



**Staff Council Meeting Minutes
October 18, 2016**

Members Present: Vince Frazier, Heather Odom, Sherry Tynes, Terri Alvey, Nick Bebout, Nita Musich, Travis Dickison, Denise Michael, Rebecca Lutton, Kathy Oeth, Mary Scheller, Tammy Oliver, Lisa Wulff, Julie Whorl, Cole Collier, Gloria Butz.

Members Absent: Cindi Kueber, Stephanie Russell, Jeffrey Smith

Alternates Absent:

Guests Present: Peter Whiting, Vice-Chair of Faculty Senate and Sarah Will

- I. Call to Order – Nita Musich opened the meeting at 2:00 p.m.
- II. Approval of Minutes – Nick moved and Travis seconded a motion to approve the minutes from the previous meeting with corrections. The motion carried.
- III. Committee Reports
 - A. Employee Relations – Terri Alvey reported that we have had 20 entries in the Pumpkin Decorating Contest. Votes will be collected in three categories: overall, decorated and carved. The winner will be announced at 2 p.m. on the day of the contest. Terri asked for members to help with donations for prizes. There is also a sign-up sheet to help with the event between 10 a.m. and 2 p.m. on Friday October 28.
Terri also shared that the deadline for applications for the Giving Tree is October 28. Only 9 applications have been received. Members were asked to spread the word to colleagues who might qualify. Nita will ask University relations about sending a broadcast email to the campus. Unfortunately, employees of SODEXO cannot participate since they are not USI employees.
 - B. Economic Benefits – Mary Ann Bernard resigned from Staff Council making Vince Frazier acting Chair. The committee is working on a survey to send to USI staff. Vince asked that members send questions to him and he will collate them and work with Kat Draughon to create and administer the survey. Several questions have been submitted. The hope is that the results will provide useful information about the type of benefits USI staff would like the University to offer. The committee has been working for some time to have the University provide prescription safety glasses to staff who require them as part of their job. The University currently provides safety goggles for employees to wear over their prescription glasses with the position that the goggles meet the OSHA requirements. There is a concern that employees may not utilize the safety goggles if they impair vision or if they are uncomfortable, creating a compliance gap. The committee will continue to investigate the issue and report at the next meeting.
 - C. Nominating – Mary Ann Bernard has resigned and will be replaced by alternate Rebecca Lutton. The committee met to recommend new alternates so as to be prepared if they are needed. Travis presented a detailed spreadsheet demonstrating the departments on campus that are underrepresented on Staff Council. They are Public Safety, IT, HR and Facilities Management. Potential alternates will be sought from those areas and invited to attend the November meeting. The Council will vote on alternates at the December meeting. Travis saved the spreadsheet to the Staff Drive for future reference.
- IV. Other University Committee Reports
 - A. President’s Council - Nita Musich that there were several issues discussed at the President’s Council. The University is along with Academic Partnerships is preparing to launch its second online degree, RN-BSN degree and after it launches will look into offering an EdD degree. Additional student housing will be a proposal in the next Master Plan. Dr. Marcia Kiessling and others are visiting other University campuses to research the latest concepts of student housing. The Provost’s and Dean of Students office has developed a cultural observance memo in draft form to aid faculty and the USI community of some of the religious holidays our students might be personally observing. Public safety provided an overview of the services provided and their associated costs in preparation for negotiations with the Vanderburgh County sheriff’s office to assign deputies to the USI campus.
 - B. The Master Plan Committee is working to update the Campus Master Plan. The last plan was completed in 2006 and converted the campus from primarily a commuter campus to residential with the addition of student housing. They have asked two firms to develop proposals for the next phase with emphasis on redefinition and utilization of current space and the connectivity of students to campus.
 - C. Administrative Senate – There was nothing to report.

- D. Faculty Senate – Peter Whiting, Vice-Chair of Faculty Senate, presented the Faculty Senate’s proposal to increase the fee waiver for spouses and dependent children from 75% to 100%. There was considerable discussion on the issue. One being how dependent children are defined. Currently their eligibility ends when they reach 24 and is limited to a number of years or a number of credit hours. This may be an IRS definition. Sarah Will to investigate the limitations with HR. The availability of reciprocal tuition agreements with other in-state universities was also questioned. In the past it has been understood that the tuition rates are too different to offer tuition waiver at other Indiana institutions. Overall, the Council is in agreement with the Faculty Senate proposal and asked what steps the Senate would like us to take. Peter replied that they are hoping for an endorsement of the proposal. Nick moved that we endorse the proposal to increase the spouse and dependent fee waiver from 75% to 100%. Tammy seconded; the motion passed.
- V. Old Business
 - A. The suggestion was made at the last meeting that we look into several options to provide support to Archie’s Closet, among them having a community yard sale when students vacate housing and giving students the option to have excess Munch Money support purchases for Archie’s Closet. Amy Price in Housing indicated that they currently donate abandoned items to local charitable organizations but will work to publicize that to students as they move out of the residences. Andrew Lenhardt indicated that left over Munch Money returned to SODEXO is figured into their pricing analysis and redistributing those funds would cause their prices to increase. Also, food purchased through SODEXO can only be purchased in institutional sized cans and would not be any help to Archie’s Closet.
- VI. New Business
 - A. A member of staff indicated that the current holiday schedule excludes one paid holiday; with Christmas being on a Saturday the holiday would be observed on the Friday prior. Most members agreed that the current paid winter break is a valuable benefit that we don’t want to risk for the additional paid holiday, but it will be brought to the attention of Steve Bridges.
- VII. Discussion/Announcements
 - A. Angie Onan has asked that staff send her their baby pictures for a contest.
 - B. The Benefits Bash is scheduled for October 26 from 9 a.m. to 3:30 p.m. in UC 2217-2218.
 - C. Next Staff Council General Meeting will be Tuesday, November 15, 2016 at 2:00 p.m. with the location TBD.

The meeting was adjourned at 3:21 p.m.