

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

Members Present: Eric Aztor, Rhonda Beecroft, Pam Chamberlain, Teresa Dwyer, Jamie Hays, Nancy Hall, Jake Jenkins, Christine Knight, Todd LaComba, Morgan Leek, Michelle Lewis, Katie Lugar, Pamela Malone, Alisha Moorhead, Grace Munoz, Sarah Neeley, Tina Pitts, Elizabeth Tomlinson, Roxanne Torrence, Martha Vaughn, Kelly Wright, Brooke Young, Paulina Young

Members Excused: Barbara Auman, Robert Bandelt, Sarah Ber, Susan Crist, Elonda Ervin, Karen James, Angie Napier

Members Unexcused:

Guests Present: Laura Vanatti

Call meeting to order at 10:33am (M. Leek)

Guest Reports

Faculty Senate Report

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

Welcome back to August. The Senate took a much needed break in July. Faculty is working hard to get ready for classes. They have similar concerns as staff and are happy to see the FAQ's have been updated.

Questions and answers

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Student Government Association

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

Good morning everyone. It's great to see everyone again as the class of 2025 joins us as we speak. SGA Report is as follows:

- Largest priorities right now are Engagement as SGA and a multitude of other student organizations and departments line the HMSU for its Annual Takeover this Saturday 7:00pm - 11:00pm. This Sunday we have our SGA-Hosted Annual Party at the Fountain from 7:00pm - 10:00pm. This is followed by the Student Involvement Fair Monday 1:00pm - 3:00pm in the Quad finalized with March through the Arch that evening 5:30pm - 7:00pm

- We are soon to begin outreaching for participants in this year's Scholarship Fair to which we hope to hold in person this year and further expand the student experience more than the prior year.
- August 26th we are hoping to pair with Women's Resource Center for Women's Equality Day in which we will be handing out literature and buttons celebrating the day and informing students of existing inequities.
- If you find yourself in the HMSU you will find the start of our Flags of Inclusiveness Project commenced by my predecessor Antonio. These flags seek to represent the various identities Sycamores carry with them each day, and next to these flags will be a "legend" describing the flag, the identity, and the overall meaning of the community as a whole. More information to come from this as we work with Student Affairs on its future.
- Finally, with Health and Wellness, we are additionally seeking opportunities to incentivize students to report their vaccination card to the university alongside getting vaccinated altogether. We are paired with Student Affairs as we aid these efforts this fall.

These are the prominent initiatives with Student Government for the month of August. I look forward to working alongside each of you this year!

Human Resources Report

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

Tami Weinzapfel-Smith, Executive Director Human Resources, Tami.Weinzapfel-Smith@indstate.edu

T. Weinzapfel-Smith

Wellness Newsletter went out about health screenings and the dates for screening at the library are open and begin in September. No screenings during move in. 568 appointments have been scheduled to date.

Contact tracing is still going on. Cases are starting to pick up a little bit. HR is working on a flow chart that will be put out to help employees understand. One for symptomatic and one for close contacts.

The site is still available for employees to upload their proof of vaccination. It is completely voluntary. This information cannot be shared with anyone and is not disaggregated.

D. McKee

The FAQ's have been updated regarding the COVID-19 updates. If you have a specific question feel free to reach out to Amy Demchak or Tami Weinzapfel-Smith. The FAQ's are being

reviewed constantly and updates will be made if needed with CDC updates. The flow charts for isolation and quarantine have been created and this should be helpful for everyone.

Face masks are required indoors on campus again. If the numbers improve, we will make adjustments as needed. Vigo County and the surrounding counties are in the orange category which means high risk of transmission. Everyone is encouraged to get vaccinated and get as much protection as we can for the campus community.

Facilities will be making available any PPE supplies. If you need any of these please contact Paul Reed or Karen Smith to make arrangements for the supplies.

Questions and answers

- **Screening in the health center was a better experience than in the library or HMSU. There was no fear of anyone overhearing your numbers. If it wasn't a bigger hassle or more expensive would you consider doing this in the future?** It was actually cheaper to utilize the health center due to a contract with Union Health to operate the health center.

Approval of June Minutes

June Minutes were presented for approval. K. Lugar made a motion to approve the minutes, seconded by J. Hays. Minutes were approved with no corrections 21-0-1.

Treasurer's Report

The treasurer's report was presented for discussion.

Executive Committee Report (M. Leek)

- **Summer Retreat recap:** Everyone was able to attend and one of our best retreats yet. There was open and collaborative discussions with some team building. We came up with some progressive and attainable goals for this year.
- **Committee assignments and next steps (K. Lugar):** Plan to continue work from last year as well as work towards new initiatives. Committees will meet later this month to begin their efforts to these charges. Charges have been shared with the committees and are as follows:
 - Staff Benefits Committee
 - Progress with telecommuting policy revisions

- Explore community incentives for employees and access to additional incentives for part-time benefit - eligible staff
 - Collaborate with Employee Wellness Coordinator to establish wellness hours for allowable time off
 - Explore year - round flexible work scheduling to facilitate work - life balance
 - Public Relations Committee
 - Implement fundraisers and annual events
 - Develop and implement 4 free events for staff each semester
 - Collaborate with The Center for Community Engagement to promote and participate in community service opportunities
 - Staff Relations Committee
 - Provide education and clarification on usage of community service leave
 - Identify alternatives to the annual staff evaluation process and assessment items and implement identified changes with Human Resources
 - Address communication needs with applicants during the hiring process and clarify hiring timeline expectations
 - Promote cross - training and transitional training for new staff
 - Executive Committee
 - Help all committees with their goals
 - Advocate for equitable staff compensation needs with administration
 - Address diversity and inclusion needs in collaboration with affinity groups
 - Establish standard operating procedures for Staff Council By Laws
 - Collaborate with HR for ongoing supervisor training/certification
 - Full Council Goals
 - Address staff recruitment, retention, support, recognition and morale
- University Committees: There are some staff openings on a few university committees. An email will be going out asking for nominations. You can nominate yourself or a non-council staff member.

New business

There was no new business presented

Old business

Telecommuting Guidelines were shared and discussed and the committee will revise the guidelines and resubmit to the Executive Committee.

Standing Committee Reports

Staff Relations (Alicia Miller/Nancy Hall)

Next meeting is set for August 25th.

Public Relations (Sarah Neeley)

No report available. Next meeting is August 16th.

Staff Benefits (Alisha Moorhead)

No report available. Meeting has been rescheduled and will be next week.

The meeting moved to closed session.

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

Next meeting: **September 9th, Dede III, 10:30am – 12:30pm**