

## Staff Council April 11, 2019

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

Excused: Raine Lee ,Andrea Rademacher, Tom Everett,

Unexcused:

- 10:30 am Call order: Chaqra
- No SGA Report
- No Faculty Senate Report
- No HR Report

## Public Relations:

- Our total raised for Habitat for Humanity is \$6,847.73
- Carnations are ordered for Administrative Professionals day... we have 68 bouquets that we will be delivering and have raised \$525 for the Staff Council Scholarship. Looking for 3 more volunteers to help deliver flowers the morning of April 24<sup>th</sup> so please let me know if you are interested in helping.
- Update on credit card machine: cost for machine – wireless \$753 plus monthly fee of \$19 and 2% on charges. Wired machine - \$261 per month, plus phone line installation of \$500 + monthly phone line fee and monthly usage fee and 2% on charges. Can suspend the months we are not using as long as it's one time and not sporadically. At trivia night, H4H processed 17 transactions totally almost \$500.
- H4H has raffle tickets for sale for large ticket items for \$20 each. Not many have been sold so the odds in winning are pretty good. There is also a craft brew fest on April 20<sup>th</sup> at TH Brew Co starting at 4:00pm. Tickets are \$35 per person and comes with unlimited tastings, brats, a souvenir glass, and more. You can get a Brew U VIP tour for \$50 per ticket which includes the tour and early tasting and admission.
  - Don't think you have to be present to win drawing

## Employee Relations:

- Discussion about questions from last meeting SC meeting
  - They did not have a meeting yet, so there are no additional comments
- 4 years' experience for associate degree?
- Created a table \*\* See notes from table in letter
- Included Southern IL example

Discussion: Hired for work experience that requires and associates, something comes up with bachelor, but have experience. Hiring manager does have ability to say the equivalent is equal to education. This is to have candidates to fill positions that may not have made it past screening previously.

### Employee Benefits:

- Went over child care proposal at meeting
- Edits are being made before being brought to executive committee
- Working on other charges to be completed by end of term.

### Executive Committee: Chaqra

- After April 15 we will know where we are with state budget
  - 5.5 mil cut expected
- Cut professional development and student wages if needed
- Faculty Senate Update: Chris McDowell chair, Bob Gill vice
- Signed gift agreement for \$15,000 donation to Staff Council
  - Allocation \$1800 for scholarship this year
  - \$1200 next year, \$1200 following year. 3 years of guaranteed staff
  - Seed money \$3500 for childcare
  - \$3500 employee emergency fund
- \$13,500 is what Staff Council will receive after foundation fee
- \$2500 for operation of day to day funds
- Can use funds for Staff council initiatives and programs
- Donor Yossuf Saudi Arabia – interest in Autism and Down Syndrome education/research
- \$35,000 for Saudi student association

### Election Report

- Had election on 3-8 of April, 3 divisions needed people
  - Academic Affairs:
    - Beth Phillips
    - Roxanne Torrence
    - Jamie Hayes
    - Susan Crist
  - EMMC:
    - Robert Bandelt
    - Shane Sizemore
  - Finance and Administration:
    - Karen James
    - Monica Larsen
    - Kristina Allen
    - Deb Considine (partial term)
  - Student Affairs:
    - Brooke Porter

Issues with elections:

- People who change division- Melissa from academic affairs to community engagement
- People across campus who were included in list from HR
- 150 in AA voted
- 70 In EMMC vote

Chaqra resigned his position as chair and handed chair to Alisha.

- Jamie motion, Pam second to keep voting results
- 18-2-2
- Have we talked to provost about lack of voting? We have not yet.
- We are checking to see if voting was less than last year with Martin.
- Can share qualtrics with next election person to keep data.
- Next exec committee should have meeting with the provost. Maybe have meetings every other month with president, provost.
- No one took Carolyn seat in business affairs. Karen is only one coming back.
- New business- 2 seats to fill plus half term. Need to fill 3 seats.

Approval of Secretary Minutes

Abby motion, Rhonda second

Approved 21-0-1

For next year, when upstairs in HMSU, request classroom style table in front.- This has been requested for future meetings.

Treasures report

- Made payment to H4H
- Over \$8000 in account
- Foundation accounts recently got updated. November and December reports. Holiday choir account is being moved to support staff events fund. Person donating is no longer donating as of this year.
- Scholarship of 3000- is going to endowment instead of 140 increase per month.
- Account doesn't reflect carnation, table massage or donation
- Thanks to Rhonda for keeping up with multiple accounts

New Business

- Abby- Missing 3 seats in finance division.
- Special rule of order will fill with others who were not selected. Alternatives can be voted on at this time.
- They will be for 3 year terms, except the half one.

- We have 9 alternates.

Leave # 4 tabled as we don't have information from committee- no meeting due to spring break

- Jamie moves to bring proposal 3, bring all 3 items to table for discuss, Tracy second

Item 1. No real discussion. All in favor as amended SECOND VOTE 21- 0-1

Item 2. Did not Pass first time, Tracy motion to approve, Angie second. SECOND VOTE

- Discussion: if allowing 10 year, why not allow 5 year.
- Can't push budgetary item on HR. 1- 20-2 Did not Pass

Item 3. Britany motions to discuss, Rhonda second

- Discussion: As every individual getting basket, should just be one person. Needs clarification.
- Britany- was clarified.
- Who will get it, who will hand it out? This is where, how, who?
- Committee still has not met, so they don't have answers.
- Needs to go back to committee for clarification
- Tracy table #3 until we hear back from committee, Michelle second
  - 20- 1-1

#### Proposal #1 Evaluation Process

- Motion to discuss Jerry, second Karen.
- Can someone from committee give additional information?
- Supervisor and goal meeting should have already happened.
  - Picking % for raise could lower morale for staff
  - Needs to not be an option
- Someone's boss says exceptional, other will say best you can get is very good, may hurt people who are better
  - Reflection on supervisor if they take that route, especially if good employees are upset or leaving
- Supervisor who does not come to work area, how do you get properly evaluated
- No accountability on supervisor or consistency
- These are all concerns that were brought up. Tried to create paper trail so that evaluation was based on measurable goals. If something is called into question, there would be accountability.
- Mandatory supervisor training may help, but there needs to be consistency in valuation.
- HR knows we hate evaluation process.
- Appeal process? Can appeal if you are unhappy with the outcome.
- You can reject an evaluation process.
- Rick can talk to committee after process to see if there are changes to make.
- Counsel needs to vote to approve to present to HR
- No merit paid to scale. If ISU wants same scale, then does it satisfy or not. What is purpose of scale if not notes? Faculty gets merit pay, staff does not. And not pay based on current scale. Where do we stand in regards to current situation?

- In past council has gotten upset about things going to places before council gets to evaluate things. If we are asking committee to talk to HR, we need to be specific with the questions. We are getting these proposals to be exact, but that is not how they will move forward, so we need to get the general idea and push forward for them to work with.
- Not rush charges, but take time and do research, and have conversations with others so that when brought forth, it can be organized. Nothing is law, these are proposals. Discussions with HR are productive and necessary.
  - As long as you don't say this is what we are proposing, but this is what we are thinking.
  - Don't have SOPs. Would be helpful for new members
    - Proposals, other items in a process.
- Email Jerry questions about proposal so he can take them to subcommittee.
- Modify the motion to approve to send back to committee and get additional info from HR. Beth motion, Barry, second. 22-0-0

### Parking

- Addressing lot 5, garage passes having access to student lots. All lots (except pay)
- People are saying students are taking advantage of parking situation

### Audit of lot 5

- Ali met with parking. Less than 1/3 of people of garage passes in lot 5 are students.
- Would they sort surface lots by staff, faculty, and student? 17 types of parking passes on campus. Training, understanding, not just making new passes. Fairly complicated.
- Can get ride if parking in remote. 5-10 min walk from all parking lots across campus.
- Parking will never be ideal or make everyone happy. Traffic and Parking will do another audit while students are on campus with garage passes in lots.
  - It is said they shouldn't be allowed to park in staff/faculty lots at any point.
  - If you can afford garage pass, you should be able to park in multiple spots.
  - Students in dorms are parking there. Don't do audit during lunch. Student garage passes should have designation for students.
  - People should not be allowed to park and sit. 7 am is too early to check because more employees aren't here at that time.
  - Should we do overnight parking in lot?

### Old Business

No old business

Adjourn 12:25