

Minutes
August 8, 2019
Dede III
10:30am – 12:30pm

Members Present: Rhonda Beecroft, Patricia Bolton, Jerry Caskey, Melissa Chase, Debbie Considine, Britany Dean, Sarah Froderman, Karen James, Todd LaComba, Monica Larsen, Raine Lee, Pamela Malone, Tracy McDaniel, Alisha Moorhead, Angie Napier, Barry Overpeck, Elizabeth Phillips, Tina Pitts, Brooke Porter, Shane Sizemore, Roxanne Torrence, Deborah Woolard, Abby Wright

Members Excused: Kristina Allen, Robert Bandelt, Susan Crist, Thomas Everett, William Hamilton, Jamie Hays, Michelle Lewis

Members Unexcused:

Guests Present: Diann McKee, Rick Enyard

Call meeting to order at 10:32am (Todd LaComba)

Guest Reports

ISU Administration Guest

Diann McKee, Senior Vice President of Finance & Administration and University Treasurer,
diann.mckee@indstate.edu

VP McKee thanked Council for giving her the opportunity to speak. She shared her background at ISU; 32 years of service in a variety of roles all within the Division of Finance and Administration (DFA). DFA includes all finance and related components, facilities management and all of the construction projects on campus. Fine Arts building renovation will be done next week and faculty will be moving back into the building. The Hulman Center renovation is set to be complete in November 2020. Human Resources is also in DFA. They have launched a new website. Public Safety also falls under DFA. Public Safety works to provide a safe campus.

VP McKee opened the floor up to questions.

Questions and Answers

- When will carry forward come through? It has already rolled over. The process rolled Friday evening and you should begin to see that in your accounts this week.
- Will the Fine Arts building really be ready to move in to next week? They are moving in next week. Sometimes it's difficult to get the contractors out of the buildings but they will be moving in next week.

Staff Benefits will be looking at the health insurance rates. They have had success in the past in keeping rates low. A preliminary review of claims shows that we should be able to get through another year with a minimal increase. There has been serious discussion about opening the Student Health Center up to employees. This would not include dependents. This will be discussed with the Employee Benefits Committee. Nurse Practitioners will be staffing the clinic so there would not be a physician in the building.

T. LaComba thanked VP McKee for taking the time to visit with Staff Council. The goal is to get more administrators at our meetings.

Celebration of Scholarship

T. LaComba recognized three Staff Council Scholarship recipients – Brittany Russell and Luceandy Pierre were in attendance and Christina Stultz was the third recipient but was unable to make it due to prior commitments.

Faculty Senate Report

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

Dr. MacDonald was unable to make the meeting. No report was available.

Human Resources Report

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

HR has a newly updated website. They have added easier navigation, fewer clicks. Check out the website and send any comments or suggestions to Rick. This is an upgrade from where they were so any feedback will be welcomed.

There are many personnel changes in HR. Donna Patterson and Candi Barton are out and may not be able to return. Margaret Mary Welch and Joey Newport have been very involved with staff benefits and any questions should be directed to them. Tami Weinzapfel-Smith can answer any questions regarding positions. Margaret Mary is also training on compensation and classifications.

Administrative Assistants are now more involved in the hiring process for temporary faculty and his understanding is that it is going smoother and easier than before. There have not been too many issues with the new procedure.

The Administrative Assistant group is reviewing job descriptions, training needs, and promotions. They will send a survey to a select group. They started with a pilot group and then will be sent to everyone to help gather data. They will start with academic admins first and then move to the business sectors. This will be for those with Administrative Assistant in their job title.

If there are any training needs for staff please send those to HR. HR are looking at the Skillsoft platform to see if there is value with the program. Please send any questions and concerns to Rick.

There has been internal conversation about the types of volunteer benefits that staff would like to see offered. Examples are pet insurance, long term care like AFLAC but if there are any specific benefits please send those to Rick. Another example is purchasingpower.com. This is like an online store and you can sign up for online budgeting. This allows you to pay for items over a period of time and be able to get the item immediately. This includes appliances, vehicles as well as a wide variety of products.

Amy Demchak, Wellness Coordinator, has a lot of information out about wellness initiatives going on. The biometric screenings are coming in October. Information regarding these screenings will go out shortly. We are working with One Community to bring more information for staff. One Community will start at the beginning of September.

All HR policies are being reviewed and updated or added to as necessary.

R. Enyard opened the floor to questions

Question and Answers

- Employee Relations has worked on a proposal to allow work equivalencies and it was mentioned that it was not going to be approved. Can you tell us why this is not going to be considered? President Curtis has said that this will not be approved as a campus wide policy. T. LaComba will address this more in his Executive Committee report.
- While reviewing Skillsoft, is HR looking at any other avenues? They are looking at internal training as well as MOOC's (massive open online courses). There are many platforms they are reviewing and will try to hit as many areas as needed.
- If there is an employee in a position that gets upgraded and requires additional education that the current employee does not have, what would happen to the employee in that position? Any incumbent would be grandfathered in and would be allowed to stay in the position. No staff member would be bumped out of any position under these circumstances.

If there is any of the HR staff that you would like to come to a Council meeting to give updates on what they are doing, please let them know.

Approval of June Minutes

June Minutes were presented for approval. T. McDaniel made a motion to approve the minutes, seconded by M. Larsen. Minutes were approved with no corrections 22-0-0.

Treasurer's Report

The treasurer's report was presented for discussion. New charges included receipts for the food and drinks from the retreat. J. Hays is still working with the Foundation Office to get the Choir Fund transferred to the Staff Council Events Fund.

T. LaComba is seeking volunteers to serve on a Scholarship Committee. This committee will look at the scholarship fund and what account gifts should go into and what amount should be awarded. Anyone interested in serving on this committee please let T. LaComba know. S. Sizemore was asked to serve on this committee given his role with the Scholarship Office.

Executive Committee Report

- **Welcome back event** – Staff Council will be having the traditional photo booth again at the welcome back event. The photo booth will be inside the banquet center. Volunteer sign-up sheet is going around now.
- **Equivalencies** – The Executive Committee met with President Curtis and discussed the equivalency proposal. She is not opposed to have postings that will allow equivalencies as part of it but she does not want an overall blanket policy. The equivalencies would be done on a case by case basis and would be up to hiring supervisor. She mentioned that what you go through as a student is not the same as you go through as an employee. This information will be sent to the Employee Relations Committee Chair so that it can be shared with the rest of the committee.
- **Survey** – The survey went out and there were about 250 responses with some great feedback. This feedback was used to create charges for the standing committees as well as goals for Council.
- **Committee Charges** – Committee charges are ready to be shared with the standing committee. B. Phillips will be at the next meeting for each committee to discuss the goals and charges.

- **Goals** – Based on the survey results the general theme for the overall Council goals is communication. This will include serving constituents, getting the word out about events, recruiting staff to come to the meetings and to make sure that we engage with our guests and follow up with feedback from the guests.

New business

The Employee Relations Committee suggested adding a section about tech questions/tips to the monthly newsletter. B. Dean asked who would submit the information because a kudos section is in the newsletter and asks for submissions but she doesn't receive anything. Kristie Bigler was suggested as a contact at the help desk that could help with this and to see if there is a list of frequently asked questions that the help desk has compiled. Also a listing of software that is available to staff would be useful in this section. P. Malone mentioned that there are already FAQ's in the knowledge database. The newsletter could also promote Human Resources, Office of Information Technology and other areas in the newsletter. B. Dean noted that Skillsoft is always listed in the newsletter.

Old business

Standing Committee Reports

Employee Relations (report given by Raine Lee)

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

They were waiting for answers about the work equivalencies policy that they have been working on. The committee has also reviewed Regional Hospital's staff emergency fund. They are waiting on the list of charges from Executive Committee.

Public Relations

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

We will have a photo booth at the Kickoff Celebration next week. Volunteer sign up going around to help work the booth.

We are giving away snow cones next week at the fountain. This will be on August 13 from 2:00pm – 3:00pm. This is a great way for staff to meet their Council representatives so we would like as many representatives there as possible. 43% of survey responses said they did not know their council representatives.

T-shirt sales will be launched the end of August. We were waiting for faculty and students to get back in case they want to order. The shirt designs are the word STATE with the stripes.

Last week, we invited the ice cream truck to campus last week and had a great turnout. We had about 40 – 50 staff attend.

We hope to have events like the snow cones and ice cream truck once a month for staff. OIT has the snow cone machine and popcorn machine and has offered to let us borrow them and the supplies so they can get rid of them. In addition to snow cones and popcorn, we hope to have a hot chocolate bar once it turns colder.

Staff Benefits (report given by Alisha Moorhead)

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

The committee did not meet this month due to vacations

By-Laws Special Committee

Jerry Caskey, Committee Chair, jerry.caskey@indstate.edu

Meetings have been scheduled with the first meeting next Wednesday at 3:00pm. J. Caskey is working on reformatting the document and notes from last meeting will be categorized so they can be voted on as soon as possible. If you want to serve on the committee and didn't get the meeting email please let J. Caskey know as soon as possible and he will send the meeting schedules.

The meeting moved to closed session.

T. McDaniel made a motion to adjourn the meeting, seconded by D. Woolard.

Next meeting: **September 12, 2019, 10:30am – 12:30pm, Dede III**