



Staff Council Minutes

Wednesday, September 20, 2023

RL0010

1:00-1:50pm

Members present: Raffaella Avolio-Alschbach, Jennifer Day, Carolina Soria, Deirdre Hartman, Abby Yates, Gloria Butz, Terri Kendall, Kelley Collazo, Stephanie West, Robert Gober, Caitlin Woolsey, Bryce Anker; Kathleen Kinney, Tiffany Porter

Members Absent: David Huebner, Frank Nagy, Amanda Mitchell

Meeting began at 1:06 pm. Motion to approve minutes from Staff Retreat made by Bob Gober.

Old business: Discussion of fee waiver by Sarah Will.

New Business: Freshman enrollment is up as is enrollment for graduate & continuing students.

Subcommittee reports:

Employee Benefits & Communications are looking into structure of annual increases to make them more equitable for lower income employees. Also, they are examining the attendance policy regarding inclement weather for essential personnel.

Employee Relations discussed Archie's Food Drive and the Wellness Fair and started discussing the Pumpkin Decorating Contest which will be held on October 25. Fuquay Welcome Center will be used as a drop off point and we will need volunteers to help move pumpkins and sit at tables in 1-hour shifts during voting. Prizes will be given for silliest, spookiest, and most creative.

Nomination Committee was mentioned.

Meeting was adjourned at 1:18.

Staff Council Minutes
Wednesday, October 18, 2023
RL0010
1:00-1:50pm

Members present: Raffaella Avolio, Jennifer Day, Carolina Soria, Abby Yates, Gloria Butz, Terri Kendall, Kelley Collazo, Stephanie West, Robert Gober, Caitlin Woolsey, Bryce Anker; Kathleen Kinney, Tiffani Porter, Huebner, Frank Nagy, Amanda Mitchell
Members Absent: Deirdre Hartman

Meeting began at 1:00pm. Minutes from September meeting were approved.

Old business:

- x Fee Waiver - Nothing new to report regarding the Athletic Fee being waived.
- x Website - Caitlin and Abby

Staff Council Minutes
Wednesday, November 15, 2023
RL0010
1:00-1:50pm

Members present: Jennifer Day, Abby Yates, Gloria Butz, Terri Kendall, Robert Gober, Kathleen Kinne
Tiffany Porter, David Huebner, Amanda Mitchell, Dore Hartman, Carolina Soria, Kelley Collazo
Raffaella Avolio, Alschbach, Caitlin Woolsey, Bryce Anker, Frank Nagy
Members Absent:

Meeting began at 1:00 p.m. minutes from October were approved.

Old business:

-
- o Structure of annual Increases to make them more equitable for lower income employees:
committee needs to engage with Ad Faculty Senates and Sarah Will (HR).
 - x Employee Relations
 - o Pumpkin Decorating Contest webpage updated, winners contacted, there was a mix up with
the 3rd winner so there is another gift card available.

New Business:

- x Questions for the Town Hall meeting that Dr. Rochon will be answering:
 - o Surest seems like a scam for most USI employees.
 - o Leadership made a 15 minute decision on insurance.

Meeting was adjourned at 1:51:



Staff Council Minutes
Wednesday, December 20, 2023
RL0010
1:00:50pm

Members present: Jennifer Day, Abby Yates, Gloria Butz, Terri Kendall, Robert Gober, Kathleen Kinne, Tiffany Porter, David Huebner, Amanda Mitchell

Members Absent: Deirdre Hartman, Carolina Soriano, Kelley Collazo, Raffaella Avolio, Alschbach, Caitlin Woolsey, Bryce Anker, Frank Nagy

Meeting began at 2:00 p.m. Minutes from November were not approved. November & December minutes will be approved at the January meeting.

Old business:

Committee reports:

x Employee Economic Benefits & Communications

- o Structure of annual increases to make them more equitable for lower income employees: committee needs to engage with Ad. Fac. Faculty Senate and Sarah Will (HR). Ask outside entity to collaborate with this committee to draft a purposeful proposal
 - f May invite Sarah Will to next meeting
 - f May reach out to RCOB/COLA faculty members.
- o Attendance policy regarding inclement weather for essential personnel. Carol has made some suggestions and the committee is creating a draft.

x Employee Relations

- o Giving Tree - This committee was able to assist the following:
 - f 6 families
 - f 14 children
 - f 30 international students (Way to go!)
- o The committee did not meet last month
- o Will vote for new chair at the next SC meeting.

New Business:

x Questions for the Town Hall meeting that Dr. Rochon will be answering:

- o Can USI's support staff expect annual raises?
- o What is the benefit of contracting out?
- o Will there be a cap on how many...

- o Given the turnover rate, will USI raise their base pay for existing positions or reclassify those positions so they can have a higher base pay?

x Nominating Committee

- o We need at least 2 volunteers and 1 chair for this committee to nominate 6 full time employees who have been with USI for at least 30 days. Per our Bylaws this committee shall prepare a slate of eligible candidates who have consented to serve, if elected, for any special elections. This committee is also ad-Hoc and will dissolve once Staff Council has voted on 6 new members.

x Announcements:

- o Webpage Committee
 - f Abby Yates
- o Carolina is on medical leave.
- o

Staff Council Minutes
Wednesday, February 21, 2024
RL0010
1:001:50pm

Members present: Jennifer Day, Abby Yates, Gloria Butz, Terri Kendall, Robert Gober, Kathleen Kinne
Tiffany Porter, David Huebner, Amanda Mitchell, Dirdre Hartman, Caitlin Woolsey
Members Absent: Carolina Soria, Kelley Collazo, Bryce Anker, Frank Nagy

Meeting began at 5:0 p.m. minutes from November & December 2023 approved.

Old business:

- x Nomination Committee will have Abby Yates as chair, Caitlin Woolsey and David Huebner as members and will be responsible for reaching out to the USI community encouraging staff to nominate themselves or a colleague for Staff Council.
- x Town Hall questions were finalized and sent to the president's office. Additionally, there was a Qualtrics form that was created for the townhall meeting and was made available to the USI community.
- o The group discussed the vetting process for contractors, how USI trains contractors, and how even with contractors, there are numerous departments that have several vacancies.

x

Staff Council Minutes
Wednesday, February 21, 2024
RL0010
1:001:50pm

Members present: Jennifer Day, Gloria Butz, Terri Kendall, Robert Gober, Kathleen Kinney, Tiffany Po
David Huebner, Amanda Mitchell, Deirdre Hartman, Abby Yates, Caitlin Woolsey, Frank Nagel, Kelley
Collazo

Members Absent: Carolina Soria, Bryce Anker

Nominees present: Bryn Best, Rebecca Yates

Nominees absent: Fred Wilson, Hannah Woodring, Shari Baird

Meeting began at 5:0

Staff Council Minutes

Wednesday, March 20, 2024

RL0010

1:04 – 2:00 p. m.

Members present: Carolina Soria, Kelley Collazo, Aman

wage increases, cutting open positions, sending those monies to current positions that are taking over those vacant tasks.

- x There was discussion about collaborating with the Faculty Senate on annual wage increases because of the likelihood that we can support each other in efforts for wage increase.

x New Business:

- o It was suggested that non-budget items be proposed and discussed before we work on policies that need monies or budgets to operate.
- o It was suggested that the trails and other areas on campus are not safe after dark or to be around by oneself and that this could affect retention, which in turn affect our pay raises.

Staff Council Minutes
Wednesday, April 4, 2024
1: 04 p. m. – 1:35 p. m.
RL 0010

Members present: Carolina Soria, Amanda Mitchell, Frank Nagy, Tiffany Porter, Deirdre Hartman, Rebecca Yates, Bob Gober, Bryn Best, David Huebner, Terri Kendall, Gloria Butz, Jennifer Day, Abby Yates, Caitlin Woolsey.

Members Absent: Kathleen Kinney, Hannah Wood, Kelley Collazo, Fred Wilson, Shari Baird, Bryce Anker.

- x Meeting began at 1:04 with the previous minutes being approved by Caitlin and seconded by Bob.
- x Gloria covered the old business concerning the SODEXO pricing and clarified the amount
- x Amanda reported on the employee relations standing committee and commented on the amount of nominees for the recognition award. David discussed creating a Qualtrics survey for family rights clarified that there is not a discount for USI employees for the Otter's. Additionally, regular season tickets for the zoo are being ordered.
- x David reported on the employee benefits and communications standing committee and where they are at with the F. O. P proposal. They plan on speaking with Jim Wolfe, Miles Mann, and Scott Lenfers on this matter and are working towards a resolution.
- x Abby added a new button to the webpage for proposal ideas. It was confirmed that eagle per only for students
- x Archie's closet will be at the wellness fair in September and we hope to host an Archie closet more often (twice in the fall and once in the spring)
- x There was a concern submitted that Gloria and David handle with HR in regard to PTO and on-campus interviews.
- x The meeting was concluded by 1:35 with Frank with the 1st and Caitlin with the 2



Staff Council Minutes
Wednesday, May 15, 2024
12: 48 p. m- 1:58 p. m.
UC 2205

Members present: Bryce Anker, Bryn Best, Gloria Butz, Kelley Collazo, Jennifer Day, Bob Gober, Deirdre Hartman, David Huebner, Terri Kendall, Amanda Mitchell, Frank Nagy, Tiffany Poole, Carolina Soria, Fred Wilson, Hannah Woodring, Caitlin Woolsey, Abby Yates, Rebecca Yates
Members Absent: Kathleen Kinney & Shari Baird

- x Meeting began at 12:48p with the previous minutes being approved.
- x Gloria covered the old business concerning the meeting about the policy regarding campus interviews and using ones PTO is fact USI policy. The council discussed that there should be some sort of language that specifically speaks campus interviews and proper procedure. Additionally, Archie's Closet Drive frequency was discussed and plans to host it during t Wellness Fair, The Giving Tree drive and before spring break were finalized. Furthermore, we established that staff council members in the buildings with an Archie's Closet "box" will be responsible for its contents and bringing it to the RWEC. Preparations for better promotion for Archie's Closet Drive will commence for Fall 2024 to include asking the president to announce the drive at the fall welcome ceremony as well as reaching out to Strategic Communications & Marketing to highlight friendly competition against departments to raise the goods.
- x Amanda reported on the employee relations standing committee regarding the Support Staff Recognition luncheon. The council was informed that Sarah Will from HR will finalize the contract and Deirdre Hartman would facilitate; the final number was \$6.
- x The rest of the meeting was dedicated to voting for the winner of the Staff Council Support Staff Recognition Award. Upon discussion the council decided to vote on a separate date with Abby Yates as the responsible party for counting the votes and announcing the prize winner. The 2024 Support Staff Recognition winner was Stephanie Brown from HR.
- x Additionally, it was discovered that clearer guidelines need to be in place for next years award process for a smoother nominating and voting procedure.
- x Lastly, Megan Knox was welcomed as an alternative for USI's Staff Council.
- x The meeting was concluded at 1:58 p. m.



Staff Council Minutes
Wednesday, June 26, 2024
UC 2205
1:08 - 1:33 p. m

Members present: Jennifer Day, Gloria Bryn Best, Terri Kendall, Robert Gober, Tiffany Porter, Amanda Mitchell, Abby Yates, Caitlin Woolsey, Kelley Colgan, Carolina Sorja, Rebecca Yates.
Members Absent: Bryce Anker, Kathleen Kinney, David Huebner, Dierdre Hartman, Frank Nally, Megan Knox.

Meeting began at 1:08 p.m. minutes from January approved.

Old business:

- x Annual reports
 - o Staff Council
 - o Economic Benefits and Communication.
- x None from Employee Relations.

Committee reports:

- x Employee Economic Benefits & Communications
 - o Bryn Best shared the annual report
- x Employee Relations
 - o The standing committee did not meet in June.

New Business:

- x Create a Qualtrics form with feedback for the staff council recognition award.
- x The nominators for the staff council recognition award were upset that not more was done for those who did not win the award but were nominated.
- x The Employee Relations Standing Committee will create guidelines for future staff council recognition award ceremony.
- x A meeting with the SODEXO department head to discuss increase in pricing and Public Safety meeting needs to be contacted to open the house early.

Meeting was adjourned at 1:31 p. m