

INDIANA STATE UNIVERSITY STAFF COUNCIL

NEWSLETTER

Volume 1, Issue 4, November 2021

Serving ISU Staff



Staff Council Spotlight: Teresa Dwyer

By Martha Vaughn

As the holiday season approaches, I think we all get excited to make memories with our families and friends. Making memories is one of Teresa Dwyer's favorite pastimes. Teresa is our Staff Council Representative Spotlight for November.

Teresa Dwyer has been with ISU for twelve years and currently works at the Career Center as the Career Services Employee Relations Coordinator. She has a 17-year-old son, Monte, two dogs - Fergus & Lukas Nelson and a cat named Hank.



When not working, Teresa enjoys watching her son or their favorite club team, Chelsea FC, play soccer. She enjoys riding her bike, traveling, and exploring new places. Her favorite vacation spot is Charleston, South Carolina.

The southern charm and blend of history and natural beauty have always given Teresa and Monte plenty to see and do.

"The trips I take with my son are my most memorable moments. We like to explore new places and can pack a lot of experiences into a quick trip. A recent memorable moment was a trip we took to Las Vegas. We went beyond the strip and took in the beauty of the area on side trips to Zion National Park and Red Rocks Canyon."

Teresa is a jigsaw puzzle enthusiast and just started sewing blocks for a National Parks quilt. Her favorite foods are Italian and sushi.

A new member of Staff Council, 2021 marks Teresa's first year of service. ***"I joined Staff Council to get more involved with the University and be a voice for the staff"***, says Teresa when asked why she joined Staff Council.

Her advice for staff members considering joining Staff Council is, ***"It's a great way to get to know people from many different areas of campus and be a voice for staff."***

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



GO Sycamores!





STAFF COUNCIL
INDIANA STATE UNIVERSITY

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Katie Lugar

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Treasurer
Jamie Hays

Communications Officer
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Elizabeth Tomlinson

Send content to:
martha.vaughn@indstate.edu



From the Chair

Hope everyone has a safe and happy holiday weekend! Please take the time to relax and enjoy time with family or friends or even by yourself. Winter break is on the horizon and I know I am counting the days down here!

Best,

Morgan



Our ornament sales are going on now. We have a bell, a tree and a baseball available. The last day to order is November 19th. Place your order today by clicking on the image above.

Mark Your Calendars

The next Staff Council Meeting is on January 13, 2022 via Zoom Meetings are open to ALL ISU Staff.



Submit Content To:
martha.vaughn@indstate.edu



ISU Employment Opportunities Available
<https://jobs.indstate.edu/>



2021 – 2022 ISU Staff Council Representatives

Alisha Moorhead
Angie Napier
Barbara Auman
Beth Tomlinson
Brenda Lower
Brooke Young
Christine Knight
Elonda Ervin
Eric Aztor
Grace Muñoz
Jamie Hays
Katie Lugar
Kelly Wright
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Martha Vaughn

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Nancy Hall
Nick Aballi
Pamela Malone
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Rhonda Beecroft
Robert Bandelt
Roxanne Torrence
Sarah Ber
Susan Crist
Teresa Dwyer
Tina Pitts
Todd LaComba
Viola Ellis

2021 – 2022 ISU Staff Council Committees

Public Relations Committee

Beth Tomlinson
Brenda Lower
Brooke Young
Christine Knight
Eric Aztor
Grace Muñoz
Marsha Dull
Melisa Allen*
Michelle Lewis
Paulina Young
Rhonda Beecroft
Roxanne Torrence
Todd LaComba

Staff Benefits Committee

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

Staff Relations Committee

Alicia Miller*
Angie Napier
Caroline Blower*
Debbie Considine*
Garrett Hurley*
Iris Mosah*
Katherine Black*

Lynn Larimer*
Nancy Hall
Robert Bandelt
Teresa Dwyer
Tina Pitts
Susan Crist
Viola Ellis

Donation Collection for ISU Sycamore Pantry

Like most of you, the staff of the General Counsel's office wants to help our Sycamore family during this Holiday season. We decided who better to help than our own students. So, the Office of the General Counsel will be accepting donations for the ISU-Sycamore Food Pantry beginning November 8, 2021 through the end of the month. If you would like to make a donation, you may do so Monday through Friday between the hours of 8:30 a.m. and 4:00 p.m. Donations can be dropped off at 200 N. 7th Street, Parsons Hall, Suite 223. **There will be donation baskets located outside of our office. The Sycamore Pantry is located on the far North side of the Student Rec Center in Room 131.

Items in bold are highly desired by the pantry. The donation items being requested are as follows:

- Gatorade, juice and instant coffee
- Single serve flavored water packets
- **Cereal**
- **Boxed, Bag Milk**
- Powdered eggs
- **Desserts, candy, sugar, flour**
- Canned fruits and veggies
- Crackers, chips, & snacks
- High protein & vegetarian soups
- **Canned chicken, tuna and other protein (e.g. tuna creations)**
- Spices and condiments (mayonnaise, salsa, mustard, ketchup)
- Pasta sauce (Jar)
- **Instant mashed potatoes and rice sides**
- **To-go snacks & meals (soups, mac n cheese cups)**
- Menstrual products (e.g. tampons)
- Toilet Paper and paper towels
- Hygiene products (e.g. toothpaste, toothbrushes, deodorant, razors, shaving cream)

*Denotes Staff who are not serving as Staff Council Representatives



Sycamore Community Health Initiative

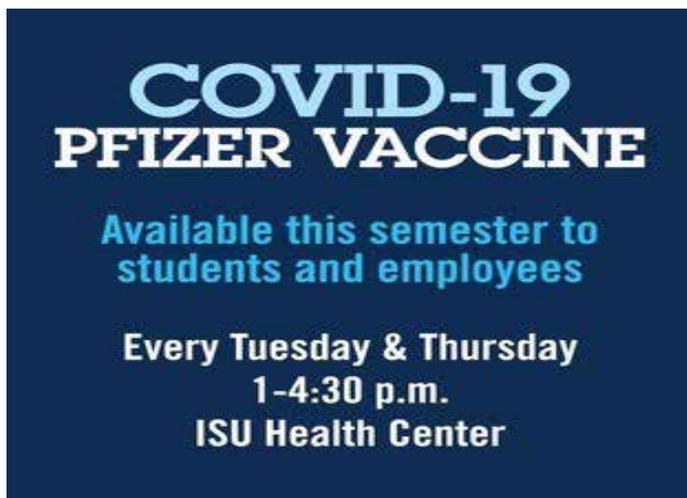
The Sycamore Community Health Initiative is the most recent step we are taking to protect the health of our community as we continue to navigate the COVID-19 pandemic.

Beginning January 1, 2022, the Sycamore Community Health Initiative requires Indiana State University students, faculty, and staff to participate in weekly testing for COVID-19 throughout the spring 2022 semester unless they have submitted valid proof of COVID-19 vaccination. This is an expansion of the October 1, 2021 vaccine or testing requirements for experiential learning and community engagement activities.

Public health officials emphasize that vaccination is the leading prevention strategy to protect individuals from COVID-19. Therefore, ISU continues to strongly encourage students, faculty, and staff to get vaccinated against COVID-19 and to share their vaccination status with the University by uploading proof of vaccination to a secure site. Vaccinations are critical to the safety of all Sycamores and to protect in-person operations in the coming months.

Visit <https://www.indstate.edu/covid/sycamore-community-health-initiative> for all of the up-to-date FAQ's regarding the Sycamore Health Initiative.

University COVID-19 requirements are subject to change as more guidance becomes available from public health and government officials.



**COVID-19
PFIZER VACCINE**

Available this semester to
students and employees

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

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.



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 | OIT Services & Resources |
|-------------------------|--|
| Accounts & Pass-words |  Knowledge Base |
| Email | |
| MyISU/Portal |  Service Catalog |
| Networking & Wire- less | |
| Blackboard Services | |
| Banner | |





Public Relations Committee News

By Roxanne Torrence, Chair

The Homecoming door decorating contest winners were the Office of Equity, Diversity and Inclusion as the judge's choice winner and the Theater Department was the People's Choice winner.



Judges Choice Winner
Office of Equity, Diversity and Inclusion



People's Choice Winner
Theater Department



Staff Council is hosting lunchtime virtual Bingo on November 23rd at 12:00pm! It is free and there will be prizes! LIMITED TO THE FIRST 45 PLAYERS

Each player will get 2 playing cards and we will play three games. If there are multiple winners in a game, a random generator tie-breaker will be used.

Guidelines and bingo cards will be emailed the day before the virtual Bingo.

Please register below so your bingo cards can be sent to you.

https://indstate.qualtrics.com/jfe/form/SV_9sDdvo-jTW Ae2ORE



News from the Provost

Hello Everyone,

I hope your semester is going well. It's been so great to be back in person and enjoying all the opportunities that campus offers. I'm so grateful for all of your hard work that supports our students and the whole campus. We have fantastic people at ISU, and I hear from students and alumni so often about how someone helped them with patience and kindness just when they needed it most. It may sound like a cliché, but you make such a difference for so many students who will remember you for the rest of their lives.



I appreciate the opportunity to say just a few words about our new campaign, the Indiana State Advantage, which we announced in September. This takes effect for the Fall 2022 incoming class. It's a bold initiative that draws on what we do so well, and it emphasizes the experiences and relationships that our alumni have told us changed their lives. We hear all the time that Indiana State offers students the resources and opportunities of a big university—and at a price they can afford—but in a setting that feels more like a small, private college. That is partly the result of our small classes and the chance for students to work closely with world-class faculty in world-class facilities from the moment they come to ISU. But everyone on campus contributes to that feeling, that sense of belonging, when you treat students like individuals and not numbers and when we treat all students with respect and equity. So I believe that the Indiana State Advantage is a reflection of our history and what we've always done well. We should be proud of that.

Beyond our approach to education and the way we treat students, we are emphasizing three specific programs in the Advantage. First, a renewal of our four-year graduation guarantee. This is our pledge to students that we'll do what we need to do so that they can graduate in four years—we'll advise them appropriately and accurately, and we'll offer the classes they need. They need to do their part, of course, but we will do our part. Second, for those Indiana residents who have at least a 3.0 High School g.p.a. and are Pell-grant eligible, we will pay the remaining cost of tuition that isn't covered by their federal or state support. Those qualified students who stay on track academically, in other words, can attend ISU for four years without paying any tuition. Finally, we will support all first-time, full-time freshman students in campus programs with up to \$3000 for an out-of-classroom experience: study abroad, undergraduate research, an internship, or a community service experience. These are often called "high impact practices" and we know that they make our graduates much better prepared to take advantage of all the opportunities they will have.

This is a unique combination of opportunities that no institution in the state offers to students, and we don't believe any institution of our size in the country offers this sort of program. I ask that you familiarize yourself with the outlines of the [Indiana State Advantage](#), and of course talk about it when you can! We know that

everyone who works at ISU is critical to our student enrollment priorities, and I appreciate all that you do to help us work toward increasing our enrollment and helping students succeed.

Have a great end to the semester, and of course a very happy holiday season.

Cheers,

Chris Olsen

ELEMENTS OF THE INDIANA STATE ADVANTAGE:

Tuition-Free Guaranteed.

A last dollar-in scholarship program that **covers the remaining tuition** after non-repayable and federal financial aid are applied.

Experience Guaranteed.

Up to \$3,000 for every student to pursue a research, internship, education abroad, or service trip experience while completing their degree at Indiana State.

4 Years Guaranteed.

At Indiana State, we're making a four-year graduation a priority. Eligible students are **guaranteed to complete a bachelor's degree within their four years**. If not, the remaining courses are tuition free.



2021-2022 Staff Salary Increase Information

1. Regular benefits-eligible employees will be eligible for the salary increase on December 1, 2021 upon meeting the following criteria:
 - Current (most recent) hire date must be on or before June 30, 2021.
 - Performance evaluation for 2020-21 must be submitted to the employee's next level supervisor.
 - Performance evaluation for 2020-21 must indicate a minimum of good performance.
2. The distribution of salary dollars for benefits-eligible staff employees will consist of the following components:
 - Increase in the minimum hourly rate for non-exempt employees as part of an initiative to move the minimum hourly rate to \$12.00 per hour.
 - Salary increase to minimum of the pay grade, if applicable.
 - A flat \$500 standard increase for all eligible employees.
 - Target salary adjustments for employees meeting eligibility requirements.
 - Executive staff will not receive an increase.
3. Salary increases for grant employees will be determined based upon adequate funding within the grant and other factors including performance.
4. The salary increase effective date for non-exempt staff will coincide with the beginning date of the pay period that includes December 1 which is November 27, 2021. This allows non-exempt staff to receive the increased hourly rate on all days within the pay period. The first pay date with the new increase for non-exempt staff is December 17, 2021. The first pay date with the new increase for exempt staff is January 3, 2022.
5. Employees will receive their salary letters from Human Resources no later than December 1, 2021.
6. Human Resources will not process reclassification requests until after the increase is effective on December 1.

Student Loan Debt Relief

Indiana State University and TIAA are pleased to offer a benefit that can make a significant difference when it comes to student debt.¹ You will soon have access to a robust solution that helps find the best federal repayment and forgiveness programs for your financial situation—plus it simplifies the long-term task of navigating the way to forgiveness.

Brought to you through TIAA and Savi, this tool:

- Caps your payment based on your income and family size
- Frees up funds to direct towards other financial goals
- Removes the complexities of forgiveness and puts the process on auto-pilot for a small fee²

We're so excited to bring this opportunity to our employees and their family members. Attend a 30-minute webinar and you'll see how easy it is to use Savi, how it works to reduce your monthly payment and how to get started.

Register today:

Thursday, December 2, 2021 from 2 – 2:30 p.m. (ET)

To get started, visit TIAA.org/indstate/student today to calculate your savings.

¹ As of December 31, 2020, based on Savi's internal measurements, Savi users saw average projected savings of \$1,880 per year.

² Savi and TIAA are independent entities. A portion of any fee charged by Savi is shared with TIAA to offset marketing costs for the program. In addition,

TIAA has a minority ownership interest in Savi. TIAA makes no representations regarding the accuracy or completeness of any information provided by

Savi. TIAA does not provide tax or legal advice. Please contact your personal tax or legal adviser.

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**Make the World a Little Brighter,
One Stitch at a Time.**

What if we told you that knitting or crocheting could make a difference in the lives of others? Well, it can!

Join us each week and stitch with those of us that want to contribute to our local community. Class 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. **NO EXPERIENCE NECESSARY!**

All projects will be distributed to local charities as designated per semester.

Help us create heartfelt projects for those in need of warmth and kindness.

ALL STUDENTS, STAFF AND FACULTY ARE WELCOME.

COMMUNITY SERVICE CREDIT WILL BE ISSUED FOR THOSE WHO WOULD LIKE IT

Contact the CSA for more information:
812-257-2528
ISU-CSA@indstate.edu

CSA
SCHOOL of the
arts
INDIANA STATE UNIVERSITY

**Every Thursday
11:00 - Noon
Fine Arts, Room 115**

**COMMUNITY
ENGAGEMENT**

Made with PosterMyWall.com

Q&A On Community Service Leave Policy

1. How many hours do staff have to use for community service?
 - a. Staff have 15 hours of paid time off to use for community service during the academic year (fall and spring)
 - b. Time must be used during regular working hours
2. How do I know if a certain activity is eligible for community service leave?
 - a. Staff can reach out to Center for Community Engagement (CCE) to determine what is eligible for community service leave.
 - b. Staff cannot use community service leave for work they are being compensated for (e.g. life-guard, jury duty)
3. What do I do if my supervisor does not approve my community service leave?
 - a. Staff should consider if there is another time more appropriate that will not impact business operations
 - b. Staff are encouraged to contact Tami Weinzapfel-Smith in Human Relations (HR) if there are no perceived, legitimate reasons for a supervisor to deny community service leave.
4. What happens if my community service leave report has already been approved but I am not utilized the whole time at my volunteer site?
 - a. Staff should discuss this with their supervisor. CCE will not follow-up to confirm actual time engaged in community service.
5. What happens if I exceed my 15 hours of community service leave time?
 - a. Payroll will pull from your Vacation time if you have exceeded your 15 hours of community service leave.
6. Are there specific COVID-19 vaccine requirements we must follow to provide community service?
 - a. Vaccine requirements vary by site. Staff should confirm with their site before volunteering.
7. Is travel time to and from a community service site included in community service leave time I report?
 - a. Travel time to and from sites is not included in community service leave time.



United Way Workplace Drive

United Way of the Wabash Valley's mission and Bold Goal to move 10,000 families out of financial struggles and into stability, offers us a great way to learn about and engage in meaningful philanthropy that can truly address the issues in our community. Each year, United Way reaches out to businesses like ours to advocate on a community-wide mission and seek support. Now more than ever, our participation is needed and we must LIVE UNITED.

Like many other things during this global pandemic, our drive for United Way will be Virtual! By using a virtual platform and a series of e-mails, we hope to provide our employees the opportunity to learn how United Way is using donor-resources to address the contributing social issues that lead to generational poverty. In this same virtual method, you will have a chance to join their work with your donation if you choose. All employees who wish to donate or learn more about United Way and their work in the community can click this link <https://workplace.uppurpose.com/uwv/united-way-workplace-drive-1> to access their pledge form. Our workplace drive started October 1 and will end December 1, 2021.

You can WIN \$10,000!



Yes, you read that right! This year one lucky donor to United Way of the Wabash Valley will win **\$10,000** because of their support to the United Way. Terre Haute Chevrolet has partnered with United Way to donate a **\$10,000** cash incentive to the lucky donor.

Here is how you earn entries:

- Any returning donor at same level as last year or more = **1 entry**
- Every \$25 increment donation from a new donor = **2 entries**
- Every \$25 increment increase from a previous year donor over their last year's gift = **2 entries**
- An added bonus with any new or increased gift reaching \$500 or more = **20 additional entries**

You can DOUBLE your donation!

Through a grant from the Indiana United Ways funded from the Lilly Endowment, donors making new gifts or increased gifts of \$100 or more will be matched dollar for dollar! This is doubling the impact we can make in the Wabash Valley. If a company can increase their workplace participation by 5 percentage points, the grant will match the ENTIRE workplace drive (everything we raise here at Indiana State University up to \$50,000).

When you donate to United Way, you are touching someone's life, and you create a ripple effect that strengthens our entire community. We must band together and we must LIVE UNITED. The last opportunity to fill out your virtual pledge form is December 1 so please click : <https://workplace.uppurpose.com/uwv/united-way-workplace-drive-1> if you have not already donated or want to learn more. Thank you so much for taking the time to learn about United Way and how you can help. Small things really do matter. A donation to the United Way can change the face of our Wabash Valley.

Staff Recognition

November

| Name | Department | Years of Service |
|------------------|---|------------------|
| Brandi Overton | Extended Learning | 3 |
| Kelsey Lumsdon | Office of Student Financial Aid | 3 |
| Tyler Calvert | Indiana University School of Medicine-Terre Haute | 3 |
| Christine Elkins | Department of English | 3 |
| TaPring Goatee | Custodians | 3 |
| Sarah Tobias | Early Childhood Education Center | 3 |
| Andrea Angel | University Advancement/Foundation | 3 |
| Olivia Finley | University College | 3 |
| Kelsey Hart | Indiana University School of Medicine-Terre Haute | 5 |
| Sharon Ellis | Student Media | 5 |
| Yanli Newport | Foundation Financial Services | 5 |
| Lian Xiao | Office of Registration and Records | 10 |
| Laura Hayes | Housing Facilities Operations | 15 |
| Tess Avelis | College of Graduate and Professional Studies | 15 |

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>

Share Your Thanksgiving Food Drive

The ISU Career Center as well as Sigma Alpha Lambda, National Leadership and Honors Organization, will be helping collect nonperishable food items for the annual Share Your Thanksgiving food drive. The items in the greatest demand are Peanut Butter & Jelly, Hearty Soups, Canned Tuna, Canned Chicken, Canned Fruit Juice, 100% Juice Boxes, Canned Vegetables, Grains, Iron Rich Cereals, and Whole Grain Cereal.

There should be no glass items donated.

Donations can be dropped off anytime at the ISU Career Center from 8:00 am to 4:30 pm. For more information, contact Dustin.Bryant@indstate.edu.

ISU to Close at Noon November 24

Indiana State University will close at noon on Wednesday, November 24, ahead of the Thanksgiving holiday.

“We are grateful to our faculty and staff for all the hard work this semester as we continue to navigate the pandemic,” President Deborah J. Curtis said. “We are happy to offer this extra time in recognition of our colleagues’ hard work and to allow for more time to celebrate Thanksgiving with family and friends.”

Employees will return to work when the university opens on Monday, November 29.

