UNIVERSITY OF SOUTHERN INDIANA



END OF THE YEAR REPORT FOR

**EMPLOYEE RELATIONS COMMITTEE 2016/2017**



8600 UNIVERSITY BOULEVARD EVANSVILLE, INDIANA

COMMITTEE PROJECTS FOR 2016/2017

ABOUT THIS COMMITTEE



This report outlines all the projects that the ERC sponsored for the year 2016/2017 beginning in

July of 2016.

Members of the ERC for the year were Terri Alvey, Nick Bebout, Amy Doninger, Erin Hollinger, Denise Michael, Heather Odom, Tammy Oliver, Stephanie Russell, Mary Scheller, Sherry Tynes, Julie Whorl, and Lisa Wulff.

* Erin Hollinger resigned from Staff Council and the ERC on August 22, 2016.
* Denise Michael resigned from the ERC on October 20, 2016.
* Amy Doninger joined the committee in February 2017.

Terri Alvey and Heather Odom were co-chairs of the committee and Mary Scheller was secretary.

Terri and Heather shared designing announcements and sending emails regarding events hosted by the ERC. They both also maintained the announcements on the Staff Council’s website <http://www.usi.edu/staffcouncil/> , and Terri along with Nita Musich (staff council chair) placed information on the Staff Council’s Facebook page <https://www.facebook.com/usistaffcouncil/> .

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

Relations Committee.

EVENTS SPONSORED and COORDINATED by this COMMITTEE



* Archie’s Food Closet Food Drive Competition (September)
* Pumpkin Carving Contest (October)
* The Giving Tree (October-December)
* Student Worker Appreciation Week (February)
* Employee Picnic (May)
* American Red Cross Blood Drive (June)

ARCHIE’S FOOD CLOSET FOOD DRIVE & COMPETITION



The Annual Food Drive Competition took place August 29 – September 9 for Archibald's Food Closet with the USI campus community. This year we had a theme “Archie’s Hunger Games” and offered “Districts” as teams to encourage competition. “Districts” that wished to compete signed up online. A traveling trophy was rewarded to the District that collected the most items. To ensure Jeannie Kuebler, the operator of Archie’s Closet, received the most needed/requested items, double points were awarded for the items listed in Supplement A. Jeannie Kuebler stated this was the most successful Food Drive she has seen in her tenure at USI.

The Guidelines for the competition were the same as the previous year with a change to how the items were to be counted.

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

The rest are just details:

• Competition begins Monday, August 29 and ends at noon on Friday, September 9.

• To be included in the competition for the traveling trophy, District 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 District. (If your department is not competing, support a nearby District by placing your donations in their box.)

• Someone from the District will bring donated items to a specified collection point. (If this is not possible, arrangements for pickup can be made.)

Here is how the games will work:

* Donated items will count as 1 point.
* A donated item on the **Items Needed List** will count as 2 points.
* Staff council members will be responsible for counting and collecting all donated items and deliver those items to Archie’s Closet located in the RFW.
* Totals will be posted on Friday, September 2, Wednesday, September 7, and Friday, September 9. The final totals will be posted along with this year’s winner on Monday, September 12th.
* Archie’s Closet Food Drive Games will end on **Friday, September 9 at 2:00pm**.
* The competing team with the most points at the end of the Games, will be declared the winner and will receive the traveling trophy!

There was a great effort this year to continue the awareness campaign of the services that

Archie’s Closet provides to students and employees.

1. This was accomplished through articles in USI Today
2. An advertisement was placed on myUSI that would run during the academic school year.
3. During the Food Drive the TV’s in the buildings on campus ran an ad raising awareness.
4. A campus wide email was sent to notify every one of the drive.

**Competing Districts Counts:**

* College of Nursing and Health Professions – 4348
* Enrollment Management – 2240
* Facility Operation & Planning – 87
* Foundation & Support Services - 642
* IT and Business Office - 1599
* Liberal Arts – 1575
* Library, MCC, and RCOB – **4653 - WINNER**
* Pott College of Science, Engineering, & Education - 730

The donation boxes are stored in the RFW area. Please contact Jeannie Kuebler when it is time to start putting out the boxes.

There is a soup can artwork for the Archie’s Donation boxes in the ERC folder.

This artwork can be, printed out, pieced together on an 11x17 piece of paper and placed on the boxes.

**Suggestions for next year:**

* Have more people volunteer to pick up items so that if someone’s schedule changes on pick-up day, there is a back-up.
* Use of golf cart and truck make the deliveries to the RFW easier.
* Changing the dates of the drive was discussed – it was suggested it be held in the middle of September instead of earlier in the month.
* Put an ad on “myUSI” announcements page to let students know Archie’s Closet is available.
* Ask Jeannie Kuebler if we can make yard signs to advertise Archie’s Closet on campus.
* Let people know that hygiene products are stocked at Archie’s Closet.
* Have an Archie’s Closet table at the USI Wellness Fair. Contact person is Amy Miller in HR.

PUMPKIN CARVING/DECORATING CONTEST (New Event)



1. **Pumpkin Decorating Contest**

* This was a new Staff Council event, planned for Friday, Oct. 28, 10 a.m. to 2 p.m.
* Advertisement for this event was placed in MyUSI for the students and with USI Today for staff and faculty.
* There is an online registration form on the Staff Council’s website. Twenty were registered, but day of the voting there was only 18 pumpkins.
* Two categories: carved and decorated.
* A sign-up sheet for committee members is in the ERC folder for volunteers to watch the pumpkins.
* There was a bucket full of candy as an incentive for voting.
* The contestants will be anonymous; pumpkins numbered, but no names of carvers/decorators displayed. As pumpkins arrived, a number was placed next to it for voting.
* Three prizes awarded (based on number of votes): Best Overall, Best Carved and Best Decorated.
* Two tables were reserved under the breezeway at the University Center.
* Online registration needs to be unlinked the day before, so that the committee will know, if you need more than two tables.
* Pumpkins were to be picked-up after judging at 2 p.m.; we needed a place to store pumpkins, if someone could not be there right at 2 p.m. to pick up.
* This event was handled through Special Events. They took care of the pumpkins after 2:00pm. If pumpkins were not picked up by 4:00pm, they were dumped.

THE GIVING TREE (October 15 – December 11)



The ERC began coordinating the Annual USI Giving Tree project immediately following the completion of Archie’s Food Closet Drive.

Nita Musich 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. Deadline for the applications was set for October 28.

Advertising for the Giving Tree began on via email notification to all departments and on myUSI requesting applications.

All of the Giving Tree locations and contact people were:

* Admissions (Cindi Braker);
* Foundation (Sherry Tynes);
* CNHP (Yvonne Beavin);
* Liberal Arts (Kathy Oeth);
* Pott College (Terry Martin);
* Rice Library (Debbie Clark);
* Romain COB (Mary Spahn);
* Outreach & Engagement (Rita Bruner).
* Gifts where stored in a locked storage room on the main floor of Rice Library. At any time, gifts could be brought to the checkout desk where either Debbie Clark, Janice Morgan or Terri Alvey would take members to the secured area.
* Terri labeled shelves with family numbers, so that gifts could be sorted and placed on the shelves. If members did not have time to sort, they could just leave their bag of gifts in that room.
* Terri suggested that gifts be placed in a trash bag when transporting to the library, so wrapped gifts don’t get torn or tags lost.
* A suggestion for next year: food items on the index cards for international students should include: “Do not gift wrap.”
* Terri has asked Jeannie Kuebler at Archie’s Closet, if she can donate her canned goods surplus for Giving Tree family “food baskets.”
* Stephanie Russell asked her co-workers in Outreach and Engagement about re-useable bags to put the food in.
* Julie Whorl and Sherry Tynes volunteered to ask International Office for the number of students who will remain on campus during winter break so we know how many snack baskets to make. They will also confirm the best date for us to deliver the baskets there.
* Terri said we should remind each area with a tree that gifts are returned no later than December 5. She said to be sure each area uses the sign-out sheet and also check off the gifts as they are returned to ensure all tags are accounted for at the end.
* Employee Relations Committee will meet at 1 p.m. on Wednesday, December 7 to sort the gifts by families. Stephanie Russell will bring some heavy duty black trash bags to put each family’s gifts in – tied with a bow it will look like Santa’s pack!
* Nita Musich scheduled the families on the pick-up days, which will be Thursday through Wednesday, Dec. 8, 9, 12, 13 & 14. On the day of pick-up, gifts will be moved from the secure area to the library loading dock area.

**Suggestions for next year:**

* + Need to determine areas to distribute ornaments (limit to the four colleges, plus a few other areas).
  + It was suggested that ornaments for individual families be kept together (do not split up among areas) so that gifts don’t have to be sorted.
  + Another suggestion is to put gifts in black trash bags when transporting. If there are too many for carts, then large tubs from the Physical Plant can be used.
  + There was a discussion as to how to get more applicants.
  + Policy states that a family cannot apply more than two years in a row.
  + Ornaments must be delivered and displayed in the different areas no later than Nov. 7.
  + The library seems to be the most secured and logical place for storing and pick-up of gifts, keeping the families anonymous.

STUDENT WORKER APPRECIATION WEEK



*February 13-17, 2017*

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. Usually during the week of Valentine’s Day.

A campus-wide email announcing the event needs to be sent out a week prior to the event. The email should include a link to the Staff Council web site for ideas, a Student Worker Appreciation certificate, and a flyer for posting in departments.

The week of the event an announcement should be on all the SYMONS thanking student workers for their support throughout the year.

Suggestions for improvement:

The ERC webpage for Student Worker Appreciation should be revamped to have newer suggestions for departments with student workers giving them other ideas.

THE EMPLOYEE PICNIC



*Thursday, May 25, 2017*

Theme: “~~Don’t~~ Get Board this Summer!

The Committee decided the date for the Employee Picnic in February 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.

Terri Alvey created a flyer advertising the picnic which she placed on the Staff Council website and on the SC Facebook page.

Terri Alvey set-up a volunteer sign-up sheet on the Staff Council drive. Volunteers were needed in half-hour increments at the greeting table, soft- serve ice-cream, and drink stations.

Terri Alvey worked with Ann Fisher of Sodexho 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 and fried breast, mashed potatoes, green beans, rolls and butter, vegetarian and vegan option: lemonade, iced tea, iced water, soft ice cream bar. The cost was $8.00 per person.

We planned for a total of 693 employees for the picnic (660 for first shift, 8 for second, and 25 for third.)

Amy Doninger, Shelby Jackson, Stephanie Russel, Julie Whorl, Heather Odom, and Lisa Wulff procured the decorations: plastic sheeting for the tables, hand-made Candyland token table decorations, magnetic checkers and hangman games, word search and crossword puzzles. Nick Bebout contacted Tropicana Casino, got 140 decks of used playing cards as a ‘take-away’ item on the table, and contacted the RFW for cornhole boards. Amy Doninger brought in some board games from home to use as decorations. Heather Odom created wall decorations from poster board of popular game tokens and photo booth props. This was the first year of playing a game during the picnic, Family Feud. Terri Alvey, Sherry Tynes, and Mary Scheller worked on the PowerPoint and brackets for the teams.

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

All fresh food was made for second and third 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 again this year.
* The Family Feud game was a big hit with the employees.

AMERICAN RED CROSS BLOOD DRIVE SPONSOR



In the April 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, and student groups who normally sponsor drives are not on campus during the summer. The ERC committee presented the event at the general meeting on April 18, 2017.

The event was set for June 27, 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.