

Minutes
January 9, 2019
Library 028
10:30am – 12:30pm

Members Present: Barbara Auman, Robert Bandelt, Rhonda Beecroft, Patricia Bolton, Susan Crist, Sarah Froderman, William Hamilton, Jamie Hays, Karen James, Todd LaComba, Monica Larsen, Raine Lee, Michelle Lewis, Pamela Malone, Tracy McDaniel, Alisha Moorhead, Angie Napier, Tina Pitts, Shane Sizemore, Roxanne Torrence, Deborah Woolard

Members Excused: Kristina Allen, Melissa Chase, Debbie Considine, Morgan Leek, Elizabeth Tomlinson, Brooke Porter

Members Unexcused: Thomas Everett, Barry Overpeck

Guests Present:

Call meeting to order at 10:35am (Todd LaComba)

Guest Reports

ISU Administration Guest

Andrea Angel, Vice President for University Advancement, Andrea.Angel@indstate.edu

Thank you for inviting to meeting. Introduced Don Dudine, Foundation Board President and Proud ISU Alum.

VP Angel gave a presentation about University Advancement. University Advancement raises money for the university and also houses the Alumni Association, the Development Team and the Advancement Services team as well as the ISU Foundation. University Advancement provides financial oversight, approves spending policies, reviews the development program, serves as liaison and ambassador and provides resources.

Bridge the Gap Campaign was launched and a million dollar planned gift for College of Arts and Sciences. Fed Ex made a donation for student scholarships in the College of Technology.

There is over \$100,000 for endowment in the Staff Council Scholarship account.

Give to Blue Day 2.0 is Wednesday March 11, 2020. The minimum gift amount is \$5. Donor goal is 1865.

VP Angel opened the floor up to questions but there were no questions.

Faculty Senate Report

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

First senate meeting January 16th and that will include a sports wagering proposal from Katie Butwin's office.

Questions and answers

- What is the feel of the sports wagering and what are they looking at? What changes are looking to be made? The goal is to prevent ISU people from wagering on ISU sports. i.e. Preventing faculty from telling an athlete to drop a game for an A.

Student Government Association

No report

Human Resources Report

Rick Enyard, Executive Director Human Resources/ADA Coordinator

Richard.enyard@indstate.edu

HR has two vacancies in the benefits area; and analyst position and a specialist position. HR will have a Flu buggy that will be going around campus. This year's flu strain is worse than in the past. If you have not had the flu shot take advantage of this opportunity. Amy Demchak will be spearheading this.

Dr. Enyard asked what HR can do for you to make your work life better. Please let him know if you have any ideas.

Questions and answers

- Are the flu shots free? Yes
- Are you required to have health insurance? Not sure he will check into this
- Will an RN or MD administer these shots? Working with Union Hospital to make sure there is an RN or MD that administers the shots.

Approval of November Minutes

November Minutes were presented for approval. R. Beecroft made a motion to approve the minutes, seconded by T. McDaniel. Minutes were approved with no corrections with a vote of 17-0-3.

Treasurer's Report

The treasurer's report was presented for discussion. All donations have been deposited and charges have been processed.

Executive Committee Report

Give to Blue Day is March 11th. Thanks to Roxanne Torrence for serving on the committee. The Staff Council Scholarship will be on the list of scholarships to donate to on Give to Blue Day. Hilary Duncan will be at the next meeting.

Todd LaComba and Beth Tomlinson are on the University Budget Committee. They met in December but have nothing to share because it's too early in the process. Enrollment was down and that doesn't just go away. Enrollment is not going to get better overnight. Diann McKee said the intent is to do a similar raise structure that was given this year and they have no plans to eliminate any positions that have a person in it. The budget is really early in the process.

New business

Vacant Staff Council seat – vacated by Jerry Caskey

J. Caskey has left the university therefore has resigned from Council and his term is ending in May 2020. New elections are in February and March and we have no alternates to fill this vacancy. T. LaComba made a motion to not fill this vacancy, J. Hays seconded the motion. Motion passed with a vote of 20-0-0.

Vacant Parliamentarian position – vacated by Jerry Caskey

With J. Caskey leaving Council this has left a vacancy of our Parliamentarian. T. LaComba asked about opinions on leaving the position vacant until new council year. He noted the position is lighter since by laws revisions are complete. R. Hamilton asked if there was anything in the by laws about leaving position vacant. T. LaComba noted that there is nothing in the by laws that requires a vote and he will still be presenting the changes to the Board of Trustees. T. LaComba made a motion to not fill the Parliamentarian vacancy until the new Council year with R. Hamilton seconding the motion. Motion passed with a vote of 19-0-1. The other officers will assume the Parliamentarian duties until the new Council year.

Staff Council Scholarship criteria

A committee was formed to update the criteria for the Staff Council Scholarship. The timing was critical so the criteria has been signed and waiting for Council approval. T.

LaComba made a motion to approve the scholarship criteria as presented with S. Sizemore seconding the motion.

R. Torrence asked about the amount being lowered. She stated that it looks bad to lower the amount when the Public Relations Committee is working to have more fundraisers for the scholarship. T. LaComba noted they would like to award the scholarship to more people and lowering the amount will help.

How many apply for this scholarship? S. Sizemore noted that there are fewer than 20 applicants have applied with some of those not eligible for scholarship.

When will applications be opened? S. Sizemore stated that applications open on December 1st. How can the guidelines to apply for scholarship state that staff should be enrolled for the year when registration for fall doesn't begin until April? Verification will happen before scholarships are dispersed but December – March is the normal application period for all scholarships.

Community service leave is listed as criteria but not everyone that is taking classes gets approved to take Community Service Leave. Preference is given to staff who use Community Service Leave it is not a must.

It was suggested to encourage staff to apply based on the criteria that states “must be” and not the preferences.

Motion passed with a vote of 18-1-1.

Elections

Partial term

Partial term is how we consider terms related to term limits and when someone has come in mid-term to finish term. There are a handful of people that are completing a term or filled the term mid-year. R. Torrence made a motion that a member serving out a term that is less than a council year is considered a partial term and is not counted as an official term for the term limits. A. Moorhead seconded the motion. Motion passed with a vote of 19-0-1.

Term limits

Since we have reinstated the term limits we need to decide when we start the term limits? The upcoming elections there will be ten seats that will be open. Do we start term limits as of the next council year? Do we count current terms served and then there would be a few that have served their two terms and have to take a one year

absence. There was a lot of discussion about term limits and when we should start counting.

The 2020-2021 elections will call for nominations on February 24th and voting will be March 16th – 18th. All new members will be invited to the April Council meeting.

A. Moorhead made a motion that everyone currently serving a full council term will be considered as their first term in regards to term limits. S. Crist seconded the motion. Motion passed 16-0-4.

Old business

There was no old business

Standing Committee Reports

Employee Relations (report given by William Hamilton)

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

Met and finalized the emergency fund and sent this to the Executive Committee.

Public Relations

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

We have had all of our ornaments picked up and we raised almost \$1300 from the sales.

We handed out hot chocolate and cookies to students, staff and faculty during finals week. It was cold but we had a good turnout.

We collected over 5 trash bags full of winter apparel for the food pantry and we have more that needs delivered.

We have quite a few upcoming events. January 30th we are sponsoring a family skate night at Terre Haute Skate World. Bring your kids, grandkids, or skate yourself. Free admission but skate rental is \$2-\$4 depending on the type of skates you rent. Concession stand will be open for purchase.

February 3rd we have a Simply A “door” able night schedule for 6:30 in the Community School of the Arts room. This is a decorative door/wall hanging of your choice.

March 5th we will have table massages from 2:00pm – 4:00pm and then a trivia night at 6:00pm with a cash bar.

More information and registration for all of these events will be sent out in our newsletter next week.

Staff Benefits (report given by Alisha Moorhead)

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

Jessica Starr came to last meeting to talk about community service. They are moving forward with dependent care grant. A. Moorhead made a motion that we seek collaborative input on the dependent care grant from representatives of the Faculty Senate, Human Resources and University Advancement. S. Sizemore seconded the motion. Will faculty be eligible for this grant? This will be based on income not position, so faculty will be eligible for the grant but we won't know details until we collaborate with the others. Motion passed with a vote of 16-0-4.

The meeting moved to closed session.

S. Crist made a motion to adjourn the meeting, seconded by P. Bolton.

Next meeting: **February 13, 2020, 10:30am – 12:30pm, Dede III**