

Minutes  
October 10, 2019  
Dede III  
10:30am – 12:30pm

**Members Present:** Kristina Allen, Barbara Auman, Rhonda Beecroft, Patricia Bolton, Jerry Caskey, Melissa Chase, Debbie Considine, Susan Crist, Thomas Everett, William Hamilton, Jamie Hays, Karen James, Todd LaComba, Monica Larsen, Raine Lee, Morgan Leek, Michelle Lewis, Pamela Malone, Tracy McDaniel, Alisha Moorhead, Angie Napier, Elizabeth Phillips, Tina Pitts, Shane Sizemore, Roxanne Torrence

**Members Excused:** Robert Bandelt, Sarah Froderman, Brooke Porter, Deborah Woolard

**Members Unexcused:** Barry Overpeck

**Guests Present:**

Call meeting to order at 10:32am (Todd LaComba)

Guest Reports

**ISU Administration Guest**

**Nancy Rogers, Vice President of University Engagement, [nancy.rogers@indstate.edu](mailto:nancy.rogers@indstate.edu)**

VP Rogers gave an update on University Engagement and areas where they could use help. She thanked Staff Council for their support of the Habitat for Humanity House. An announcement should be made on October 22 that we have met our goal for the build. They have extra seats for the event that day if anyone is interested in going.

Community service leave is a priority. They cannot break 400 staff volunteers and would like to reach that mark. Each staff member is allocated 15 hours of leave they can use for volunteer work except for political work.

They struggle for nominations for the Volunteer Hero Award every month. She knows we have some worthy people so please consider nominating someone that is making a difference in their community.

Community School of the Arts is located in the newly renovated Fine Arts building. There is a classroom available on the first floor for cookies and canvas or other projects. They can also do team building through art.

The Sustainability office is also in the Division of University Engagement. They are working on planning sustainable cities. This would identify a community every year, not Terre Haute. The first community will be announced soon and a service day in this community will be planned. The hope is to involve staff that live in that community. If you have any ideas to engage in these areas beyond class work let them know.

The Career Center is working on Career Readiness with students. There is good evidence that the best predictor in success is the professional status of parents. ISU has a lot of first generation and Pell eligible students. We want to make sure we are helping them network. That work happens in classroom but a lot can happen outside of the classroom. Student employment is underutilized. Experiences that make a student job more like a real world job.

VP Rogers opened the floor up to questions.

#### Questions and answers

- Is there a cost for the Community School of Arts room? No fees for room but could be a cost for the supplies and instructor.
- How often do they have resume and applications review in Career Center? Students can go in any time during designated hours and have a resume reviewed. Peer students will sit down with students to review the resume with them. Handshake is the platform they use. All resumes submitted through Handshake will have a staff member review the resume.
- How many staff utilize their community service leave? There are about 400 staff that use their community service leave.

Staff that chaperone during Donaghy Day are employees not volunteers. They will get that sorted out and provide some guidance.

#### **Faculty Senate Report**

**Dr. Chris MacDonald, Faculty Senate Chair, [chris.macdonald@indstate.edu](mailto:chris.macdonald@indstate.edu)**

Dr. MacDonald gave greetings from Faculty Senate. Raises are effective January 1<sup>st</sup> and there are no increases to health insurance premiums.

#### **Student Government Association**

SGA was unable to make the meeting. No report was available.

#### **Human Resources Report**

**Rick Enyard, Executive Director Human Resources/ADA Coordinator**  
**[Richard.enyard@indstate.edu](mailto:Richard.enyard@indstate.edu)**

Dr. Enyard was unable to make the meeting. No report was available.

## **Approval of September Minutes**

September Minutes were presented for approval. R. Beecroft made a motion to approve the minutes, seconded by M. Chase. Minutes were approved with no corrections 23-0-1.

## **Treasurer's Report**

The treasurer's report was presented for discussion.

## **Executive Committee Report**

Executive Committee will sit down with Dr. Brad Balch to discuss the review of the mission, vision and value statements for the strategic plan. They will be looking at 3-5 year window versus a 10 year window. If you have thoughts or ideas about mission, vision, or value statements please let a member of the Executive Committee know.

Britany Dean has resigned from Staff Council so we are in need of a Communications Officer. If anyone is interested, please let T. LaComba know.

## **New business**

Bylaw changes

J. Caskey made a motion for Amendment 2.1 - formatting and grammar with W. Hamilton seconding. Motion passed 24-0-0

J. Caskey made a motion for Amendment 2.2.1 – Move Common Officer Duties to a New Section with J. Hays seconding. Motion passed 24-0-0

J. Caskey made a motion for Amendment 2.2.2 – Clarify “Appointed Officers” with T. Pitts seconding. Motion passed 24-0-0

J. Caskey made a motion for Amendment 2.2.3 – Create new section 155.2.2.2.1 – Failure to Attend with R. Beecroft seconding. Motion passed 24-0-0

J. Caskey made a motion for Amendment 2.2.4 – Section References with A. Napier seconding. Motion passed 24-0-0

J. Caskey made a motion for Amendment 2.3 – Non-Substantive Language with T. McDaniel seconding. Motion passed 24-0-0

J. Caskey made a motion for Amendment 2.4.1 – Who Designates Someone to Run Elections if the Elections Coordinator is a Nominee with T. McDaniel seconding. Motion passed 24-0-0

J. Caskey made a motion for Amendment 2.4.2 – University Email with J. Hays seconding. Motion passed 24-0-0

J. Caskey made a motion for Amendment 2.4.3 – All Representatives are eligible for Appointed Officer positions with T. Pitts seconding. Motion passed 24-0-0

J. Caskey made a motion for Amendment 2.4.4 – Progressing Toward the Fulfillment of their Charges with P. Bolton seconding. Motion passed 24-0-0

J. Caskey made a motion for Amendment 2.4.5 – Council to Vote on Proposal at Consecutive Meetings with R. Beecroft seconding. Question was asked if there was a November vote, would the next vote have to be December J. Caskey noted that it would be the next regular meeting. Motion passed 24-0-0

J. Caskey made a motion for Amendment 2.4.6 – Staff Council Scholarship with T. McDaniel seconding. S. Sizemore made a friendly amendment to change from Branch to the University Scholarship Office, T. Pitts seconded. Motion passed 24-0-0

J. Caskey made a motion for Amendment 2.4.7 – Standing Committee Elects a Chair Each Year with R. Torrence seconding. Motion passed 24-0-0

Amendment 3 – Remove Procedures was not submitted for proposal at this meeting.

J. Caskey made a motion for Amendment 4.1 – Remove Divisions with T. McDaniel seconding. Motion did not pass 10-13-1. J. Hays made a motion to remove divisions and add a term limit of 2 consecutive 3 year terms. The representative must sit out one year after serving 2 consecutive terms. T. Pitts seconded motion. S. Crist requested paper ballots. Motion passed 13-10-1

A. Moorhead submitted a proposal for review from the Staff Benefits Committee – Interest in Establishing a Dependent Care Assistant Program. K. James made a motion to approve the proposal with P. Bolton seconding the motion. This proposal is not for the finer details, just an overall concept. Details will be created by the Staff Benefits Committee and submitted as a full proposal at a later date for discussion. Motion passed 20-0-4

## **Old business**

There was no old business for discussion

## **Standing Committee Reports**

### **Employee Relations (report given by Raine Lee)**

**Nancy Hall, *Committee Chair*, [nancy.hall@indstate.edu](mailto:nancy.hall@indstate.edu)**

The committee met with Dr. Enyard and plans on working with Human Resources more to help staff know what resources are available. Dr. Enyard will be sharing resources for employees and students that may be experiencing food shortages. Discussion on the staff emergency fund continues.

## **Public Relations**

**Roxanne Torrence, Committee Chair, [Roxanne.torrence@indstate.edu](mailto:Roxanne.torrence@indstate.edu)**

We had the cookie competition in September, we had 5 contestants and brought in 234 items for the Sycamore Food Pantry.

Saturday we are walking in the parade and would love to have everyone join us. We are #41 in the parade and line up is on 9<sup>th</sup> street just north of Eagle Street. We have a tram if you are unable to walk and just want to ride in the parade. A sign-up sheet is going around.

The Harvest Party is October 24<sup>th</sup> and we are in desperate need of volunteers for that evening. The party is from 6pm – 8pm and we will also need help setting up as early as 4pm. A sign-up sheet is going around.

Ornaments will be sold again this year, we hope to have those out in the next month.

T-shirt sales went great. We had over 200 orders and had delivery this week. We still have about 25-30 orders that have not been picked up. They have until October 18<sup>th</sup> to pick up the order.

Staff Council has a Habitat for Humanity work day scheduled on October 18<sup>th</sup>. We have the afternoon time slot full but still need volunteers for the morning shift, 8am – 12pm. There is a sign-up sheet going around for this also. You do need to use your community service leave for this so make sure you register with the Center for Community Engagement if you are volunteering.

## **Staff Benefits (report given by Alisha Moorhead)**

**Sarah Ber, Committee Chair, [sarah.ber@indstate.edu](mailto:sarah.ber@indstate.edu)**

Have not met yet this month. No report available

## **By-Laws Special Committee**

**Jerry Caskey, Committee Chair, [jerry.caskey@indstate.edu](mailto:jerry.caskey@indstate.edu)**

Todd thanked committee for all their work. Jerry also thanked the committee for their work on the proposed changes

## **Scholarship Special Committee**

**Todd LaComba, Committee Chair**

The committee is working on the criteria for scholarship and hopes to bring something to Council next month.

The meeting moved to closed session.

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

Next meeting: **November 14, 2019, 10:30am – 12:30pm, Dede II**

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