

Minutes
August 13, 2020
Virtual via Zoom
10:30am – 11:30pm

Members Present: Kristina Allen, Missy Allen, Barbara Auman, Robert Bandelt, Rhonda Beecroft, Sarah Ber, Patricia Bolton, Pam Chamberlain, Debbie Considine, Susan Crist, Elonda Ervin, Nancy Hall, Jamie Hays, Anthony Hernandez, Karen James, Todd LaComba, Morgan Leek, Katie Lugar, Pamela Malone, Tracy McDaniel, Sara Monday, Alisha Moorhead, Angie Napier, Tina Pitts, Brooke Porter, Shane Sizemore, Elizabeth Tomlinson, Roxanne Torrence, Kelly Wright

Members Excused: Debbie Woolard

Members Unexcused:

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

Welcomed Sara Monday to Staff Council. Ryan Hamilton has resigned from Council so Sara will be completing his term.

President Curtis attended the meeting and will attend a few meetings during the year as her schedule permits.

Guest Reports

President Curtis

President Curtis gave some campus updates, including covid-19 updates and information and updates regarding the strategic plan.

The governance units were invited to join a call with Dr. Brucken, Vigo County Health Commissioner, regarding any updates on covid-19 and she gave a quick summary of this meeting. Testing will happen if a person is showing symptoms due to the increase in the number of tests being administered. Our behavior is very important, there will be cases but if we change our behavior we will be able to control what is taking place. All staff are urged to wear masks, wash hands, and clean your area frequently.

President Curtis gave an update on what is happening with social justice on campus. Sumalayo Jackson has joined the President's Office as Assistant to the President for Human Relations to help with these issues.

President Curtis gave an update on the budget adjustments and explained that the cutting of vacant positions have been exhausted. They are working to make the most moves without cutting positions with employees in them. At this time they are trying to not make any position

cuts, but do not have all the facts about the budget yet. In the spring, the university refunded more than \$5 million for room and board. There might be some help from the Cares Act but can't be sure this will be available at this time.

Questions and answers

- Will the Recycling Center be open in the near future?
 - The Recycling Center costs the university approximately \$50,000 a year so it was decided to close it until Labor Day. At that time it will be reassessed and decide if it will reopen. If it means someone will keep their jobs, the center may not reopen.

President Curtis added that an email to students that will be encouraging students to not party and to manage their behavior will be going out later today.

Faculty Senate Report

Dr. Liz Brown, Faculty Senate Chair, liz.brown@indstate.edu

Faculty are totally frazzled but excited as they get classes ready. Excited and anxious about the semester beginning. All faculty senate meetings and committees will be via zoom until the end of the fall semester and will reassess for the spring semester. She appreciates the staff efforts throughout the summer to get us ready for the fall semester.

Questions and answers

- How do you get on the mailing list or zoom list for Faculty Senate meetings? Is there a link that gets sent via email and if so, who should we contact? Bob Guell is Faculty Senate Secretary so he is the contact. Just send him an email at Robert.guell@indstate.edu.

Student Government Association

Antonio Tamayo, SGA President, atamayo@sycamores.indstate.edu

Primary focus on the HMSU takeover. SGA learned first-hand how students engage in an event in the midst of a pandemic. Questions include turnout by the student body, how students are engaged, and are students correctly wearing face masks and socially distancing and do we have an apprehensive or overly cautious or active and engagement student body. SGA has been scheduling office hours and the staff are ready for the year.

Human Resources Report

Rick Enyard, Executive Director Human Resources/ADA Coordinator

Richard.enyard@indstate.edu

Dr. Enyard gave updates on contact tracing and requests for remote work.

Human Resources is working on a few projects; open enrollments in an online platform, ADA process updates, and looking at target salaries for this year. There is no guarantee on the target salaries they are just looking to see who is qualified and the cost.

Gave information on the Families First Coronavirus Response Act (FFCRA). An employee can be paid at a rate of 2/3 pay if the employee has a child the age of 14 or under and the child's school or childcare provider is closed or unavailable because of Covid-19.

Wellness forms that were sent to home address has a link that was incorrect on the paperwork, HR is aware of this and working to get it corrected.

Biometric screenings will not happen this year. If you took part last year you will be grandfathered in. If you are a smoker and have quit, there is information online if you want to get the reduced rate. New employees will be allowed to go to primary care provider to be screened and be eligible to get the discount.

Questions and answers

- How is the daily assessment being monitored and if working remotely, do you need to do the daily assessment?
 - Anyone that answers yes will be followed up with from HR. The daily assessment must be completed if working remotely.
- Is there a preference to using the link online or calling in on phone line?
 - They prefer online. If online is inconvenient, they will take information via phone. They are creating a new survey with more detail but not complete yet.
- Can you make sure people working remotely know to do the daily assessment?
- Will the FFCRA be shared with Staff Council first or will it just be sent out?
 - It is a federal act so will be sent out.
- If you have dependent children, can you work remotely and still utilize the FFCRA?
 - If department agrees and the employee has the capability. All of these requests should go through HR.
- If someone leaves due to covid-19 and recording this on time sheet, should that be recorded as they leave campus?
 - Should be done as soon as possible to be able to identify who has answered yes to any questions on the survey.

Dr. Enyard noted that things are very fluid right now and could change day by day. There are FAQ's on the HR website regarding the pandemic.

Approval of June Minutes

June Minutes were presented for approval. J. Hays made a motion to approve the minutes, seconded by A. Moorhead. Minutes were approved with corrections 28-0-0.

Treasurer's Report

The treasurer's report was presented for discussion.

Executive Committee Report (Todd LaComba)

- University Committee – University Conduct Board
 - Need volunteers for the University Conduct Board – they meet for student hearing for student judicial matters. He has 2 from student affairs so he would prefer names from areas outside of student affairs.
 - Thanks for those that submitted names for the university committees. The president's office will make the decisions and hopefully those selected will be notified soon.
- Summer retreat recap
 - Thank everyone for attending. Good things have come out of the meeting.
- Black Faculty/Staff Caucus
 - K. Lugar and T. LaComba are part of these conversations. With the help of Rana Johnson, they are reaching out to other affinity groups on campus. We need to listen to all of our constituents.
- Get to know you series
 - Lunchtime zoom so council reps can get to know each other in a casual setting. If interested, let Jamie know and she will include you in the meeting.
- Executive meeting with President Curtis
 - She covered the majority that was discussed. Staff want to know how many cases are on campus, she said due to lack of resources and things changing daily but President Curtis does not feel it would be beneficial to have a dashboard to show the number of cases at this time.
- Committee assignments and next steps (Morgan Leek)
 - Committees have met, chairs have been selected, and charges have been given.
- Newsletter
 - If you have any information for the newsletter, please send that information to P. Chamberlain so it can be included. If you have any

suggestions of better ways to communicate, please let P. Chamberlain know.

New business

There was no new business

Old business

There was no old business

Standing Committee Reports

Public Relations

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

The Committee is working on getting our shirt sale going and should hopefully have those out in the next few weeks. Due to covid-19, we will be requiring prepayments for all shirt orders. We are still planning on having a Harvest Party in October. More information will be coming out later.

Staff Benefits

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

Regarding the dependent care grant, there is some funding available that staff may be interested in. Pre-K My way funding available from the state. There are income guidelines. Childcare center do have some openings. Push forward with the grant since it might be a long process. Distance fee waiver was sent and the committee is working on their charges. Met with Amy Demchak about the wellness.

Staff Relations

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

Talked over charges and have direction on a few of the charges.

Staff Emergency Fund Sub Committee

Todd LaComba, Committee Chair, todd.lacomba@indstate.edu

OIT is working on this project, Steven Riley has been very active and will oversee the implementation of this project. He will have more information at the next meeting.

University Committee Reports

K. Lugar - Tobacco Free Campus Implementation Committee is transitioning campus to a tobacco free campus. Changes were approved in May but there is a phased implementation approach. Signs will be going up soon on campus. Cessations services, reporting and feedback to how to provide better feedback.

The meeting moved to closed session.

M. Leek made a motion to adjourn the meeting, seconded by P. Bolton.

Next meeting: **September 10, 2020, Zoom, 10:30am – 12:30pm**