Staff Council Minutes
Wednesday, September 18, 2024
1pm – 1:59pm

Members present: Bryn Best, Gloria Butz, Kelley Collazo, David Huebner, Terri Kendal, Megan Knox, T Lance, Zoe Meuth, Claire Sinvil, Caitlin Woolsey, Abby Yates

Members absent: Frank Nagy

Member resignation: Rebecca Yates, Carolina Soria

Guest Speaker: Bob Gober from Facilities, Operations, and Planning

Guest Bob Gober of Facilities, Operations, and Planning speaks:

- Bob can be reached at rmgober@usi.edu or via phone at ext. 5182
- Bob is helping representing Mpulse, the work request system.
- He notes it can be accessed via usi.mpulse9.com
- The basic view appears somewhat like Outlook on the left side; it highlights the current job that you're looking at. Past requests can also be located in this system.
- The sequence of events is such that:
    - 1) staff put in requests
    - 2) FOP makes them into work orders & then assign the requests
- Making a New Request
    - A plus sign on the right shows us how to make a new request.
        - Technicians will only see the first 30 characters.
        - If you have a long request, you can put information in the box on the right.
    - Short description: Water on the floor
    - Choose the category that best fits for location:
        - Equipment – the old stuff hard-built into the building
        - Buildings – location of the building
        - Rooms – if it only affects a single room
    - The pieces are nested; some items will appear after you interact with the first set.
        - You can type items in, too, rather than simply selecting.
    - Zeroes get lost in room numbers, so RL0010 would translate to RL10.
    - Include the financial manager's email
    - If you mark urgent, then make sure to call. A pop-up will also populate.
        - You can't save the request until you acknowledge yes, you called.
- Work Order Status
    - The status can be found at the bottom of the page & in a tab near the top.
    - If a piece is missed and we need follow-up, we wait a day or two for response.

- Printing requests
    - There's a spot on the far right that lets you print out one you've sent.
    - A gear on the far right lets you manage the form view.
        - Try some of the different options to get it to look how you'd like it to
            - You can save it to pdf or print it out.
- David notes the audio video was helpful for knowing how to go about it

We will use an email approval for the minutes of last month.

Seeking a Finance Advisor

- Any ideas of a possible finance advisor for Staff Council?
    - Abby was thinking maybe her boss even though a VP
    - Kathy Oeth
    - Maybe someone from trio
    - Hesitance toward involving someone from HR
        - Caitlin thinks HR could be possible but not necessarily every meeting, and not the director since there could be a conflict of interest.

Treasurer / Advisor Being Sought

- Caitlin thinks maybe we don't necessarily need both a treasurer and advisor.
    - Maybe one or the other
- Kathy Oeth could be a good fit
    - An advisor to put in two cents couldn't hurt
    - Just someone to assist with the budget so that we don't overspend by accident
- We will let Sarah know we're not going to go for it for this time, but we'll let her know if it changes. We'll forgo the financial advisor now and focus on Treasurer as we get closer.

Committee Reports

- Exec committee
    - Abby will be meeting with Sarah on Friday
        - Caitlin was going to follow-up, too.
            - She didn't seem to know whether it was appropriate for us to work on student worker wages or not.
            - She didn't seem to click with our understanding of entry-level positions or on student worker items.
    - Abby will update everyone once I speak to Sarah on Friday with what she means pertaining to student worker wages.
- Employee Relations
    - Did around 153 or 135 donations

    - Library had the most donations
- Econ Benefit
    - There's not too much for our meeting beyond having discussion with Sarah Will
        - Not appropriate to match ourselves to colleges larger like Purdue / IU
        - We're curious whether Institutional Analytics would have some data
    - Lance asked if we're helping faculty senate to update the bereavement policy?
        - Caitlin said yes & that we've gone ahead and sent our support forward
    - SickBank would be good for support staff if it's already used for admin / faculty.
        - Not the best idea to take away free dress Friday if they're not compensating people enough to get nice clothes for the rest of the week.

USI Presidential Search Committee

- This is Abby's first time on a search committee.
    - She'll try to keep us updated but knows it could be pretty private.
        - There will be a meeting with staff and more on September 25th UC 2220.
        - The faculty one starts a little later at 3:20.

Strategic Marketing

- Abby & Caitlin trying to work with strategic marketing to extend communication
    - Try to utilize special events or creative and print
        - Email is probably the cheapest way of sending out communications now
        - Note: going through university bulletin boards requires approval
    - Lance says email octopus is a free email marketing site they use at the gallery

Wellness Fair

- We're going to have wellness tips at our table.
    - e.g. Don't open your email after 4:30pm
    - If we have good tips, feel free to submit to Abby

Pumpkin Voting

- As far as the pumpkin table goes from 11:30 – 2pm, Abby will set up a sharepoint for people to go for it & it'd be like 20-30 minutes of time & be broken up between people.
    - Pumpkins can be 3D but don't have to be bio-pumpkins

Town Hall / Listening Session

- We could host one & we could send a sign-up form to see who all is interested.
    - For whom? For staff to meet with staff council
    - When? November
    - Do we want to host one? Yes
    - Abby will set up an email to collect things

        - People can bring ideas / concerns
    - Can also ask questions about what & how & why how it'd be addressed?
        - Kleymeier may be a good location
        - What issues do we want to hear?
            - Wages, turnover rate, unfilled positions
    - Work with Rhonda Woolsey to see what's going on in the month of November
        - We might not even exist after the month of November

Unwritten Vacation Policy

- Ongoing investigation. Caitlin needs to contact Sarah to figure out if the unwritten policy regarding vacation time to internal job interviews was applied anywhere.
- See if there are plans to add it.
- Abby will try to let her know in the Friday meeting if it's possible

Open Items

- Someone has been dealing w/ abusive husband & working on getting divorced
    - USI claims to be friendly & helpful but no offer to help find a safe place
        - Person has slept in her car
    - Caitlin and Abby provided resources right away. YWCA was referenced as one potential place that can help.