

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

**Members Present:** Kristina Allen, Robert Bandelt, Patricia Bolton, Jerry Caskey, Melissa Chase, Debbie Considine, Susan Crist, Britany Dean, Thomas Everett, Sarah Froderman, William Hamilton, Karen James, Todd LaComba, Monica Larsen, Raine Lee, Pamela Malone, Tracy McDaniel, Alisha Moorhead, Angie Napier, Elizabeth Phillips, Tina Pitts, Shane Sizemore, Roxanne Torrence, Deborah Woolard, Abby Wright

**Members Excused:** Rhonda Beecroft, Jamie Hays, Michelle Lewis, Barry Overpeck, Brooke Porter

**Members Unexcused:**

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

Guest Reports

**ISU Administration Guest**

**Jason Trainer, Vice President for Enrollment Management, [Jason.trainer@indstate.edu](mailto:Jason.trainer@indstate.edu)**

VP Trainer talked about how we retain and graduate more of our current students. He stressed that we really have a lot of opportunity to do a better job recruiting and graduating students. Take a look at the Strategic Enrollment Management website <https://www.indstate.edu/strategic-enrollment-management>.

VP Trainer opened the floor up to questions.

Questions and answers

- Do we do an exit interview with students once they depart the institution? Yes, but they are fairly inconsistent in terms of how they responded. Often if a student leaves a lot of times they don't necessarily want to respond. We do have some protocol if they withdraw that they are forced to work through a process. There's often a complex set of factors on why students leave the institution so somewhere in there is financial and then it might also be just life or homesickness. There is also a growing number of students that are struggling to adjust to the new environment.
- I know in our office we struggle with getting even current students to read emails, so what other platforms are we going to be using to reach out to students? They just don't use e-mail and a lot of them aren't even on Facebook anymore, so what other platforms are we looking at to reach those students who are up with technology and aren't technically using email anymore? This would depend on the type of audience. We are looking at non-traditional and transfer

students. Email will be the main communication but texting has been working to reach students. He would like to have an opt out and continue to communicate via text until they tell us they don't want texts.

- What do you see with online learning? Some students are forced to take online classes because we don't offer it any other way. They are looking at scheduling with the departments as well as what is the need and demand for the class.
- Is a community college a competitor? There are a lot of great students that start at a community college but they are more local and these students feel more comfortable beginning at a community college.

Please visit the SEM website and fill out the feedback form. Please feel free to reach out to his office if you have any questions. The next round of open sessions will be in December or January.

**Yancy Phillips, Office of Information Technology, [Yancy.phillips@indstate.edu](mailto:Yancy.phillips@indstate.edu)**

Office of Information Technology has a FAQ's knowledge base. You can access this by going to [www.indstate.edu/oit](http://www.indstate.edu/oit). You can search for anything here, banner related, computer related, or software related. We are still adding things to the database. You can also search how to buy a computer or software. You can also enter help tickets through the portal using the Team Dynamics tab.

Y. Phillips opened the floor to questions.

#### Questions and Answers

- Will we get hurdles when ordering software that is needed by departments? OIT will review all software purchases to find out what the software is and how it is going to be reviewed. This isn't just OIT. They have security pieces that includes FERPA and HIPAA and then any other items that might come up. There should not be big hurdles.
- Why do staff have to have system administrator passcode and faculty do not? This stops the number of things being downloaded that were problematic. Faculty have something called CyberArk to allow them to download software to computer. This is because faculty do not work a normal 8 – 4:30 job.
- Is it true that OIT is negating the purchased of external hard drives or flash drives? OIT does not recommend using these items. Things get lost, hard drives disappear. OIT is encouraging staff to use OneDrive. This is not happening in the near future but when it does happen there will be some exceptions but those will need to be reviewed.

- Once you share a file with someone through OneDrive can you remove the sharing permission? Yes, you can remove the sharing permission when you no longer want to share the file.

**Stepannie Gambill, Director of Equal Opportunity and Title IX,**  
[Stephannie.gambill@indstate.edu](mailto:Stephannie.gambill@indstate.edu)

S. Gambill discussed the proposed changes to Policy 922 – Policy Prohibiting Sexual Misconduct, Intimate Partner Violence, and Stalking. Title IX is changing and with hook ups on tender, sharing nude photos, stalking, gender based harassment some modifications need to be made. The modifications are being shared with all governing bodies and hope to introduce the changes to Board of Trustees in October.

If anyone needs them to speak to them, please let her know.

#### **Faculty Senate Report**

**Dr. Chris MacDonald, Faculty Senate Chair,** [chris.macdonald@indstate.edu](mailto:chris.macdonald@indstate.edu)

No report

#### **Human Resources Report**

**Tami Weinzapfel-Smith, Employee Relations and Immigrations Director**

[Tami.Weinzapfel-Smith@indstate.edu](mailto:Tami.Weinzapfel-Smith@indstate.edu)

There will be no changes for the health plan for 2020, this includes no plan changes or fee changes.

No decision has been made on pay increases. The university would like to do something but at this time they are unsure about amount or the timing of any pay increases. She did mention that it will not be the 1.5% that has been mentioned before. This may be announced at the fall address.

There is no information on target salaries at this time. This is dependent upon funds.

Health screenings are going very well. Will be ending in a few weeks so make sure to get signed up for your screening.

Open enrollment for insurance will be October 15 through November 15 but waiting for board approval. Since there are no changes we should be able to proceed with these dates. This is still a paper process and hopefully next year this will be an electronic process.

A new training website will be going out once we meet with the Administrative Assistant group on September 18<sup>th</sup>.

### **Approval of August Minutes**

August Minutes were presented for approval. B. Phillips made a motion to approve the minutes, seconded by T. McDaniel. Minutes were approved with no corrections 23-0-1.

### **Treasurer's Report**

The treasurer's report was presented for discussion.

### **Executive Committee Report**

- **Tobacco Free Task Force**

Tobacco Free Task Force has been shared. Only 4 responses have been received so please share this report. Teresa Exline will be sending the report out so please submit your responses.

K. James noted that what you see in the report is not a reflection of the committee. This report was not the thoughts of the committee. The report was sent to committee for comments and suggestions with several different drafts. She made comments but there were no substantial changes to the final report. K. James noted that the Council representatives on the committee did not make an official stance on behalf of Staff Council and the opinions in the report are not reflective of the entire committee.

T. LaComba asked to please share the report so we can get as many people as we can to respond.

- **University committees**

Nominations have been submitted to the President's Office and they will make the selection and notify those selected.

- **Fall Address**

President Curtis' Fall Address is October 2, please try to attend.

### **New business**

There was no new business

## Old business

There was no old business

## Standing Committee Reports

### **Employee Relations (report given by Ryan Hamilton)**

**Nancy Hall, *Committee Chair*, [nancy.hall@indstate.edu](mailto:nancy.hall@indstate.edu)**

Executive Committee gave charges to committee and from those the committee is focusing on a staff emergency fund. The committee is also going to work on face to face training; to see what is offered and what is available and what kind of training the staff want. R. Enyard has been invited to attend the next meeting.

### **Public Relations**

**Roxanne Torrence, *Committee Chair*, [Roxanne.torrence@indstate.edu](mailto:Roxanne.torrence@indstate.edu)**

T-shirt orders are coming in. We have 143 orders so far. (245 shirts) The deadline for orders is Monday September 17<sup>th</sup>. So make sure you get your orders in, extras will not be ordered.

Cookie competition is September 26<sup>th</sup> at the fountain – we are looking for contestants. We will have judges and then the campus community can vote with a donation of non-perishable food items that will be donated to the Sycamore Pantry.

Homecoming – we have an entry in the parade and need people to walk with us. You can walk or ride on the tram. We are asking for parade candy donations. We also have spirit week planned – Monday is pro sports day, Tuesday is super hero day, Wednesday is pink day, Thursday is throwback Thursday and Friday is ISU day. We did receive homecoming game tickets and for each 3 lb bag of candy donated, you will get one game ticket. We do have 2 prize packages that includes 2 game tickets, stadium blanket, ISU t-shirt and sweatshirt. For those that donate less than 3 lbs of candy or participate in spirit week, they will get one entry into the drawing for the prize packages. Prizes are from Student Affairs, Athletics, and University Marketing. Homecoming theme is Homecoming Blueprint for Success – Pride – Spirit

Harvest Party is October 24<sup>th</sup>. We will need volunteers but will have more information at our meeting next month.

Habitat for Humanity will raise the walls on the house on September 14<sup>th</sup>. Volunteers to work will be arranged very soon and we will be selecting a day for Staff Council. I will send information out about that once I have more.

**Staff Benefits (report given by Alisha Moorhead)**

**Sarah Ber, Committee Chair, [sarah.ber@indstate.edu](mailto:sarah.ber@indstate.edu)**

The Committee is going over charges to explore ideas. A few of those are community engagement and distance fees for staff. Diann McKee attended the last meeting and told the committee there would be no increase in the insurance rates. The dependent care grant was approved by the committee and will be submitted to the Executive Committee. The current charges are on the committee page on the Staff Council website.

**By-Laws Special Committee**

**Jerry Caskey, Committee Chair, [jerry.caskey@indstate.edu](mailto:jerry.caskey@indstate.edu)**

The committee is making progress on the bylaws. The suggested changes should be completed by October 1<sup>st</sup> so we can have the changes to Staff Council a week before the meeting. Most of the changes are in language and structure.

**Scholarship Special Committee**

The Scholarship Committee met a couple times and it's been a pretty easy process. There are still a few minor details that we're getting through. We want to make sure the criteria is flexible so we get as many applicants as possible. There are hundreds of staff that are taking classes and last year we received 5 applications and that's very unfortunate especially at a time where we have larger amounts to award.

That we should be maximizing that and getting as many people to possibly go through that process yes do you think perhaps one of the reasons why is because. The committee is looking at the FAFSA requirement and will have more at the next meeting.

The meeting moved to closed session.

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

Next meeting: **October 10, 2019, 10:30am – 12:30pm, HMSU 307**