

# INDIANA STATE UNIVERSITY STAFF COUNCIL

NEWSLETTER



## Staff Council Spotlight: Sarah Ber

By Martha Vaughn

Fall is in the air, as we look out on campus this month, we can't help but notice the trees shedding their leaves in preparation for the winter months. This is a perfect time for walking, one of Sarah Ber's favorite activities. Sarah Ber is our Staff Council Representative Spotlight for October.

Sarah has been with ISU for thirty years and currently works as the Contracts & Grants Director in the Office of Contracts and Grants. Sarah is celebrating thirty-two years of marriage this year.

***"I loved each time I have become a mom and then watching my 3 daughters become adults and strive for their own goals."***

When not working, Sarah enjoys reading, knitting, sewing, walking and teaching children at church. She loves cats. During football season, you can find Sarah cheering on the Colts. Her favorite food is Mexican.



## GO Sycamores!



Sarah loves spending time with her family and friends at home.

Sarah joined Staff Council because she is interested in helping ISU Staff members. She has served as a Staff Council Representative for seven years. She has held the Executive Committee position of Treasurer and Parliamentarian. Sarah also serves on the Staff Benefits Committee. Outside of Staff Council, Sarah serves on the Wellness Committee, and Health Benefits Advisory Committee.

***"Listen and look for opportunities to improve ISU for the faculty, staff and students we serve,"*** says Sarah when asked what advice she would give to someone about joining Staff Council.

One of her most memorable moments is becoming a mom. She has adored raising her girls and watching them grow into great young women.

Sarah's advice for new staff members is, ***"Ask questions and take time to learn new skills as you work. Make time for yourself & your family. Life is not just about work."***

*In the coming months, join us as we get to know each of the Staff Council Representatives.*



# STAFF COUNCIL INDIANA STATE UNIVERSITY

Chair  
Morgan Leek

Vice-Chair  
Katie Lugar

Secretary  
Roxanne Torrence

Treasurer  
Jamie Hays

Communications Officer  
Martha Vaughn

Grievance Liasion  
Tina Pitts

Elections Officer  
Paulina Young

Parliamentarian  
Elizabeth Tomlinson

Send content to:  
martha.vaughn@indstate.edu

## Mark Your Calendars

The next Staff Council Meeting is on November 11 at 10:30am via Zoom. Meetings are open to ALL ISU Staff.



Submit Content To:  
**martha.vaughn@  
indstate.edu**



## From the Chair

Homecoming is upon us! So many events to look forward to, to be able to engage with current students and alumni.

Make sure you participate in our Homecoming Spirit week. We love to see participation from all of you on these days!

Also, bring your kiddos down to the Haunted Haute Downtown – we will have a fun little photo op for everyone to take advantage of. Happy October and just think, we are that much closer to the end of the semester!

*Morgan*

*Show Your Sycamore Spirit!*

**MON OCT 18**  
**PRO SPORTS DAY**  
Wear your favorite pro sports apparel

**TUES OCT 19**  
**PINK DAY**  
Wear pink in honor of Breast Cancer Awareness Month

**WED, OCT 20**  
**PLAID DAY**  
Wear your favorite plaid/flannel shirt

**THU, OCT 21**  
**THROWBACK THURSDAY**  
Dress from your favorite era (70's, 80's, etc)

**FRI, OCT 22**  
**ISU SPIRIT DAY**  
Wear blue and show your Sycamore Spirit

**SPIRIT WEEK**  
**October 18-22**  
Hosted by Staff Council

EMAIL YOUR PICTURE TO:  
ISU-StaffCouncil@indstate.edu

Or share your picture on social media with the hashtags:  
#ISUStaffSpiritWeek2021  
#SycamoreSpiritWeek

ENJOY A WEEK FULL OF FUN & EXCITEMENT

Please make sure to get supervisor approval

Martha Vaughn | PosterWallyWall.com

## 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  
 Katie Lugar  
 Kelly Wright  
 Marsha Dull  
 Martha Vaughn

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

## 2021 – 2022 ISU Staff Council Committees

### Public Relations Committee

Beth Tomlinson  
 Brooke Young  
 Grace Muñoz  
 Roxanne Torrence  
 Paulina Young  
 Todd LaComba  
 Jacob Jenkins  
 Pam Chamberlain  
 Eric Aztor  
 Rhonda Beecroft  
 Michelle Lewis  
 Christine Knight  
 Marsha Dull  
 Jamie Hays  
 Lisa Syed

### Staff Benefits Committee

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

### 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\*  
 Garrett Hurley\*

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



## Culturally Relevant Pedagogy Series:

# LGBTQIAP + History Month

Join the Celebration on October 26 from 11am – 12pm.

This celebration and annual observance introduce the history of lesbian, gay, bisexual, and transgender+ members, as well as the history of the gay rights movement. This session will also introduce resources that showcase accomplishments and contributions.

Meeting Information:

### Virtual Meeting Link

<https://indstate-edu.zoom.us/j/98068531861?pwd=d3pjQWwyT2FuMGRrMVVvQlQzY2p2dz09>

### Virtual Meeting ID

980 6853 1861

### Virtual Meeting Password

154862





## University Marketing News

By Jake Barton, Marketing Assistant

Happy October, ISU Staff!

A chill in the air, a changing of the leaves, and a transition to long sleeves and sweatshirts: the fall season is officially here! And with that, University Marketing has a few updates for you.

Our promotional inventory will be updated in the coming weeks with new items and designs, so if you have any orders coming up in the near future, be on the lookout for our new catalog! We will post an announcement in ISU Today when those items are in.

We're always on the lookout for more notable students, faculty, staff, and alumni to feature on our People of State blog site. If you know of a notable Sycamore who needs to be added to our story list, please let us know at <https://www.indstate.edu/webform/tell-us-your-story>.

The university has announced the "Indiana State Advantage," and UM has an exciting video detailing what that means for both prospective and current students alike. You can see that video here: <https://www.youtube.com/watch?v=vyyWmmrNysU>.



## Wellness Corner

By Amy Demchak

Wellness screening deadline was Oct 15 to complete the online Wellbeing survey and on- or off-campus screening. The Employee Wellness webpage has all the information you need to meet the deadline and earn discounts on your ISU Health Care premiums in 2022. If you missed this deadline, contact me to for more information.

Employees are walking and running across the state of Indiana (virtually of course)! During the "STATE crosses the state" challenge in September and October, 25 employees are recording their daily steps, walks and runs with the goal of logging 150 miles in 4 weeks.

Do you need a moment of mindfulness? Join me Mondays at 1:30pm for 15 minutes of mindfulness practice. Email me for the private meeting link.

Employees with weight loss, nutrition or fitness goals meeting for weekly group coaching. You are invited to join Lighten UP Blue Wednesdays 2:00pm. Email me for the private meeting link.

Doctoral of physical therapy students want to know if you experience lower back pain. Take this survey ([https://qfreeaccountssjc1.az1.qualtrics.com/jfe/form/SV\\_4ZxF6aaRLVE68aq](https://qfreeaccountssjc1.az1.qualtrics.com/jfe/form/SV_4ZxF6aaRLVE68aq)) and help them plan a lower back pain program for ISU employees.

## COVID-19 PFIZER VACCINE

Available this semester to  
students and employees

Every Tuesday & Thursday  
1-4:30 p.m.  
ISU Health Center





## Public Relations Committee News

By Roxanne Torrence, Chair

October is a busy month for the Public Relations Committee.

All of our spirit wear apparel has been ordered and we hope to have all items delivered by the end of the month. Look for an email with a delivery timeline in the upcoming weeks.

We are having our Door Decorating Contest again for Homecoming week. Make sure you register your office at [https://indstate.qualtrics.com/jfe/form/SV\\_emlGfMkCcsDviiV](https://indstate.qualtrics.com/jfe/form/SV_emlGfMkCcsDviiV) and your door is decorated no later than October 15th. Winners will be announced the afternoon of October 20th.

We also have planned theme days for homecoming week. Each day you can dress with the theme, with your supervisors' approval, and send your photos to [ISU-StaffCouncil@indstate.edu](mailto:ISU-StaffCouncil@indstate.edu) to be shared on the Staff Council Facebook page. For more information about spirit week and the door decorating contest visit: <https://www.indstate.edu/sites/default/files/media/spirit-week-door-decorating-information.pdf>

We also have a unit walking in the Homecoming Parade on Saturday October 23rd. We will have a vehicle if you'd like to participate but not walk. All staff are invited to walk with us just sign up at: <https://www.signupgenius.com/go/4090f4ca9a729a3fb6-isuhomecoming>.

We are also taking candy donations for the parade. All donations can be dropped off in Stalker Hall 209 or contact me and I will make arrangements to pick up the donations. The first 10 staff members that donate 5lbs of candy will receive a free ticket to the football game.

Due to the pandemic, we have decided to postpone the annual Harvest Party but we will be hosting a tent during the Haunted Haute Downtown. Look for us near 500 Wabash on October 29th from 6pm – 8pm.

We are always looking for more volunteers for our events, so if you'd like to join our committee, just send me an email. You do not have to be on Staff Council to serve on our committee.

## Staff Council to Meet via Zoom in November

Join us on November 11 at 10:30am. All Staff are welcome to attend

<https://indstate-edu.zoom.us/j/93608242009?pwd=T-2FZY04zSnZ5UVlISDNwbVRnMW91QT09>

Meeting ID: 936 0824 2009

Passcode: 884533

One tap mobile

+16465588656,,93608242009#,,,,\*884533# US (New York)

+13017158592,,93608242009#,,,,\*884533# US (Washington DC)

Dial by your location

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)



## National Hispanic Heritage Month

We celebrate Hispanic Heritage Month to recognize the achievements and contributions of Hispanic American champions who have inspired others to achieve success. Discover documents, exhibits, films, blog posts and more from the National Archives and Presidential Libraries that highlight Hispanic culture. Visit: <https://www.hispanicheritagemonth.gov/>

Photo credit: Detail of Hispanic Heritage Select Photos, by David Valdez.

# Devised Horror Project

Devised by Chris Berchild and ISU Theater Students

Dates: November 11-14, 2021

Times: Thursday-Saturday at 7:30 PM EDT; Sunday at 3:00 PM EDT

Location: Indiana State University New Theater, 536 N. 7th Street Terre Haute, IN 47809

Tickets: \$10 General Admission; \$5 Student

Tickets/Information: [www.indstate.edu/theater](http://www.indstate.edu/theater)

Box Office Information: 812-237-3333. The box office is open one hour prior to curtain on show days. Patrons are encouraged to get their tickets online ahead of time.

Genre: Drama/Horror

Description: THE DEVISED HORROR PROJECT is an original theatrical performance centered on the theme of horror. Developed over the fall 2021 semester, this production will combine different facets of horror: from classical horror such as Frankenstein to literary horror such as Edgar Allen Poe, from true crime horror such as the Axeman of New Orleans to horror film franchises such as Friday the 13th, and more, there is something for every type of horror fan out there. Watch if you dare. Warning: this play contains depictions of violence, clowns, and uncomfortable situations; viewer discretion is advised.



## ISU Employee Incentives: Holiday World

By Alisha Moorehead, Staff Benefits Chair

Want to get away with the family but stay close to home? Enjoy the fall foliage on your drive to Santa Claus, IN.

Halloween Weekends are going on now. You can also save more money if you get a season pass for next year!

Holiday World & Splashin' Safari Indiana's top Amusement Park has created our own online discount ticketing site for your convenience. To access our special discount site; Go to: [www.holidayworld.com/funclub](http://www.holidayworld.com/funclub)

(\*The Username and Password ARE case sensitive, so enter the information exactly as it appears below.)

User Name: **Holiday244**

Password: **World244**



# October is CYBER SECURITY AWARENESS MONTH

## Four Steps to Stay Safe Online

### Introduction

Making the most of technology safely and securely can seem overwhelming and confusing. However, regardless of what technology you are using or how you are using it, here are four steps that will help you stay secure.

#### 1. Think Before You Click

Technology alone cannot fully protect you; you are your best defense. Attackers have learned that the easiest way to get what they want is to target you rather than your computer or other devices. If they want your password, credit card, or

control of your computer, they'll attempt to trick you into giving it to them, often by creating a sense of urgency.

#### Example Targeted Attacks:

- Someone might call you pretending to be Microsoft tech support and claim that your computer is infected when in reality they are just cyber criminals who want you to give them access to your computer.
- You receive an email warning that your package could not be delivered and pressuring you into clicking a link to confirm your mailing address when in reality they are tricking you into visiting a malicious website that will hack into your computer.

Ultimately, the greatest defense against attackers is you. By using common sense, you can spot and stop many attacks.

#### 2. Use Passphrases and Two-Step Verification

A passphrase is a type of password that uses a series of words, such as honey bee bourbon rain, that is easy to remember and meets the specified minimum number of characters, capital letters, and numbers.

- Use a passphrase for your university account.
- The longer the passphrase the stronger it is as long as it is easy to remember.
- Applying passphrases to your personal cyber accounts is a wise thing to do as well.

Enable two-step verification (also called two-factor or multi-factor authentication) is one of the most important steps you can take to protect your online accounts. It uses your password but also adds a second step, such as entering a code sent to your smartphone or from an app that generates the code for you.

- Enabling two-step verification may be



easier than you may think.

- Required for ISU faculty and staff access to your Office 365 system.
- As with strong passwords and passphrases, applying MFA to your personal resources is beneficial.

### 3. Secure your Devices and Applications

Make sure your computers, mobile devices, programs, are running the latest version of the installed software. Cyber attackers are constantly looking for new vulnerabilities in the software your devices use. When they discover vulnerabilities, they use special programs to exploit them and hack into the devices you are using. Meanwhile, the companies that created the software for these devices are hard at work fixing the vulnerabilities by releasing updates.

- Keep devices with you or stored in a secure location when not in use.
- Lock your computer when you walk away to prevent unauthorized use. (Family and friends should not use your ISU issued devices)
- Connect to a secure network or use the ISU Virtual Private Network (VPN).
- Use ISU supported applications for university business.
- Keep applications used on devices connected to a network updated, including:
  - Internet-connected TVs
  - baby monitors
  - security cameras
  - home routers
  - gaming consoles and even your car
  - Stay current by enabling automatic updating whenever possible.

### 4. Backup your Information

No matter how careful you are, you still may be hacked. If that is the case, often the only way to restore all of your personal information is to recover it from your backup.

- Make a regular backup of any important information and verify that you can restore your data from them.
- Most operating systems and mobile devices support automatic backups, either to external drives or to the cloud.
- Storing your ISU resources and information on a network drive (L:Drive) or in OneDrive ensures your data is backed up.
- USB drives are not to be used for Student Data, or any Restricted or Highly Restricted Data.

The Data stored on your ISU computer local hard drive and is not backed up by OIT and is not recommended for storing important information.

- **How to Recognize and Report a Cybersecurity Incident**
- **Data Security and Management Standards**
- **Curent Event Scams**
- **Fake Job Offers**
- **Impostering**

**#ISUCyberSmart**



For more information about CyberSecurity or other topics, visit the KnowledgeBase. <https://indstate.teamdynamix.com/TDClient/1851/Portal/KB/>



# ISU Employment Opportunities

## Public Safety Department is hiring 911 dispatchers

The Public Safety Department is hiring a Communication Officer for our 911 Dispatch Center. Applicants must be able to multi-task and work varying shifts. The posting is open until October 21.

<https://jobs.indstate.edu/postings/363757>

- Academic Advisor- School of Nursing
- Administrative Assistant I
- Business Systems Analyst
- Campus Recreation Assistant Director
- Communications Officer
- Custodian I
- Custodian II
- Custodial Supervisor
- Data Analyst & Software Coordinaator
- Dean's Assistant
- Events Setup Technician I
- Executive Director of Institutional Marketing
- Financial and Advancement Services Coordinator
- Human Resources Manager
- Lead Telecommunications Technician
- Media Relations Coordinator, Athletics
- Mentoring Center Program Coordinator
- Mentoring Coordinator
- New Media Assistant Manager
- Residential Life Area Coord.- Req. Reappointment
- Residential Life Hall Coord.- Req. Reappointment
- Residential Life Quarantine & Isolation Coordinator
- Senior Financial Analyst
- Student Financial Aid Client Services Specialist
- Web Services Associate Director

For more info visit <https://jobs.indstate.edu/>



## Donate Sick Leave to the COVID Pool

Employees who wish to contribute sick leave to the COVID-19 Sick Leave Donation Pool can donate by completing the donation form [here](#) and returning it to the Employee Benefits Office.

Up to 150 hours of sick leave can be donated each year. These hours allow employees who are out due to Isolation or Quarantine related to COVID-19 to receive donations and remain in a paid status after all other employee leave time has been exhausted.

# Did you know?

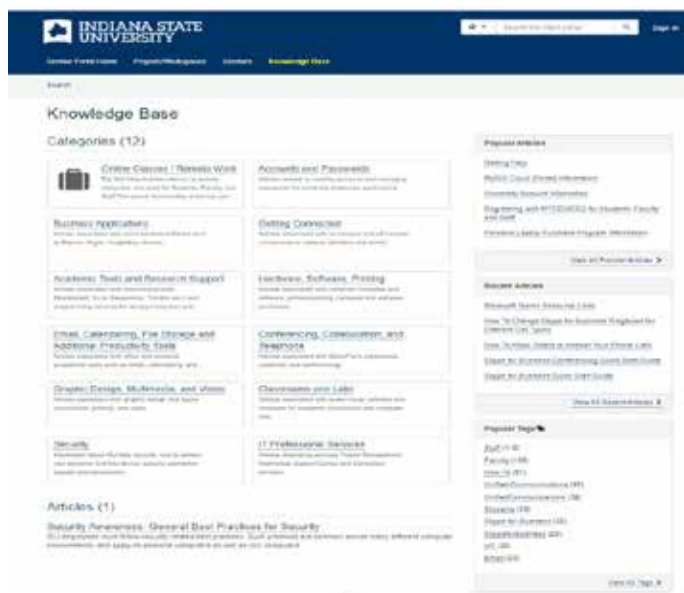
The Knowledge Base houses over 100 articles specifically for staff. It is a great way to find information.

These self-help articles are great resources to help others with questions about procedural/how-to topics. Current topics include:

- Online Classes/Remote Work
- Accounts & Passwords
- Business Applications
- Getting Connected
- Academic Tools & Research Support
- Hardware, Software & Printing
- Email, Calendaring, File Storage, etc.
- Conferencing, Collaboration, Telephone
- Graphic Design, Multimedia & Video
- Classrooms & Labs
- Security
- IT Professional Services

The Knowledge Base is searchable, with a few keywords, you are sure to find answers to your questions.

<https://indstate.teamdynamix.com/TDClient/1851/Portal/KB/>



# ISU Community Garden

The ISU Community Garden is finishing its 2021 gardening season. With 85+ gardeners, 165 plots, and our foodforest and market garden, it has been busy. There are always things going on in the garden, including volunteer days. Any member of the community can apply for a plot. If you are interested, please email us at [ISU-Sustainability@indstate.edu](mailto:ISU-Sustainability@indstate.edu) to be put on a list for when our applications go out next garden season.

This upcoming semester students can volunteer at the garden during Sycamore Service Saturdays with CCE.

We also have dates set for volunteering at our permaculture food forest.

Oct. 25th 4-6PM

Nov. 8th 4-6PM



Learn more about these and other programs at: [www.indstate.edu/sustainability](http://www.indstate.edu/sustainability).

A flyer for 'Sycamore Stitches'. At the top, it says 'Make the World a Little Brighter, One Stitch at a Time.' with an image of a ball of yarn. Below that, it says 'Sycamore Stitches' and 'COMMUNITY SCHOOL of the arts INDIANA STATE UNIVERSITY'. The text describes the activity: 'Join us each week and stitch with those of us that want to contribute to our local community. All classes will include instructions, patterns, and yarn that you will need to make a variety of items for those in need, you will just need to bring your crochet hook or knitting needles.' It also mentions that projects will be distributed between REACH Services of Terre Haute and the Homeless Coalition of Vigo County. A blue box contains the dates and time: 'Thursdays, Sept 9 - Oct 28 11am-Noon Fine Arts, Room 115'. At the bottom, it says 'No Experience Necessary!', 'All students, staff, and faculty are welcome.', 'Community Service Credit will be issued to those who would like it!', and 'Contact the CSA for more information: 812-237-2528 ISU-CSA@indstate.edu'. The logo for 'COMMUNITY ENGAGEMENT' is in the bottom right corner.

# Staff Recognition

## September

Name	Department	Years of Service
<i>Travis Snodgrass</i>	<i>Grounds</i>	<i>3</i>
<i>Alivia Vaillancourt</i>	<i>Social Work</i>	<i>3</i>
<i>Hanna Mills</i>	<i>Public Safety Department</i>	<i>5</i>
<i>Roxanne Toner</i>	<i>Blumberg Center</i>	<i>5</i>
<i>Todd LaComba</i>	<i>Advancement</i>	<i>5</i>
<i>William Sharp</i>	<i>Utility</i>	<i>10</i>
<i>Tina Compton</i>	<i>Sycamore Housing</i>	<i>10</i>
<i>Karen James</i>	<i>Public Safety Department</i>	<i>10</i>
<i>Lorra Day</i>	<i>Custodians</i>	<i>10</i>
<i>Bobby Cuffle</i>	<i>Maehling Terrace Univ. Apartments</i>	<i>10</i>
<i>Melissa Grinslade</i>	<i>Student Counseling Center</i>	<i>10</i>
<i>Judi Lanzone</i>	<i>Admissions &amp; High School Relations</i>	<i>15</i>
<i>Lana Tolbert</i>	<i>Human Resources</i>	<i>15</i>
<i>Michael Phillips</i>	<i>HMSU-Operations</i>	<i>15</i>
<i>Wendy Greer</i>	<i>Dean University College</i>	<i>15</i>
<i>Ray Buechler</i>	<i>Office of Institutional Research</i>	<i>20</i>
<i>Stacey Jackson</i>	<i>Custodians</i>	<i>20</i>
<i>Michelle Bennett</i>	<i>Center for Community Engagement</i>	<i>20</i>
<i>Pei-Yi Hu</i>	<i>Office of Information Technology</i>	<i>25</i>
<i>Aaron Brink</i>	<i>Office of Information Technology</i>	<i>25</i>
<i>David Ellis</i>	<i>Environmental Safety</i>	<i>35</i>

**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>**