

Minutes
September 10, 2020
Virtual via Zoom
10:30am – 12:30pm

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, William Hamilton, Jamie Hays, Anthony Hernandez, Karen James, Todd LaComba, Katie Lugar, Pamela Malone, Tracy McDaniel, Sara Monday, Alisha Moorhead, Angie Napier, Tina Pitts, Brooke Porter, Shane Sizemore, Elizabeth Tomlinson, Roxanne Torrence,

Members Excused: Morgan Leek, Debbie Woolard, Kelly Wright

Members Unexcused: None

Call meeting to order at 10:39am (Todd LaComba)

Guest Reports

Faculty Senate Report

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

The Faculty Senate Executive Committee held a listening session for faculty on Tuesday, which was attended by approximately 50 faculty. We have sent a survey to all faculty, including Lecturers to gauge how the semester is going. We are hoping to hear from a broad range of faculty across ranks and teaching assignments. We need to understand the broad faculty experience, both to get a general sense of the semester and to identify particular problems that need to be addressed.

Student Government Association

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

Working on creating ways to engage more students during a pandemic, will have more information coming up soon. SGA is working on a new social media campaign: Mask Up Mondays. This is a good way to promote staying healthy on campus especially with the recent holiday weekend. Working to fill a few vacancies on University Conduct Board, and working with students that have submitted academic complaints. Feel free to email Antonio if you have any questions.

Human Resources Report

Rick Enyard, Executive Director Human Resources/ADA Coordinator

Richard.enyard@indstate.edu

Still accepting Medallion Award nominations until September 15.

Flu Shot Buggy – HR in partnership with Union Hospital will offer flu shots to employees again this year (free of charge). If you wish for your department to have the flu buggy come by contact Amy Demchak. Scheduled dates are September 12, 2-5pm; September 22, 1-4pm; Oct 2, 9am-noon; Oct 6, 2-5pm; Oct 13, 2-5pm

Annual wellness Screening – reminder that there will not be any biometric screenings this fall, however for any employee who did not get the discounts they would need to go to their personal physician and submit documents to Amy Demchak. Also, we have moved away from One Community to the new platform called “Navigate” – employees must sign-in to setup their account and take the wellbeing survey. If you need assistance, contact Amy Demchak.

Questions and answers

- Free flu shot even if you are not on ISU Health Insurance
- If you are off campus, can you go to your doctor for free? Is HR going to resend the link since One Community has changed? Anyone working remote due to COVID will have to go to their physician to receive the flu shot. R. Enyard will have Amy Demchak resend the link to Navigate.

Approval of November Minutes

August Minutes were presented for approval. T. McDaniel made a motion to approve the minutes, seconded by A. Moorhead. Minutes were approved with no corrections 26-0-0.

Treasurer’s Report

The treasurer’s report was presented for discussion.

Executive Committee Report (Todd LaComba)

- Anything that you want in our Council newsletter or other special announcements, please get with P. Chamberlain
- Award Presentation for Rhonda Reed and Alisha Moorhead on Tuesday and posted to Facebook page
- Affinity Group Engagement

- In collaboration with Dr. Rana Johnson. There are a number of affinity groups on campus and T. LaComba and K. Lugar are working with different groups to get meetings set up.
- Follow-up with Pres Curtis on meeting to discuss 2nd half of list for Black Faculty and Staff Caucus
 - We are getting ready to release the complete “Advancing Inclusive Excellence” plan that will be the guide for our future actions on this topic. We had hoped to have it out before Labor Day but it is taking a bit longer. We have already shared a written response to the concerns with the Black Faculty and Staff Caucus. Perhaps you and I should talk about your next steps. An additional meeting with the BFSC is not in the very near future, meaning not within a week or two.
 - Conversation with Rick Enyard about getting a future meeting with him and Diann McKee to see what would be the best to engage and help each other.
 - Special Board of Trustees meeting tomorrow at 5pm and there are two items on the agenda:
 - The first item is for the Board to set the over-arching priorities for the new strategic plan. This will officially kick off the strategic planning process. This new plan, “Focusing on our Future Together: A Strategic Plan for Indiana State University, 2021-2025,” will be developed by a broad spectrum of campus stakeholders during the academic year. Dr. Brad Balch, will again lead the planning process with assistance from Teresa Exline. Tentative, but anticipated priorities are:
 - Prepare the workforce for Indiana and beyond
 - Impact lives and communities
 - Ensure equity and inclusiveness
 - Increase institutional vitality, sustainability, and performance
 - The second item on the agenda is the naming of the Rich and Robin Porter Cancer Research Center.
 - Open Staff Meeting with the Higher Ed Learning Commission at 1:30pm on Monday September 14. A zoom link will be sent out to all members.

New business

Staff Emergency Fund (SEF) Funding (Todd LaComba)

- Dr. Wasif Ahmad Kabli gift has \$7,300 set aside for Staff Council projects and has not been earmarked for any specific project.

- Staff Council Executive Committee has discussed and we recommend setting \$3,000 aside for the Staff Emergency Fund. A vote will take place next month in conjunction with the final documentation.

Old business

Get to know you series will have another session. J. Hays will send a Zoom link to everyone. It is not mandatory, just a get to know you session.

Standing Committee Reports

Public Relations

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

Shirt sales are in progress and we have about 75 orders so far. The deadline for orders is tomorrow. The Committee is still planning on hosting a Harvest Party. We are limited to 50 attendees so are looking into having 2 events on October 27th and 29th.

We will also be hosting Spirit Week with themed days and a door decorating contest. We'll have more information at the next meeting.

We are working on a gift for all staff and hope to have that arranged in the next few weeks.

Staff Benefits

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

The Staff Benefits Committee met last month. Amy Demchak and Joey Newport were in attendance to discuss the new Navigate system and the changes to this year's health screening for employees. They also discussed the revised COVID survey that has now been in effect for a couple of weeks.

We touched base with A. Demchak about Wellness and our willingness to work together to develop an equivalent to community service to employees among other systems in place for staff like EAP and SRC Group X classes online.

An invitation has been extended to HR to inquire about a development for our charge to create a telecommuting policy. We hope to have positive feedback with the ability to move forward in this regard.

Staff Relations

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

Met with T. LaComba about status of Staff Emergency Fund. And T. LaComba updated the committee on social justice on campus.

Staff Emergency Fund Sub Committee

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

Discussed what types of questions we would want an applicant to answer. Came down to 5 main items. Open ended question asking for the nature of the request. Stephen Riley is working with OIT on the submission process.

University Committees

No reports at this time

The meeting moved to closed session.

P. Malone made a motion to adjourn the meeting, seconded by T. McDaniel.

Next meeting: **October 8th, via Zoom, 10:30am – 12:30pm**