

END OF THE YEAR REPORT FOR

**EMPLOYEE RELATIONS  
COMMITTEE 2018/2019**



# COMMITTEE PROJECTS FOR 2018/2019

---

## ABOUT THIS COMMITTEE

This report outlines all the projects that the ERC sponsored for the year 2018/2019 beginning in July of 2018.

Members of the ERC for the year were Michelle Hermann, Jeri Broshears, Amy Doninger, Terri Alvey, Sherry Dockery, Stephanie Fifer, Michelle Hahn, Melody Lemberg, Jamie Little, Amanda Mitchell, Ziporah Rascoe, Sherry Tynes, and Lisa Wulff.

Terry McIntosh resigned from Staff Council and the ERC in October 2018.  
Susan Clouse resigned from the ERC in November 2018.

Michelle Hermann was Chair, Jeri Broshears co-chair and Amy Doninger was secretary.

Terri and Michelle shared designing announcements and sending emails regarding events hosted by the ERC. Terri Alvey maintained the announcements on the Staff Council's website <http://www.usi.edu/staffcouncil/> , and Stephanie Fifer 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)  
Employee Wellness Fair  
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 27, 2018 through September 11, 2018 for Archibald's Food Closet with the USI campus community. A traveling trophy, certificate, and bragging rights were rewarded to the competing department that collected the most items. To ensure Archie's Closet received the most needed/requested items, we contacted Michelle Hahn, the organizer of Archie's Closet and double points were awarded.

<u>Donation box locations</u>	<u>Contact Person</u>
Business & Engineering Center	Mary Spahn or Linda Dillbeck
PAC (Kinesiology & Sport)	Jamie Little
Support Services	Sherry Tynes
Orr Center (Registrar)	Travis Dickison
Orr Center (Admissions)	Travis Dickison
Foundation	Sherry Tynes
Science Center (Biology)	Julie Whorl
Science Center (Teacher Education)	Michelle Herrmann
Publishing Services Center	Angie O'Nan
Education Center (Academic Skills)	Suzie Schroeder
Rice Library	Janet Ruddell
Art Center	Dave Huebner
Liberal Arts	Zip Rascoe
University Center (Bookstore)	Cole Collier
Wright Administration	Shelby Jackson

On Friday, August 24, 2018, Terri Alvey, Michelle Herrmann and Michelle Hahn retrieved the donation boxes from Archie's Closet where they are stored and delivered to the donation locations. Announcements were made in USI Today, Yard Signs and through e-mail. Business & Engineering (3740 pts), Art Department (15 pts), Rice Library (1222 pts) & Health Professions (1855) joined the competition. BEC won the competition and were given the trophy, certificate.

---

## Wellness Fair

The Wellness Fair was held on Wednesday, September 26, 2018. Staff Council members manned a table in 1.5 hour shifts and gave out information on Archie's Food Closet and gave out candy (donated by ERC member) and recipe cards. The bi-fold information that was set on the table and recipe cards are stored in Archie Food Closet for next year's use.

---

## **PUMPKIN CARVING/DECORATING CONTEST**

Pumpkin Carving Contest was held on Monday, October 29, 2018 from 10:00 am – 2:00 pm under the covered walkway between UC East & West. Advertising for the event was through e-mail and USI Today. A signup sheet was passed around for volunteers to be at the tables in 1-hour shifts. Volunteers gave out tickets to students or employees, so they could vote for their favorite. Buckets were put in front of each entry for the tickets to be put in. Seven pumpkins were entered. (5) departments entered in the decorated category; (1) individual entered the decorated category; (1) individual in the carved category. Campus Store won the competition.

---

## **THE GIVING TREE (October – December)**

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

The Giving Tree accepted applications and nominations through November 2, 2018. Advertising for the Giving Tree was done through e-mail notification to all departments, social media and on my USI. Jamie Little compiled all applications. Applications were submitted on-line (no paper applications). Student workers from HP cut out the ornaments. Ornament making was held on November 6, 2018. Jamie brought in her stamps from her craft-making collection and we stamped each ornament with a Christmas stamp. The gift request information ran through a mail merge and then printed on the label. Each family had a different color ornament and labels were put on each ornament that had their gift request information. Ornaments for snack items were also made for the International Students who remain on campus during Christmas break. The list for these students was received from the International Office and was separate from giving tree applicants. Sherry Tynes & Terri Alvey coordinated this.

We collected gifts for 14 families for a total of 145 gifts and for 12 for a total of 65 snack items for the International Students.

The Giving Tree locations and contact people were:

Admissions (Denise Allison);  
Foundation (Sherry Tynes);  
CNHP (Yvonne Beavin);  
Liberal Arts (Zip Rascoe);  
Pott College (Terry Martin);  
Pott College – Biology (Julie Whorl);  
Rice Library (Debbie Clark);  
Romain COB (Mary Spahn);  
Dean of Students (Brittany Orth);

The gifts were due back on December 3, 2018 and delivered to Teacher Education and they were stored in a locked office. We sorted the gifts in the conference room in Teacher Education on December 5, 2018. The gifts were picked up on December 10 and December 11, 2018 at the Rice Library loading dock area.

---

## **STUDENT WORKER APPRECIATION WEEK**

### **February 11-15, 2019**

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 23, 2019. Theme: "A Day at the Races!"**

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.

Amy Doninger 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 sent to Will Pool, staff council chair, to send out an all campus-wide email.

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, cookie decorating and ice-cream, and drink stations.

Stephanie Fifer worked with Ann Fisher of Sodexo in selecting the food for the picnic, keeping budget and theme in mind. Food for the picnic was: Bar-be-que shredded pork and chicken, salad, corn on the cob, baked beans, buns, ice cream, cookies, lemonade, tea and water.

Amy Doninger, Michelle Hahn, Michelle Hermann, Amanda Mitchell, Jamie Little, Jeri Broshears, Melody Lemberg, Sherry Dockery and Lisa Wulff procured the decorations: plastic sheeting for the tables, center pieces and plastic horses were spread around the tables.

This was the first year of playing the game "Head's Up!". A game based off Ellen DeGeneres's phone app game with the same name. Terri Alvey invited Evansville's Weatherman, Ron Rhoades to be the MC of the game. Teams of 7 played two rounds each, with the top three teams with the best time and most answered questions, played the final round. Prizes were given to WIN (1st Place), PLACE (2nd Place), and SHOW (3rd Place). Terri Alvey designed and ran the PowerPoint rounds with timers and Sherry Tynes, and Ziporah Rascoe worked on the categories and brackets for the teams.

The total cost of food (\$-----) and decorations (approximately \$---) was \$-----.

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. 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 notes:**

- Some employees were very disappointed that there were not enough vegetarian/vegan choices this year.
- The 2<sup>nd</sup> and 3<sup>rd</sup> Shift employees did not participate as past years. May need to rethink how they receive their free meal. Suggestions: RSVP, give a couple of choices of box lunches.
- The "Head's Up" game was a big hit with the employees.

---

## **AMERICAN RED CROSS BLOOD DRIVE SPONSOR**

Once again, the ERC will host the Red Cross Blood Drive to take place on Tuesday, June 25, from 10:00am – 4:00pm in Carter Hall.

A volunteer sign-up sheet is ready for the week prior to recruit and sign-up New Blood Donors. There will be a table set-up just outside the UC under or close to the cone.

Staff Council members were asked to sign up for 30-minute timeslots working either the registration table or the snack table the day of the Blood Drive event.