

Staff Council January 10, 2019

In Attendance: Abby Wright, Alisha Moorhead, Andrea Rademacher, Angie Napier, Barry Overpeck, Beth Phillips, Britany Dean, Carolyn Rohlfing, Debbie Woolard, Jamie Hays, Jerry Caskey, John Sneddon, Karen James, Michelle Lewis, Pam Malone, Raine Lee, Rhonda Beecroft, Roxanne Torrence, Tina Pitts, Tracy McDaniel, Yolanda Barnhill

Excused: El-Houcine Chaqra, Patti Bolton, Todd LaComba, Melissa Chase

Unexcused: Evan Boyer, Tom Everett, Ryan Hamilton

10:30 am Call order: Alisha

Katie Butwin presented new University handbook website Policy Library

- Launch date is January 22
- Revamping where policies are located
- Information Update is ongoing
- Internal review every 3 years
 - If Staff Council has recommended change within the 3 years, we can still suggest.

Shelley Arvin- Student Assessment

- Chair of ISU assessment council
- Site visit for reaccreditations September of 2020
- Higher Learning Commission require board reaccreditation that assessment is done and co-curricular units assess how student learning is supported
- Require university provides feedback determining if assessment plan is working
- Library is co-curricular unit
- Support, training, advice, comments, recommendations- what guidance can we provide or questions to we have?
 - What does staff need to develop skills and competencies to do this?
 - Are student organizations included?- not exactly, but organizations that oversee students organizations- possibly.
 - Who is replacing John Sare? Using platform that was used by student affairs?- Not sure, not exactly.
 - Don't have to assess everything- just identify important data- what can we improve?
 - Are department and units in charge of figuring out who and what needs assessed or will it come from higher up? Depends on the unit.
 - When will training be? TBA Kelly Woods Johnson

No SGA or Faculty Senate Reps

Rick Enyard – HR

- Hopefully Amy Demchak will return after family emergency
- Newsletter will come out in next couple of weeks about upcoming events

- President got with VPs and mandated each must conduct diversity training
 - More guidance for this training to come. May use skillsoft.
 - Will get list with key areas. Will be broad along with team building.
- Training soon for disability, sexism, innocent bystander that may be impacted and other topics
- How to diffuse situations
- Training for each level of admin assistants. What skills should they have prior to coming in to the role? How do we get those who are lacking up to speed?
- Streamline adjunct hiring process in the works. Send Rick ideas and thoughts about this.
- Working to automate open enrollment process. Timeline is hopeful for this fall.

Public Relations

- Miracle on 7th- decorated tree, received \$100.00 for habitat
- Ornaments 1 house and 15 Sam left. Still waiting on orders to get picked up
- T shirt went well, 7-8 not picked up. Do have some shirts left.
Just under 3000 with both fundraisers-
 - Some money was stolen from stalker- working with public safety, police report was filed. Think just under 300 was in bag.
- Bowl a thon Feb 5. Terre Haute bowling 6-9. Currently 7 teams.
 - Need volunteers
- Trivia night March 12 at sycamore winery
 - Community engagement is paying for larger room, need to fill the room.
 - Don't have to be 21 to participate
- Table Massages February 22 and March 1 2-4:30 Dede II
- Sycamore Hoopla is not happening due to Hulman Center renovations

Employee Relations Committee

- Sub Committees working on assigned charges
- Hoping to provide formal proposals to exec on Jan 30.
- Next Meeting Jan 29

Staff Benefits

- Working on charges
 - Sent child care survey to exec to send to staff
 - Is there a need for child care?
 - Would it be beneficial to anyone?
- Invite Candy Barton to next meeting to talk about retirement information.

Exec Committee

- Contact Us came through. Would we consider doing something for staff who graduate?
 - Does anyone do that currently?
 - Do we want to take it on?
 - Could invite to annual meeting and recognize there.

Discussion

- Add to list that employee relations is working on for awards.
Pam- Her department does, but not all departments do.

Bylaws-

- 1 in front of bylaws online in new handbook
 - Motion for bylaw changes Rhonda, Karen second
- Discussion
 - Support for changes in pronouns, don't think we should get rid of divisions now- should hold off until Katie's updates are done.
 - If we don't make changes, we would have to have contingency.
 - Would we not be short one division?
 - We didn't number the divisions.
 - Would that be confusing as to where we are going to run? We would have to change later on. This might cause confusion to say we have divisions but aren't listing them.
 - Where are divisions listed? They are listed with the university. How are they referenced in handbook with university policy regarding divisions instead of listing? They have every division listed separately.
 - Move to vote on small changes such as grammar and wording, sidebar division discussion.
 - Jamie- motion to amend motion to adjust by-laws, not the names of division, but adjust grammar, pronouns- Tracy second.
- Can do special dispensation for elections if necessary.
- Just pronoun and grammar changes
 - 20-0-1 A few people had to leave, but we still had quorum.
 - Will vote on again in February.

Minutes

- October Minutes with changes
 - Roxanne moved to approve, Jamie second
 - Amended minutes to remove abstain – Passed 20-0-2
- November Minutes
 - Rhonda approve, Tracy second
 - Approve 19-0-3

Abby- Elections

- Teresa Sale is no longer on council and her spot will need to be replaced. Will try to have nominations on Monday and elections next Wednesday-Friday
- What happens if there are no nominations- can we bring in rep from another department until end of term in May?
- We have to see who we get, but can reassess if no nominations are given.

Rhonda-Treasurer Report

- Total Balance
 - 3000 is for habitat
 - Foundation- September and October reports are listed
 - Staff scholarship was messed up 570 instead of 600. Working with Sarah W to get this adjusted.

New Business

Tobacco Free Task Force

- Open forum for suggestions
- Could put up posters and send email about forum to get opinions.
- Lists for and against if they want to sign
- E-mail with Karen and Sarah with additional information, thoughts or input.

Move to Adjourn Jamie, Second Pam

Meeting adjourned at 12:21