND VEGAN OPTION: BRAZILIN VEGETABLE CURRY	\$8.00	\$200.00
Total			\$200.00