

Minutes
June 13, 2019
Library 028
10:30am – 12:30pm

Members Present: Kristina Allen, Robert Bandelt, Rhonda Beecroft, Patricia Bolton, Jerry Caskey, Debbie Considine, Susan Crist, Britany Dean, Sarah Froderman, William Hamilton, Jamie Hays, Karen James, Monica Larsen, Raine Lee, Michelle Lewis, Pamela Malone, Alisha Moorhead, Angie Napier, Barry Overpeck, Elizabeth Phillips, Tina Pitts, Brooke Porter, Shane Sizemore, Roxanne Torrence, Deborah Woolard, Abby Wright

Members Excused: Todd LaComba, Melissa Chase, Tracy McDaniel, Thomas Everett

Members Unexcused:

Guests Present: Dr. Chris MacDonald

The meeting was called to order by B. Phillips at 10:30am.

Guest Reports

Faculty Senate Report

Dr. Chris MacDonald, Faculty Senate Chair, chris.macdonald@indstate.edu

Faculty Senate has not met yet. Their first meeting will be in August. Dr. MacDonald looks forward to working with Staff Council in the upcoming year.

Human Resources Report

Dr. Rick Enyard, Executive Director Human Resources/ADA Coordinator
Richard.enyard@indstate.edu

No Report Given

Approval of May Minutes

May Minutes were presented for approval. R. Beecroft made the motion to approve the minutes with P. Malone second. Minutes were approved with no corrections 20-0-1.

Treasurer's Report

The treasurer's report was presented for discussion. There were no changes to the treasurer's report since last month.

Executive Committee Report

- **Staff Council Retreat** – The retreat will be July 11th at Fowler Park from 8:30am – 4:30pm. This will be a working meeting and we will discuss goals, committee charges and by-laws. More information will come out before the retreat. Any food allergies should be sent to R. Torrence. By-laws will be a big discussion so please review the by-laws before the retreat. If you are unable to attend, please send any discussion ideas to the Executive Committee. Bring any ideas for goals and accomplishments for the next year. Provost Licari is on the schedule. Full breakfast will be served. Supervisors will be notified of your attendance at the retreat.
- **Staff Survey** – The Executive Committee is creating a survey to be sent out to all staff. We hope to use the information from this survey to create our goals for the upcoming year. If you have any questions you'd like to see included in the survey, please send them to R. Torrence.
- **Committees** – Standing committees have met and chairs have been appointed. Employee Relations Chair is Nancy Hall and Steven Riley is Secretary; Staff Benefits Chair is Sarah Ber and Alisha Moorhead is Secretary; Public Relations Committee Chair is Roxanne Torrence and Britany Dean is Secretary. Meeting days and times have been set and are listed on the Staff Council website. Public Relations Committee needs additional members. If you know anyone that would like to serve on a committee, please have them contact the committee chair of the respective committee.
- **Administration Guests** – The Executive Committee is working to have more administration as guests at our meetings. We are hoping to have each of the Vice Presidents to attend for updates in their respective areas and to field questions and concerns.

New business

- **Recording Staff Council Meetings** – A resolution to adopt rules for recording monthly meetings was presented. A. Moorhead made a motion to approve the resolution with R. Beecroft seconding the motion. There was discussion questioning if the name of the software that would be used should be listed in

the resolution. A motion was made by R. Hamilton to leave the name in the resolution with J. Caskey seconding the motion. Motion passed 22-0-2.

Old business

A. Moorhead forwarded the Annual Recognition Proposal that was approved in March 2019 to Human Resources. Erica Myers will make sure that a global message goes out after the banquet with a list of those that have received a milestone service award. This will allow for those that do not wish to be recognized to be removed from the list.

Standing Committee Reports

Employee Relations (report given by Ryan Hamilton)

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

The committee has not met yet. Their monthly meetings will begin in July on the last Tuesday of each month at 2pm in Stalker Hall 211. They will review their charges at the July meeting.

Public Relations

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

The committee will meet next week to start working on the annual events. Their regular monthly meetings will be on the third Thursday of each month at 10am in Stalker Hall 211.

Staff Benefits (report given by Alisha Moorhead)

Sarah Ber, *Committee Chair*, sarah.ber@indstate.edu

The committee will meet the second Monday of each month at 3pm in Stalker Hall 211. The committee met last week to fine-tune the dependent care proposal before sending it to the Executive Committee.

The meeting moved to closed session.

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

Next meeting: *Staff Council Retreat, July 11, 2019, 8:30am – 4:30pm at Fowler Park*