

INDIANA STATE UNIVERSITY STAFF COUNCIL NEWSLETTER

Volume 1, Issue 1, July 2021

Serving ISU Staff

What does it mean to be a Staff Council Representative?

By Martha Vaughn

Staff Council (SC) is the advocacy organization that serves as an ambassador for Staff. Council members are elected individuals from departments across campus who serve designated terms. SC is organized using bylaws and governed by a member-elected Executive Committee.



The Executive Committee consists of a Chair, Vice-Chair, Secretary and Treasurer. There are four appointed positions: Communications Officer, Grievance Liaison, Elections Officer and Parliamentarian. Officers can hold their position no longer than three consecutive years and must have at least a one year break before running for office again.

There are a total of thirty representatives who have voting privileges. Staff who have successfully completed their introductory period of ninety (90) days are eligible to be elected to Staff Council. Representatives are elected for three year terms.

A series of committees assists Staff Council in addressing issues and concerns. These committees are: Public Relations, Staff Benefits, and Staff Relations. Each committee will be given charges annually that they will research and evaluate to determine feasibility and probability of change. Charges that can be approved, will be transformed into a comprehensive proposal that the Council at large will discuss and vote to take to University Administration.

See Rep Meaning/Page 4

Staff Council Annual Retreat

On July 15, 2021 Staff Council Representatives attended their annual retreat at the Red Barn in Terre Haute. The annual retreat is a way for Staff Council to learn about different areas, initiatives, or upcoming changes at ISU. They hear from guest speakers and do activities that foster collaboration and team building and they create their goals and charges for the upcoming year. Ideas for committee charges are also discussed at the retreat.

The information we learned will be highlighted in the articles within this edition. Look for our 21-22 goals and charges to be discussed in our next edition where we will start including updates from committees, affinity groups, departments and other organizations across campus.



For more information visit <https://www.indstate.edu/services/staff-council>.

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STAFF COUNCIL
INDIANA STATE UNIVERSITY

Chair
Morgan Leek

Vice-Chair
Katie Lugar

Secretary
Roxanne Torrence

Treasurer
Jamie Hays

Communications Officer
Martha Vaughn

Grievance Liason
Tina Pitts

Elections Officer
Paulina Young

Parliamentarian
Elizabeth Tomlinson

Send content to:
martha.vaughn@indstate.edu



From the Editor

I would like to welcome everyone to our NEW Staff Council Newsletter format. Here we have a place to discuss all things staff written by staff for staff.

If you have questions or concerns, let us know, we will get your answers. If you have ideas, or information you would like to see discussed, send me an email.

I am so excited to get the opportunity to let your voices be heard.

Martha

Office of Information Technology

Technology Support Center Summer Hours

Monday—Friday 8:00am—4:30pm

Closed Saturday & Sunday



Call 812-237-2910 For Support

Top Services

Accounts & Pass-
words

Email

MyISU/Portal

Networking & Wire-
less

Blackboard Services

Banner

OIT Services & Resources



Mark Your Calendars

The next Staff Council Meeting on August 12 at 10:30am in Dede 1.

Meetings are open to ALL ISU Staff.



Submit Content To:
martha.vaughn@indstate.edu



Annual Retreat *Continued from Cover*



Rep Meaning *Continued from Cover*

Members of these committees are not limited to Staff Council Representatives alone, all staff are welcomed to share their voices. Committee membership is annual and requests for members are sent out in June. If you would like to join a committee, it's not too late and we would welcome your voice.

Our work doesn't stop there, Staff Council initiatives such as the Scholarship Fund, Annual Staff Awards, and other Staff Activities are funded through fundraising efforts throughout the year.

Staff are an important part of Indiana State University, it is important that our voices be heard and that our suggestions are taken seriously. It is through the work of organizations such as Staff Council that your suggestions are implemented, your changes are made, and things that work are bolstered. Next time you see one of our representatives, participate in a fundraiser, or an event make sure you stop and take a minute to talk to them.

Meetings are open to all Staff, mark your calendars to attend the next Staff Council Meeting on August 12 at 10:30am in Dede 1.

For more information visit <https://www.indstate.edu/services/staff-council> or reach out to one of the representatives listed above.

2021 – 2022 ISU Staff Council Representatives

**Alisha Moorhead
Angela Napier
Barbara Auman
Beth Tomlinson
Brooke Young
Christine Knight
Elonda Ervin
Eric Aztor
Grace Muñoz
Jacob Jenkins
Jamie Hays
Karen James
Katie Lugar
Kelly Wright
Martha Vaughn**

**Michelle Lewis
Morgan Leek
Nancy Hall
Pam Chamberlain
Pamela Malone
Paulina Young
Rhonda Beecroft
Robert Bandelt
Roxanne Torrence
Sarah Ber
Sarah Neeley
Susan Crist
Teresa Dwyer
Tina Pitts
Todd LaComba**

2021 – 2022 ISU Staff Council Committees

Public Relations Committee

**Beth Tomlinson
Sarah Neeley
Brooke Young
Grace Muñoz
Roxanne Torrence
Paulina Young
Todd LaComba
Jacob Jenkins
Pam Chamberlain
Eric Aztor
Rhonda Beecroft
Michelle Lewis
Christine Knight**

Staff Benefits Committee

**Elonda Ervin
Kelly Wright
Karen James
Sarah Ber
Pamela Malone
Martha Vaughn
Alisha Moorhead
Barbara Auman
Christi Burt*
Nancy Burkett*
Tabytha Seward
Ardoin*
Vicki Gaunt***

Staff Relations Committee

**Teresa Dwyer
Angela Napier
Nancy Hall
Tina Pitts
Susan Crist
Robert Bandelt
Alicia Miller***

**Debbie Considine*
Iris Mosah*
Lynn Larimer*
Caroline Blower*
Katherine Black***

***Denotes Staff who are not serving as Staff Council Representatives**



Microsoft Teams Training

Wednesday, July 21 from 2:00-3:00pm

This informative training provides an introduction to Microsoft TEAMS for anyone on campus. Come and see how using TEAMS can benefit your department, unit, or organization, especially now that Blackboard will be retired soon!

This training is not a commitment to TEAMS usage as the sole Blackboard non-academic course replacement.

For more information contact Molly Hare 812-237-2688 molly.hare@indstate.edu



Capital Projects Update

We are happy to report that Drieser Hall is approximately halfway complete!

Update on current projects:

- ✓ Lincoln Quad – Excavation is complete. The area contained many foundations that had to be removed to allow the space to be filled and seeded. At this time there are no plans for new construction in this space, it will be greenspace.
- ✓ Southwest Plaza of the Science Building replacement project is underway.
- ✓ Small Maintenance Projects – Replacing the roof on the Water Treatment Plant, Utility Tunnel Work, etc. are on schedule.
- ✓ Facilities will be working to update the Master Plan for construction and projects with the goal of aligning it with ISU's Strategic Plan. It will be presented to the Board of Trustees later this year.

The Indiana General Assembly, the body who allocates funding for capital projects, met in June and did not authorize capital funding for University Projects in this budget. This means that for the next two years no new projects will be authorized. Keep in mind, this does not mean repairs and maintenance items cannot happen. It means that ISU will have to budget for these projects out of other areas.

For more information or to request maintenance call Facilities 812-237-8716 or click [here](#) to fill out a maintenance request.

Wellness Corner



Mindful Mondays: Each week we will practice a mindfulness technique to reduce stress and anxiety. Sign up to join the 1:30pm video chat to practice together. Email ISU-EmployeeWellness@indstate.edu to register.

Lighten Up Blue online: Join employees supporting each other as we practice healthy nutrition choices and add more exercise to our days. Wednesdays 2:00pm Email ISU-EmployeeWellness@indstate.edu to receive the meeting invitation.



Pickleball Open Play at the SRC: Courts will be available for open play Monday, Wednesday and Friday 11:30am-1:30pm. Grab a racket at the front desk and join in a pick-up game!

Smoking Cessation Support: Contact Employee Wellness Coordinator at ISU-EmployeeWellness@indstate.edu or 812-237-4117.



Questions: Contact Amy Demchak, Employee Wellness Coordinator



Parking on Campus



Lot A (7th and Tippecanoe), Lot 5 (5th and Cherry) and the Pavilion Pay Lot (7th and Larry Bird) will be closed for approximately two weeks (July 28) for seal coating.

In August, parking permits will renew for the 21-22 school year. ISU parking lots require permits for usage from 7:00am – 5:00pm Monday through Friday. These lots are available without permits from 5:00pm - 7:00am seven days a week.

ISU requires parking permits for staff, students, and faculty. Permits that can be purchased annually include: Garage, Faculty/Staff, Students, Handicap, Remote, and Motorcycle permits.

Every year Staff Council receives feedback asking for changes to parking permits. During our annual retreat, Staff Council Representatives asked Senior Vice President of Finance, Administration/University Treasurer Diann McKee about parking and what can be done to reduce or remove fees. She explained that the State of Indiana does not provide any funds for parking to any state university. The funds we pay for parking are only used for parking lot needs and services. Seal coating, striping, snow removal, repairs and maintenance costs all must be budgeted through the parking permit fees.

To report any parking lot repairs or maintenance issues contact facilities 812-237-8716 or fill out a Maintenance Request by clicking [here](#).



Community Service Opportunities

By Jessica Starr

United Way of the Wabash Valley and Maryland Community Church are partnering together for a fun volunteering event, Serve The Valley! Join us on July 23rd and/or 24th from 8:30 am – 12 noon to participate in one of many volunteer opportunities.

Give back to your community by volunteering for organizations that could use an extra hand to make more impact across the Wabash Valley.

Opportunities available include park updates, landscaping, construction, community clean-up, organization, and many more!

Every volunteer is invited to start the day with breakfast, sponsored by Elanco, at Maryland Community Church 46 Campus (4700 S. Highway 46) at 7:30 am. Each participant also receives a free t-shirt!

Please RSVP for breakfast and provide shirt sizes when you register for your project. T-shirts will be available for pick-up at breakfast or the week of the event at the United Way office at 100 S. 7th St, Terre Haute.

Did you know ISU offers Community Service Leave? Every year employees are given hours they can use to volunteer to help local programs that enrich the quality of life and opportunities in our community. Click [here](#) for more information or to request Community Service Leave.

Serve The Valley July 23 & 24 - 8:30 am - noon
Two days of volunteering, a lifetime of change!

SIGN-UP to VOLUNTEER!
Opportunities available Friday and/or Saturday across the Valley include park updates, landscaping, construction, clean-up, organization, and many more!

Start your day with breakfast @ 7:30!
Maryland Community Church
4700 S. Highway 46, Terre Haute, IN 47802

FREE T-Shirts for all VOLUNTEERS!

Visit uwww.org/serve for more details and to sign-up.

Sponsored By: **UNION HEALTH**

Coordinated By: **United Way**

Questions? Call Abby at 812-235-6287



We are happy to report we have had no cases or quarantines at ISU for at least a month!

Earlier this month, ISU rolled out the ISU COVID-19 Vaccination Record App in MYISU Portal. Amy Demchak and Tami-Weinzapfel-Smith along with OIT staff worked with Qualtrics to create a space where COVID-19 Vaccine Records can be stored.

Currently, ISU is not requiring students, staff or faculty to be vaccinated and providing vaccination records is completely optional. Those who chose to upload their vaccination records will not be required to fill out Daily Health Assessments or wear masks. This voluntary submittal will assist ISU and local health departments with contact tracing.

Those who have not been vaccinated will be required to complete the Daily Health Assessment.

The response from staff has been great. “We rolled this out on Friday right before the holiday weekend thinking we would have a few responses to get used to how to process them. We had 244!” says Tami Weinzapfel-Smith, Executive Director of Human Resources. Approximately 678 vaccine records have been received.

Make sure if you are helping someone upload their vaccination records, they are logged into MYISU Portal. If you are logged in, this record will be uploaded to your account.

You will get an email from Qualtrics once your submission has been approved. This is the email you will need to keep or take a photo of to take to the SRC, Sycamore Dining, or ISU Psychology Clinic. If boosters or other updated vaccines are required this process will be addressed and updated as per CDC, State of Indiana, and ISU guidelines at that time.

For more information:

- COVID-19 Updates: <https://www.indstate.edu/covid/faq>.
- Vaccines: <https://www.coronavirus.in.gov/vaccine/>
- Human Resources 812-237-4114, or ISU-HumanResources@mail.indstate.edu.



Get the Stress OUT!

By Amy Demchak

Get the STRESS OUT Employee Wellness Event

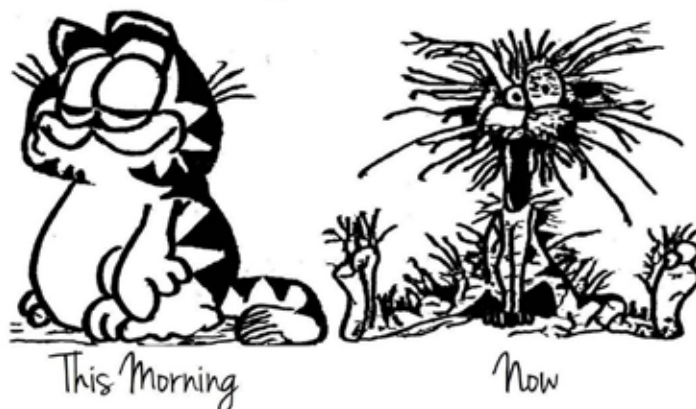
Tuesday, July 20 11:45am-1:30pm Student Recreation Center

Need to release some stress? Employees are invited to stop by to pick up a fidget toy, play with sensory dough, try a meditative coloring sheet or get active.

Join a pick up pickleball, badminton or corn-hole game or a campus walking route. Try an employee yoga class 1:00-1:30pm with Kayla in the Group Ex classroom on the 2nd floor of the Rec.

No RSVP needed. Stop by for 15 or 50 minutes and get the STRESS OUT!

Getting stressed-out



ISU COVID Vaccination Record Upload Tool.

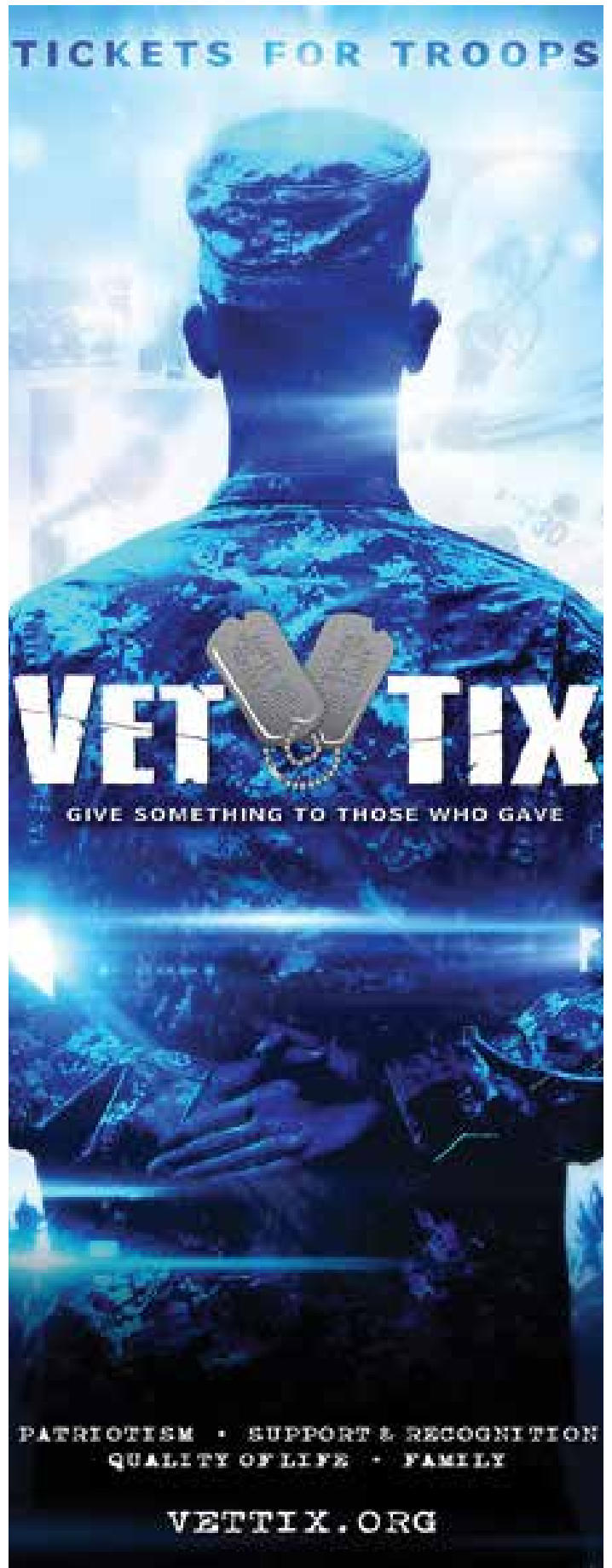
Located in MYISU/Portal

Available for ALL Staff Now and Students after 08/01/21

Opt out of Daily Health Assessments by uploading your vaccination records today!

Uploading records is voluntary.

Annual Retreat *Continued from Pg 3*



Back to School

SYCAMORES **Fall Semester** **SYCAMORES**

Begins

Tuesday, August 17



Health Screenings

ISU Health Center Now Scheduling Screenings on-campus

By Amy Demchak

Annual Biometric Health Screenings are underway. Employees, retirees, and their spouses on the ISU Health Plan are invited to participate in this optional event. New for 2021, you can complete your health screening at the ISU Health Center Monday – Friday from 9:00am – 11:00am by appointment only. You can also complete the screening in the Fall during limited screening dates at the Library Events Area as well as with your off-campus primary care provider. To schedule your screening, please go to the navigate portal at https://unionhealth.livehealthyignite.com/users/sign_in, once you sign in, you will be directed to Event Brite. There, you will “purchase” tickets, these tickets are free of charge, it is just the way that your appointment is scheduled.

To complete off campus screenings, you will need to download a form for your provider to complete.

More information can be found on the Employee Wellness website at <https://www.indstate.edu/humanres/wellness>.

UNION HEALTH
Healthier, together.

Overview Resources Contact **JOIN NOW** SIGN IN LANGUAGE

Welcome to Your Roadmap to Wellness

The Wellbeing portal offers a fun and engaging experience to fit your unique needs. You can remain informed about your personal health and continue on the path to success.

WHEN YOU FOCUS ON THE GOOD, THE GOOD GETS BETTER

Our host of new resources will allow you to customize your personal journey with recipes, workout videos, trackers and more! At Union Health, we believe that your wellness and wellbeing should always be a top priority.

New to Union Health Wellness Portal?

If you have not signed in before please click the below button to activate your account.

JOIN NOW

SIGN IN

Username or email

Password

LOG IN

Forgot your password?

Submit Content To:
martha.vaughn@indstate.edu



Training & Development

The Supervisor Certification Program will be moving back to in person. The new curriculum will include 12 required courses and 3 electives. Approximately 30 students per class will learn from experts in their areas focused on ISU specific supervisory skills and knowledge.

Upon completion of the course, students will be required to take and pass an assessment earning them a Supervisors' Certification.

Elective classes will be open to all staff not just those enrolled in the certification program.

Classes are expected to start in September 2021. If you would like more information, contact Human Resources 812-237-4114 or ISU-HumanResources@mail.indstate.edu.



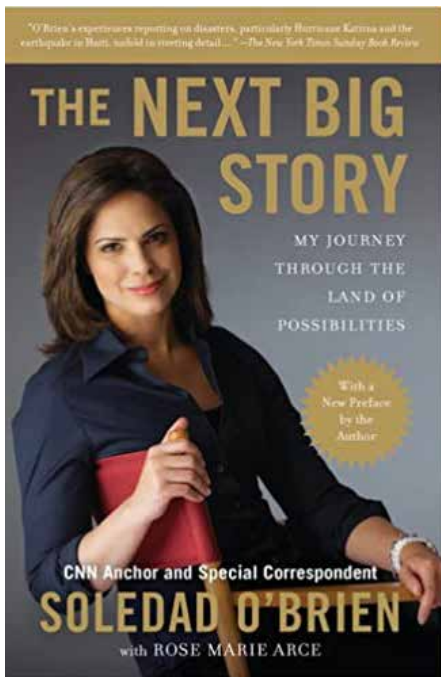
ISU Speaker Series

Join us September 27, 2021 in Tilson Auditorium at 7:30pm.

Soledad O'Brien is an Award-Winning Journalist, Entrepreneur and Host of the Weekly Syndicated Political "Show Matter of Fact with Soledad O'Brien."

Through the power of storytelling, Soledad O'Brien brings a fresh perspective on diverse and contemporary issues to foster change in your own community or organization.

As the host of the Sunday morning syndicated political show, "Matter of Fact with Soledad O'Brien", Soledad has established herself as one of the most recognized names in broadcasting by telling the stories behind the most important issues, people and events of the day. A champion of diversity, she gives voice to the underserved and disenfranchised through her Emmy-winning reporting and acclaimed documentary series, "Black in America" and "Latino in America." She is also the contributing editor, reporting in-depth news magazine pieces for PBS News Hour and correspondent for "HBO Real Sports with Bryant Gumbel." A prominent philanthropist, Soledad is the founder of PowHERful, a foundation that mentors and funds college tuition and expenses for young women.



With eloquence and a measured ability to make often-divisive issues such as race relations, social inequality and mass incarceration accessible to all, she moves audiences to delve deeper into the headlines that shape our lives, outlooks and daily interactions.

On stage, Soledad draws from her life and career to stimulate thoughtful conversation on the roles we each play within our communities and organizations, leaving audiences with memorable takeaways on the power of individuals and companies to make meaningful and lasting change.

This event is Free and open to the public.

**The next Staff Council Meeting on August 12 at 10:30am in Dede 1.
Meetings are open to ALL ISU Staff.**

Request A Space

By Pam Chamberlain

Need a space for an event, meeting, or gathering? Visit Indiana State University Event Management Systems (EMS) **NEW** Request a Space website.



This dynamic new site allows users to find the perfect space for their event.

Browsing available spaces has never been easier, all of the information you need is at your fingertips. Room details, set-up types, features and availability are available for all spaces on campus. Online reservations accepted for spaces in HMSU and Landsbaum Center at this time.

For more information visit: <https://ems.indstate.edu/EmsWebApp/>

Compensation Corner

Out of Class Pay

During the last year, Staff have been amazing, keeping departments together through adapting and overcoming everything thrown their way. Staff have retired, moved on, or changed positions leaving department staff picking up added responsibilities.

One way to ease the stress of these new responsibilities is to apply for out of class pay. This temporary pay allocation allows staff who have taken on added job responsibilities due to vacant positions within their department to be compensated for that.

Here's what to do:

- Demonstrate work is outside of class.
- Determine how much time this work requires.
- Ask your supervisor to reach out to Tami Weinzapfel-Smith or Margaret Mary Welch.
- Describe the timeframe this work will be needed (i.e.: Hiring new person, adjusting position description, etc.).

Back pay is not typically offered for this option, but it is evaluated case by case.

Changing Jobs on Campus

Changing jobs, pay grades, or job class may also come with changes in compensation, timelines for reaching midpoints, etc. The general idea is that if you move jobs, your time in the job starts over in respect to promotion tiers. However, if you move laterally where you keep the same job title that time does not restart.

For instance, if you change jobs and you move as an Administrative Assistant III in one department to become an Administrative Assistant III in another department, your time does not restart just because you switched departments. If you went from a Custodian I in one department to a Custodian II in another department, then your time would restart.

However, it is also important to understand an employee who receives a promotion to a job in a higher salary range will receive an increase in pay up to 10% of the new range midpoint, or the amount necessary to bring their salary to the minimum rate of the new salary range. An employee who has been moved more than one range may receive an increase of up to 15% of the range midpoint or to the minimum rate of the new salary range whichever is greater.

For more information contact, Human Resources 812-237-4114, or ISU-HumanResources@mail.indstate.edu.

NEED A HMSU SPACE FOR YOUR EVENT?
NOW YOU CAN REQUEST SPACE ONLINE!

Join us for
"REQUEST A SPACE"
TRAINING

This training will help you learn about the new Request A Space self-service online event management system designed for you to have the ability to check and request available meeting/event space for Hulman Memorial Student Union and Dede Plaza spaces.

Sign up for one of the upcoming training sessions at:
https://indstate.qualtrics.com/jfe/form/SV_4MaKPxUN0ugKTMW

Sponsored by ISU Conference & Event Services
Send questions to Pamela.Chamberlain@indstate.edu

Indiana State University



Staff Council Accomplishments

Staff Council Representatives and their committees work diligently to advance staff initiatives.

2020-2021 Accomplishments

Distance Fee Waiver

Staff Council submitted a recommendation during 2020 to University Administration to allow a fee waiver for Distance Education Delivery Fees.

This recommendation was accepted and will be put in practice starting with the Fall 2021 Semester.

What does this mean?

The \$30 per online course fee is waived for up to 9 credit hours per semester. This is for both graduate and undergraduate course work.

For more information visit <https://www.indstate.edu/humanres/employee-benefits/fee-waivers>

Unemployment Scam

With the reinstatement of the Federal Government's unemployment program brings a new scam. Exec Director Human Resources, Tami Weinzapfel-Smith explained that ISU employees have received text messages stating that their unemployment claims have been approved.

A well-organized crime ring that appears to have access to extensive records of personal identifiable information taken during previous cyber attacks has been filing fraudulent unemployment claims on behalf of unsuspecting victims using their social security numbers and other personal information. Victims may be contacted via text, email, or phone.



She advised us not to provide any personal information if these calls are received. Do not click on links in text messages or emails. Report these to HR.

If you have questions or concerns, please reach out to Human Resources 812-237-4114 or ISU-HumanResources@mail.indstate.edu.



The Passing Zone

September 20, 2021, 7:30pm at Tilson Auditorium.

For tickets visit: <http://hulmancenter.org/the-passing-zone/>

Connect with Staff Council Representatives, Committees, and more by visiting:

<https://www.indstate.edu/services/staff-council>

Find us on Facebook:

<https://www.facebook.com/IndianaStateUniversityStaffCouncil>