

Minutes
November 11, 2021
via Zoom
10:30am – 12:30pm

Members Present: Nick Aballi, Barbara Auman, Eric Aztor, Robert Bandelt, Rhonda Beecroft, Sarah Ber, Pam Chamberlain, Susan Crist, Marsha Dull, Teresa Dwyer, Elonda Ervin, Jamie Hays, Nancy Hall, Jake Jenkins, Christine Knight, Todd LaComba, Morgan Leek, Michelle Lewis, Katie Lugar, Pamela Malone, Alisha Moorhead, Grace Munoz, Angie Napier, Tina Pitts, Elizabeth Tomlinson, Roxanne Torrence, Martha Vaughn, Kelly Wright, Brooke Young

Members Excused: Paulina Young

Members Unexcused:

Guests Present: Alicia Miller

Call meeting to order at 10:32am (M. Leek)

Guest Reports

Faculty Senate Report

Dr. Keri Yousif, Faculty Senate Chair, keri.yousif@indstate.edu

Faculty Senate is working to try to get the word out about the Sycamore Health Initiative. We are very busy working on curriculum. We are working to update our policy for graduate faculty status. And our biggest agenda item is trying to revise the discipline and dismissal policy.

Questions and answers

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Student Government Association

Austin Nettrouer, SGA President, Austin.nettrouer@sycamores.indstate.edu

In Academic Affairs, we hosted our second Annual Scholarship Fair, first in person, last week which held an excellent turnout throughout the entire fair alongside a strong number of applicants for our scholarship this year.

In Finance, I report to you a milestone moment for SGA in my opinion. If you were able to attend the previous Board of Trustees meeting during homecoming, you heard my concern about student organizations and empowering those we have, since the number of student

organizations has fallen over 60% percent over the last few years. From this, SGA knew we had to be as intentional as we've ever been with outreaching our Student Organization Resource Funding to ensure that the organizations we have been able to provide an experience for their membership and the student body. As a result, 38 organizations applied for funding. For reference, that's over 40% of all student organizations (highest in SGA History), and only four less than the most we've ever had apply for funding, including when we had up to 270 organizations, compared to now 90. This is huge, and an incredible step to adding to that fulfillment aspect of State outside the classroom. We are excited to see the programming in the spring semester as a result of our applicants this semester.

With Inclusive Excellence, you now see in the commons that the Flags of Inclusiveness monitors are now finally up and running, helping detail the information about the flags and their significance to their respective communities. We are scheduling an event, likely at the start of the spring, to officially commemorate these while inviting some of the past SGA administration back. Additionally, with Inclusive Excellence, we are starting to event plan for next semester's Black History Month.

We are working alongside Student Health Promotion to invest in Jed's comprehensive approach to mental health promotion and suicide prevention for colleges and universities. This is a nationally recognized 4-year program tailored to identify the mental health needs of the student body to tailor a specific strategic plan to address those needs. I'm excited for a fresh approach to addressing these needs of the student body with an external voice in the game as we know the mental health of the student body has been a consistent issue. We're also promoting the health initiative. Students have reached 53% that have submitted their vaccination record.

Finally, next week we have our first annual International Students Day with SGA. This is an opportunity for both international and non-international students to spend the day, or parts of the day, at the Sycamore Outdoor Center to build camaraderie amongst our community with a focus on international students who have expressed concern to us about finding their niche while at state. Thus far we have continually increased students RSVP and I look forward to hearing the final number but it already looks like this initiative is setting itself up for success.

Internally with SGA, we are selecting our permanent SGA advisor next week as all applicants have been interviewed and our leadership teams are scheduled to meet. Did I mention our team has been doing all of this hard work with an interim advisor? An excellent one at that as Ellen Malito-Green in Student Affairs has really stepped up in our time of need!

Questions and answers

- **Which mental health program are you pairing with?** Student Health Promotion with the Jed's comprehensive approach program.

Human Resources Report

Tami Weinzapfel-Smith, Executive Director of Human Resources, tami.weinzapfel-smith@indstate.edu

Diann McKee, Sr. Vice President of Finance, Administration/Univ Treasurer, diann.mckee@indstate.edu

D. McKee

Information went out about the Sycamore Community Health Initiative. FAQ's are also up and will continue to be updated. We will be offering testing on campus for those that have not submitted their vaccination record and there will be no charge for the spring semester to students and employees. If you have not submitted your vaccination record, you will receive communication about how to sign up for the testing appointment.

Salary increase letters should be going out the week of November 29th. There are three components: increase the minimum to \$12 and to avoid compression the salary tables will be increased for up to pay grade 9 or so, the \$500 flat salary increase, and the targeted salary increases. This impacts about 468 employees that will get in excess of \$500 due to these components.

The announcement was sent out that we will close at noon on November 24th for the Thanksgiving holiday.

T. Weinzapfel-Smith

About 76 went through vaccination clinic on Friday. They had to bring more vaccines because they ran out.

University Medallion nominations are due tomorrow. There are about 5 nominations currently so if you want to make a nomination make sure to get those in before tomorrow.

Human Resources has been working hard to get salary information and changes in benefits processed. Non-exempt/bi-weekly will see those changes in their December pay.

Employee recognition ceremony has been moved to February. Medallion Award recipients videos will be shared before Thanksgiving.

Human Resource Manager Committee will be having interviews later in November. M. Leek and R. Torrence will be serving on this committee.

Questions and answers

- **At the recent vaccination clinic, how many were new vaccinations vs boosters?**
There were not any new vaccinations.
- **Will the \$500 salary increase be paid out, over a year or a lump sum?** It is added to the base salary so it will be paid out over the course of the year.

- **Can we send out something about the recognition banquet being moved?** It was moved due to covid. The university didn't feel comfortable have a large group of employees together celebrating. We need to do a better job communicating this. HR can work with M. Vaughn to make sure this information is in the Staff Council Newsletter.

Approval of Minutes

October Minutes were presented for approval. P. Malone made a motion to approve the minutes, seconded by A. Moorhead. Minutes were approved with corrections 23-0-5.

Treasurer's Report

The treasurer's report was presented for discussion.

Executive Committee Report (M. Leek)

- **Holiday party/December meeting** - The regular meeting on December 9th will be our holiday gathering in the African American Cultural Center. We are still working on the details but we will send updates when we have them.

New business

M. Leek welcomed Nick Aballi to Staff Council. He is replacing Sarah Neeley and was elected in a special election. Jake Jenkins is leaving the university next week. Pam Chamberlain is also leaving the university so we will have two additional vacancies that will need to be filled in the next few weeks.

Old business

Staff Emergency Fund update – T. LaComba will find out if the fund has been created.

Dependent/Child Care – A. Moorhead gave an update that we cannot move forward until HR is fully manned and not overwhelmed with the pandemic. HR will be the main processors for these applications.

Standing Committee Reports

Staff Relations

Alicia Miller, Committee Chair, Alicia.miller@indstate.edu

Staff Relations Committee is working on a short survey to collect information about staff experiences with the current annual performance appraisal process. We submitted a

draft of questions to Executive Committee and feedback has been received. We will work on updating questions and will also be reaching out to HR to discuss the current process and options for improvement.

Questions

Public Relations

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

All shirt orders that were placed have been delivered. We had issues with the order so some items were not received but we are working to resolve those issues. Thank you to the committee members that helped sort and deliver these items. We also held a flash sale and sold a few more shirts.

Homecoming Door Decorating Contest winners were the Office of Equity, Diversity and Inclusion as the Judge's Choice winner and the Department of Theater as the People's Choice award.

Our ornament sales are going on right now and there is a bell, a baseball and a tree available. All orders are due by November 19th at noon.

We will be hosting a lunch time bingo on November 23rd via zoom and that information will be coming out shortly.

Staff Benefits

Alisha Moorhead, Committee Chair, Alisha.moorhead@indstate.edu

Human Resources was at our meeting and gave updates. TIAA/CREF has a program to help those that still have student loans with loan forgiveness. HR hired two part time staff to help with the contact tracing and the testing that will be coming up in January. Discussed language for an upcoming proposal regarding the Student Recreation Center but still verifying some information. Investigating sister schools regarding work life balance regarding flexible and remote work.

Questions

With the TIAA did anybody talk about the fact that we are a nonprofit that we get student loan forgiveness? 10 years in public service and made certain amount of payments. They will process the paperwork for you and that is the main goal.

The meeting moved to closed session.

P. Malone made a motion to adjourn the meeting, seconded by A. Moorhead.

Next meeting: **December 3, 2021 in the African American Cultural Center at 10:30am**

DRAFT