

Staff Council February 14, 2019

In Attendance: Abby Wright, Alisha Moorhead, Andrea Rademacher, Barry Overpeck, Beth Phillips, Britany Dean, Debbie Woolard, El-Houcine Chaqra, Jamie Hays, John Sneddon, Karen James, Melissa Chase, Michelle, Lewis, Pam Malone, Patti Bolton, Raine Lee, Rhonda Beecroft, Roxanne Torrence, Ryan Hamilton, Tina Pitts, Todd LaComba, Tracy McDaniel, Yolanda Barnhill

Excused: Carolyn Rohlfing, Sarah Froderman, Jerry Caskey

Unexcused: Angie Napier, Tom Everett

10:32 am Call to Order: Chaqra

Faculty Senate: no report

Student Government: no report

Human Resources: no report

Public Relations Committee - Roxanne:

- Bowl-a-thon had 13 teams, made \$1796.50
- Trivia Fundraiser, 8 teams right now
- Table Massages coming up
- Mid-March will be carnation sale, April 5th deadline
- Habitat Raffle, \$20 per ticket, \$100 for 6 tickets, April 20th drawing
- People asked about using a credit card machine to pay for items, \$300 for a machine. 2.5% fee per transaction. Merchant ID could be suspended in months that machine not in use for our events, therefore not paying \$10 a month year round
 - Who would hold machine?
 - Treasurer
 - Does it take debit cards as well?
 - Yes
 - Need to look over agreement about passing fees onto customers
 - Can we do online payments?
 - They can make us a website, would be secure but no refunds
- Motion to vote on the purchase of a Credit Card machine to be used in the next fiscal year (Tracy, 2nd Rhonda)
 - For, 21
 - Against, 0
 - Abstain, 1

Employee Relations

- put forward proposals for Staff Council to look at on charge 1, 3, and 4

Employee Benefits

- update on survey for child care grant
- explained 20 year retirement question

- Amy Demchek came to meeting and updated on all Wellness Committee upcoming events

Executive Committee

- Thanks to all hard work being put forth by sub-committees
 - Because there are many questions in regard to Employee Relations proposals, discussion needs to take place, questions need to be sent back to Employee Relations Committee
- President wants a University wide inclusion, looking for representatives in regard to diversity. Human Resources would like to have a training with Staff Council. We told them it must be a different time than our monthly meetings
- Academic Affairs is rethinking how it provides scholarships, move to more need based

Approve January minutes (Jaime, 2nd Beth)

- Roxanne: page 3 quorum misspelled
 - For, 19
 - Against, 0
 - Abstain, 3

Treasurer Report

- \$3805 raised for Habitat, \$4500 total
- \$8000 in Staff Council account after Habitat
- No foundation account reports this month, Foundations has been contacted about shorting scholarship winners, each shorted \$40

Approve Council bylaws in regards to gender renaming: second time (Britany, 2nd Todd)

- Jaime, the change in numbers in Policy Library?
 - Simply changes the “2” into a “1”, everything else stays the same
- Waiting on Board of Trustees to approve across campus, small changes can be made without being voted on by them. This approval hasn't happened as of yet.
- Table changes in bylaws in renaming “Employee” to “Staff”
- Motion again to approve pronoun changes (Britany, 2nd Todd)
 - For, 19
 - Against, 0
 - Abstain, 3

Discussion of Employee Relations Proposals: Proposal 1

- Speaks of strategic goal 6, that no longer exists
- If working toward degree in a field, can person be considered if not finished with degree yet
 - Exceptions to this, like teaching
- HR defines hiring proposals
- Need to spell out exactly what is being brought to Board of Trustees, clarify time frames
- Differing opinions on if it should pertain to only ISU employees or not
- Does anything in in this proposal violate HR policy

- University of Kentucky brought up with their guidelines of experience versus degree
 - ISU sister schools should be looked at more, equivalent pool of data
- Would like to see committee that worked on proposal
 - Their names attached, to present proposal in order to avoid questions being asked that could have been cleared up in the beginning
 - Add date to proposal
- Was HR brought into conversation when looking into charge?
 - Sometimes need to leave HR out of things
 - Not when it comes to upward mobility for ISU staff because of policy and legality, reiterate why sister schools are important example
- It is encouraged EVERYONE email their questions/concerns to Nancy Hall or Chaqra for the Employee Relations committee so proposal can be fine tuned

Elections: Abby

- No nominations came in from Finance and Administration to replace Teresa Sale
- Evan Boyer is also stepping down
- Propose call up two people on waiting list to come in to fill vacancies
 - Teresa up for re-election, worth replacing?
 - Fill out year or term?
 - What determines who gets the longer term?
 - It's done by total votes
- If no one runs in division, special election anyway
- Clear reason to get rid of Divisions
- Special elections explanation, do we let Evan's term ride out empty?
- Motion to not fill Evan Boyer's position (Tracy, 2nd Jaime)
 - For, 19 (members have left meeting, bringing count down from 22)
 - Abstain, 0
 - Against, 0
- In regard to Teresa Sale position, Abby has alternate from Academic Affairs
 - Vote to replace Teresa?
 - So close to elections, should keep open and wait?
 - Bylaws have special elections rule on reps from different divisions
 - Teresa's term is until 2021
- Motion to take someone from Academic Affairs to replace Finance and Administration from wait list (Roxanne, 2nd Tracy)
 - For, 5
 - Against, 12
 - Abstain, 2
- Motion to leave two year position open until next election (Tracy, 2nd Rhonda)
 - For, 15
 - Against, 2
 - Abstain, 2
- Concern about proper representation if open division

- People have been contacted from outside their division in regard to staff council questions/business
- Pointed out that Staff Council is completely voluntary and cannot be appointed
- If no one runs, let the division choose who represents them, that way they have a say who is their voice on staff council
- Table discussion

Employee Relations: Proposal 4

- Dinner, separate or already exists?
- Would be same HR dinner event, adding onto that?
- Many of the things in proposal already being done
- Questions in regard to gift basket(s)
 - Who gets, eligible, who obtains from community
 - Need clarification
- Emails should be broken up for years of service, to make sure recognition of people is thorough
- How many people invite guests
- A LOT of people attend, just isn't a lot of room for extra guests
- It is encouraged EVERYONE email their questions/concerns to Nancy Hall or Chaqra for the Employee Relations committee so proposal can be fine tuned

Employee Relations: Proposal 3

- Why is the Sycamore awards with this evaluation proposal
 - Was to be tied to incentivize evaluation process
- Pointed out that what needs to be concentrated on is evaluation process itself
- If merit pay considered for Faculty, should be considered for Staff
- Isn't universal across campus among supervisors putting in work on employee evaluations
- In general proposal wasn't clear on how to fix evaluations and too much time spent on the Sycamore thing
- TABLE Sycamore portion
- Confusion by goal portion
- Really want someone from Employee Relations to talk and present
- Cleared up that when creating goals, you can use your JOB as a goal, because it's an ongoing goal
- It is encouraged EVERYONE email their questions/concerns to Nancy Hall or Chaqra for the Employee Relations committee so proposal can be fine tuned

Closed Session

Move to adjourn Roxanne, 2nd Tracy 12:32pm