

Staff Council Meeting Minutes
May 7, 2020
Virtual Meeting using Microsoft Teams
10:30am – 12:30pm

Members Present: Kristina Allen, Barbara Auman, Robert Bandelt, Rhonda Beecroft, Patricia Bolton, Melissa Chase, Debbie Considine, Susan Crist, Sarah Froderman, William Hamilton, Jamie Hays, Karen James, Todd LaComba, Morgan Leek, Pamela Malone, Tracy McDaniel, Alisha Moorhead, Angie Napier, Elizabeth Phillips, Tina Pitts, Brooke Porter, Shane Sizemore, Roxanne Torrence, Nancy Hall, Missy Allen, Elonda Ervin, Kelly Wright, Sarah Ber, Anthony Hernandez, Katie Lugar, Pam Chamberlain

Members Excused: Deborah Woolard, Michelle Lewis, Thomas Everett, Raine Lee

Members Unexcused:

Guests Present:

Call meeting to order at 10:34am (Todd LaComba)

Guest Reports

Faculty Senate Report

Dr. Chris MacDonald, *Faculty Senate Chair*, chris.macdonald@indstate.edu

I asked to be included on this meeting because it just didn't seem right for this semester to end without my having the chance to speak to you all again. I know it has turned out to be a crazy, stressful semester, that none of us could have planned for. Some of you may be working at home, some may not be able to. Whatever the case, I want to thank you all from the faculty for all the work that you do for us, for our students, and for the university. We could not run without you.

What you should know from the Faculty Senate is that we are advocating for a cautious, intentional, thoughtful return to campus. We realize that the most high-risk groups for covid-19 are amongst the faculty and staff. So, we are working with the administration to figure out ways that employees in high risk groups or those who live with people in high risk groups can delay returning to campus. We value everyone's health as a top priority.

The Faculty Senate has had to be quite nimble and flexible since March, and we are finding ways to regularize electronic participation, and making contingency plans in case we need to take quick actions over the summer or into the Fall.

In other news, you may know that the Tobacco Free policy is going to the Board of Trustees on Friday. In addition, the Senate passed a replacement for the Faculty Biennial Review that will require much less work on a regular basis for most faculty. In short, full reviews now happen only every 3 years, with expedited reviews in the other two years. All of the hassles of creating

reports in the FAD have been eliminated. For any staff that have been involved with these in the past, it will be less work for you as well.

We have had our elections, and Liz Brown will be Faculty Senate Chair next year, Keri Yousif will be Vice-Chair, and Bob Guell will be Secretary. I've enjoyed working with you all this year, and hope that you have a great summer!

Questions and answers

There were no questions for Dr. MacDonald

Student Government Association

No report

Human Resources Report

Rick Enyard, *Executive Director Human Resources/ADA Coordinator*

Richard.enyard@indstate.edu

Working with Vice President's to put together a back to work plan but has nothing finalized at this point. It will be a phased process to return so not all employees will be back at one time.

Questions and answers

- Is there a date that we will get word on the individual plans? In the next week or 2, a message sent by next Friday, May 15th.
- Have the deadlines changed for the performance evaluations? Yes, the dates have changed and HR is working on dates so they can be announced.
- Has there been any talk about staff reductions? There have been no conversations at this time.

Approval of November Minutes

March Minutes were presented for approval. S. Crist made a motion to approve the minutes, seconded by M. Chase. Minutes were approved with no corrections 22-0-0.

Treasurer's Report

The treasurer's report was presented for discussion. Credit card fees was the only new charge. The credit card machine has been suspended for the summer months and will be reactivated when it is needed again.

Executive Committee Report

T. LaComba has been keeping in contact with VP McKee on a weekly basis and working with the early drafts for the return. Each VP is going to have their own process. They have been very conservative and cautious in their approach to return to campus. No conversations have included reductions or furloughs of staff. The budget will not be adjusted until we return and get a better feel for what the state is going to do.

The Board of Trustees Meeting is May 8th. The link to join the meeting was sent out earlier if you want to join as a guest. Please feel free to join.

Officer Elections were conducted online.

Chair and Secretary are running opposed. Todd LaComba will be returning as Chair and Roxanne Torrence will be returning as Secretary.

Ballots for Vice Chair were sent by email to all 20-2021 representatives and Morgan Leek was elected as Vice Chair.

Ballots for Treasurer were sent by email to all 20-2021 representatives and Jamie Hays was elected as Treasurer.

T. LaComba thanked T. Pitts, A. Moorhead and B. Tomlinson for their service on the Executive Committee. There will be a transition meeting with the outgoing members of Executive Committee with any new members. T. LaComba also thanked the entire Executive Committee for their service. He will be asking for any volunteers for the appointed positions in the next few days.

New business

Staff Council Awards that are traditionally recognized at the annual meeting will still be recognized. The nominees for the Staff Council Spirit Award has been forwarded to the selection committee and we are still seeking nominees for the Sycamore Staff Award. These nominations will be open until May 29th. Please share this with those in your area

There are 5 outgoing Council Representatives. Thank you for your service. They will be getting a thank you gift when we return to campus. Thank you to Sarah Froderman, Melissa Chase, Tom Everett, Raine Lee, and Michelle Lewis.

Old business

There was no old business to discuss.

Standing Committee Reports

Employee Relations (report given by Nancy Hall)

Nancy Hall, *Committee Chair*, nancy.hall@indstate.edu

No report

Public Relations

Roxanne Torrence, *Committee Chair*, Roxanne.torrence@indstate.edu

We still have a few orders for carnations that will be delivered when we return.

Staff Benefits (report given by Sarah Ber)

Sarah Ber, *Committee Chair*, sarah.ber@indstate.edu

No report

Emergency fund committee (Todd LaComba)

The committee is working with OIT to see if they can help with a more secure automated solution to help with privacy. If not then we will present an alternative to the Council using existing systems.

The meeting moved to closed session.

T. McDaniel made a motion to adjourn the meeting, seconded by A. Moorhead.

Next meeting: June 11, 2020 via Zoom