Minutes
November 13, 2014
Hulman Memorial Student Union, Dede II
10:30am – 12:30pm

Attendance:

Excused: Lori Vancza, Tracy Gonzalez

Unexcused: Evan Boyer, Scott Leverenz, Tim Roberts

Call meeting to order (Roxanne Torrence)

President Dan Bradley’s report
- Non-Exempt staff should receive their pay raises in the checks released on Friday. Exempt staff will receive theirs in the December 1st check
- Applications for next year are way ahead of previous years
- He is working with the legislature for budget preparation
- Budget update
  - Senate is recommending up to a 6% cut
  - Request has been made to maintain last year’s budget allocation
  - Will be the 1st of May before we know for sure what will happen
- Al Banfield asked President Bradley to comment on the rumor about the University being open next year on Labor Day
  - He assured us that the University would be closed on Labor Day. He mentioned another version of the academic calendar would have classes beginning a week later than this year had, which would push everything back one week
- Audre’ Brickey asked for a construction project update
  - Wabash Avenue project is running ahead of schedule
  - Final approval on Blumberg renovations by state commission is pending
Retail establishments will be located on the lower level of the Wabash Avenue project. Crisis Pregnancy and restaurants are some of the proposed tenants.

Deming Hotel remodel project will start sometime before the end of the year—they are waiting for the tax abatement by the city to be decided on.

New track is coming along—landscaping and lines still need to be completed.
- Plans are to paint the building behind the track.
- Statesman Towers demolition should happen next semester after school lets out.

- Roxanne thanked President Bradley for his decision to include January 2\textsuperscript{nd} in our Winter Recess holiday time off.
- President Bradley invited us to the Holiday Open House on December 3\textsuperscript{rd} at 3 p.m.
- He thanked us for all we do for ISU and its students and also for what we do for the Council.

\textbullet~ Human Resources Report (Wil Downs)
- Reminded us that we will have January 2\textsuperscript{nd} off.
- New ATS-People Admin upgrade
  - Special invitation was sent to Exec Staff for demonstration on November 18\textsuperscript{th}.
  - Will also have demonstration on changes when the performance appraisals are due.
- Wellness screenings
  - 2 additional sessions were added.
  - 250 didn't participate this year—unsure of the reasons.
  - 80-85\% participation.
  - Still working on the insurance subsidy applications—received over 100 applications.
- Open Benefit Enrollment
  - Do not have to do anything unless you want to change something.
  - However, flex spending accounts must be re-entered.
- Employee Wellness Coordinator update
  - Interviews are in final stages.
- Recreation Center
  - Discussing possibility of spouses being able to utilize the center at no cost—he'll keep us updated.
- Symetra is the new company providing the Supplemental Life Insurance.
  - If you are currently enrolled you do not have to do anything unless you want to make a change.
  - Open enrollment period—no health exam necessary.
  - Vicki Banks asked about keeping this insurance after retirement. There is a conversion process and he suggested that Candy Barton or Joey Newport be contacted with any questions.
- Tracy McDaniels asked a question about FMLA. How is our sick/vacation time affected by FMLA? Definition of FMLA is the ability to take time off with no
repercussions to your job. We are allowed 20 days under FMLA for a sick family member.

Approval of Minutes (Debra Jeffries)
- Motion was made by Tracy McDaniel and seconded by Rick Murdock to approve the October, 2014 meeting minutes. Motion passed.
- Motion was made by Jamie Hays and seconded by Tracy McDaniel to approve the meeting minutes from the Bylaws Review Meeting on October 23, 2014. Motion passed.

Treasurer’s Report (Jamie Hays)
- Treasurer’s report was made by Jamie Hays
- Jamie also reported that they have delivered 2 carts full of food for the Backpack Program

Executive Committee Report
- Recognized Al Banfield who is getting ready to retire. He was presented with Staff Council umbrella
- Shared the media “Blast Request” that Audre’ Brickey created
  - Please use this form when you send media requests
- Rep Sessions
  - Michele Fowler, chair of the Employee Relations Committee, is planning the sessions for February
- Scholarships
  - Working with Sarah Wurtz on the questions to be included on the applications
- Murder Mystery
  - Scheduled for January 21st in Dede I.
  - Organizational meeting will be held next Monday

New Business
- Bylaws
  - Motion was made by Audre’ Brickey and seconded by Martha Reed to approve the Council Bylaws. Motion passed.
  - Melony Sacopulos, University General Counsel has approved the changes to the Bylaws
- Proposals
  - Staff Council Proposal I
    - Donate up to 12 weeks to an employee
    - Increasing the amount of time that can be donated
    - Same rules apply to employees getting ready to retire as to current employees
    - Will be changing from 8 weeks to 12 weeks
    - Carey Anderson questioned someone being gone for 12 weeks and what happens to the workload during that time
    - Allow 50% of accrued sick time to be donated—should this be allowed?
• Carey LaBella questioned the amount of time and if it’s not used, is it given back or donated into a pool where anyone can use it if needed?
• Discussion was held on what qualifies for an FMLA absence.
• Motion was made by Rick Murdock with a second by Tracy McDaniel to approve the proposal. Motion passed.

- Staff Council Proposal II
  - Wording changed on Problem Statement to the following:
    - The need to increase the allowable amount of sick time that an employee can donate to another employee for approved FMLA or verified medical leave form to include the employee and/or immediate family member from the current allowable two weeks, up to a maximum of 50% of their accrued sick time at the time of the donation request each fiscal year as long as at least 75 hours of sick time is retained.
  - Motion was made by Audre’ Brickey with a second by Rick Murdock to approve the proposal with the change in the wording of the Problem Statement. Motion passed with one abstention.

- Committee Reports
  - Election Committee (Barry Overpeck)
    • Preparing for upcoming elections
    • Computer and paper ballots will be available
  - Employee Relations Committee (Rick Murdock)
    • No report
  - Events and Special Recognition (Vicki Banks)
    • Halloween Party
      • Approximately 200 attended
      • Need bigger room next year
    • Holiday Bazaar
      • November 25 & December 11
      • Donations are still needed
    • Cookbook
      • Met w/Mrs. Bradley and she will discuss a donation with President Bradley to assist with the printing expense
      • Will go to printer next week
      • Proceeds will go to the Scholarship fund
      • Cookbooks will be available at the Bazaar
    • Scarves
      • Still waiting on additional information
      • Estimated cost will be $8.25 each
      • Have to order 150
      • May have to wait till next year due to late timing
  - Staff Benefits Committee (Sarah Ber)
    • No report
Motion to adjourn meeting made by Rhonda Beecroft and seconded by Vicki Banks. Meeting adjourned to closed session discussion.

Closed Session Discussion (Council Representatives Only)

Next meeting:
December 11, 2014, HMSU Dede III, 10:30 a.m.