Minutes
February 13, 2020
Dede III
10:30am – 12:30pm

**Members Present:** Barbara Auman, Robert Bandelt, Rhonda Beecroft, Patricia Bolton, Melissa Chase, Debbie Considine, Susan Crist, Thomas Everett, William Hamilton, Jamie Hays, Karen James, Todd LaComba, Raine Lee, Morgan Leek, Michelle Lewis, Pamela Malone, , Alisha Moorhead, Angie Napier, Elizabeth Phillips, Tina Pitts, Brooke Porter, Shane Sizemore, Roxanne Torrence, Deborah Woolard

**Members Excused:** Sarah Froderman, Tracy McDaniel

**Members Unexcused:** Kristina Allen

**Guests Present:**

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

Guest Reports

**ISU Administration Guest
Sherard Clinkscales, Athletics Director,** **Sherard.Clinkscales@indstate.edu**

Updates on athletics; Women’s soccer and volleyball has not had a winning season at ISU but we are anticipating a strong year next year. Swim team is doing a good job and has gone through coaching changes and we could win our first MVC championship. Women’s basketball is struggling; having 10 freshman is not ideal. Men’s basketball is exciting to watch. There is a home game on Sunday.

ISU is at the very bottom in conference for coaches’ salaries, fundraising campaigns have begun for beautification at football stadium and to help with salaries and travel. Sports performance has hired a new person to work with the student athletes.

Student athletes are working hard in the classroom. In Fall 2019 athletes had an average of 2.356 gpa. There is an opportunity fair for athletes and they are working with the career center. There is a working mentoring center to create a new mentoring program for athletes to help students.

Questions and answers

* In the past there has been free entrance for staff at games, will those be happening this year? He is looking into that for one of the last 3 home men’s basketball games
* As members of staff council, what can we do to help you? Come to games, support athletics, basketball is biggest revenue sport. Buy season tickets.

**Hilary Duncan, Annual Giving Director,** **Hilary.Duncan@indstate.edu**

H. Duncan wanted tocommend athletics on their participation in Give to Blue Day. She shared a little about Give to Blue Day, March 11, 2020. Last year we raised $436,000 with 1691 donors.

H. Duncan shared the give to blue day website. The goal for this year is 1865 donors. You can sign up to be an ambassador at indstate.edu/give/givingday. You can designate your gift to a certain account and you can split the donation between multiple accounts. The Staff Council Scholarship fund will be included in the drop down.

There is a video shoot call out on 2/17 and 2/19 and everyone is welcome to participate. The hours are from 2:00pm-5:00pm and 8:30 – 11am respectively.

Hilary asked for any recommendations from Council. It was suggested to give a t-shirt for a minimum donation and to make the giving day on a pay day.

Questions and answers

* Can you give to a fund not listed in the drop down list? Yes just choose other and specify your fund.

**Faculty Senate Report**

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

She is already signed up as social ambassador. Faculty Senate has seen the draft of changes to the tobacco free campus policy and it is much improved from first draft. The policy aims to eliminate vaping on campus and is much less strict than the original policy. Faculty are working on revising the biannual review process. The universities mission, vision and values draft is out and available for review. There is a survey available so everyone has the opportunity to provide feedback.

Questions and answers

* Suggest to have the revisions to the biannual review involve staff members that actually deal with it. They have given the Faculty Affairs Committee an outline but that is a great suggestion. They are trying to simplify the process.
* FEBC submitted salary recommendations; has it been to Faculty Senate? No it’s at Exec Committee and they have acknowledged receipt of this.

 **Student Government Association**

No report

**Human Resources Report**

**Rick Enyard, *Executive Director Human Resources/ADA Coordinator*** ***Richard.enyard@indstate.edu***

Dr. Enyard was unavailable so he sent Tami Weinzapfel-Smith. HR has hired two new employees, a Benefits Analyst – Kristin Fritz begins February 24. She is transferring from Res Life. Benefits Specialist position has been filled and the new employee will begin on March 2.

Some may know that Nancy Hauger has been out but she has returned on a part time basis hoping to get back to full time soon.

There may be another vacancy in HR coming soon. Nothing is official yet but if it does become vacant, she wasn’t sure if it would be filled. Holly Gilbert has been working part time but that position will be going away on June 30th.

The training website has been updated. Please take a look at the new website and send any comments you may have to her. The website has more direct links for specific items. If you would like to add something or see something that needs to be changed let Tami know and she will check into making that changes.

Questions and answers

* Do you receive a certification completion when you finish the training? Some will have printable certificates. You can send these to be put in your HR file. HR was able to help 30 employees graduate with a GED. They provided training so the employees can apply for higher positions. They are still offering the GED testing and HR will pay for it. Also if an employee wants to get a certification contact HR and they may be able to pay for it if it helps with your job.
* It was suggested to send the training information to those hired in the past year. It is listed in the fact finder binder.

**Approval of January Minutes**

January Minutes were presented for approval. J. Hays made a motion to approve the minutes, seconded by S. Crist. Minutes were approved with no corrections 23-0-0.

**Treasurer’s Report**

The treasurer’s report was presented for discussion.

**Executive Committee Report**

T. LaComba

* President’s Council spring meeting focus was enrollment management. General statistics are that Indiana is worse than the Midwest in high school graduation rate. Will be working with Ivy tech as a partner instead of a competitor. Engaging alumni to help with early summer, early fall to get freshman in the door to help with retention.
* Higher Learning Commission (HLC) visit is September 14 and 15th. Next year’s Executive Committee will be involved in the site visit.
* Tobacco policy updates: The changes are focused on education and cessation. It will be difficult to enforce the policy. Also includes vaping in the new policy. This will be an information piece at the Board of Trustees meeting in February and be presented for approval in May.
* The By Laws changes will be presented to the Board of Trustees at the February 20th meeting. Recognition to Roxanne Torrence for putting the by laws in the correct format for presentation to the trustees.
* Give to Blue Day is March 11th.
* Mission, vision, and values draft is available for review. Please take a few minutes to review these and provide feedback.
* Elections update: February 24th the call for nominations will be sent out to the campus

**New business**

We have received two resignations from representatives, Barry Overpeck and Monica Larsen. B. Overpeck has a new position that does not allow him time to serve and M. Larsen is moving out of state. T. LaComba made a motion to not fill these positions until our upcoming election with J. Hays seconding the motion. B. Overpeck’s term ends in May and M. Larsen’s term ends in 2022. Motion passed with a vote of 23-0-0.

 **Old business**

No old business

**Standing Committee Reports**

**Employee Relations (report given by William Hamilton)
 Nancy Hall*, Committee Chair,*** ***nancy.hall@indstate.edu***

The committee is waiting for feedback from the Executive Committee about the emergency fund proposal and they are collecting information for campus wide training and hope to work with HR on this.

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

Our Simply a’door’able night raised $60 for the scholarship.

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

Carnation order forms for Administrative Professionals Day will be going out later this month.

**Staff Benefits (report given by Alisha Moorhead)
 Sarah Ber*, Committee Chair,*** ***sarah.ber@indstate.edu***

The committee discussed the community engagement piece and gave suggestions to Community Engagement about their website. They are looking at distance fees for employees but they still have questions before they forward that to the Executive Committee. The dependent care grant program is still in the works.

The meeting moved to closed session.

A. Moorhead made a motion to adjourn the meeting, seconded by D. Woolard. .

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