

Minutes
September 9, 2021
Dede III
10:30am – 12:30pm

Members Present: Rhonda Beecroft, Sarah Ber, Pam Chamberlain, Susan Crist, Teresa Dwyer, Kathryn Elson, Jamie Hays, Nancy Hall, Karen James, Jake Jenkins, Christine Knight, Todd LaComba, Morgan Leek, Michelle Lewis, Katie Lugar, Pamela Malone, Grace Munoz, Angie Napier, Sarah Neeley, Tina Pitts, Elizabeth Tomlinson, Roxanne Torrence, Martha Vaughn, Kelly Wright, Brooke Young, Paulina Young

Members Excused: Barbara Auman, Eric Aztor, Robert Bandelt

Members Unexcused: Elonda Ervin

Guests Present: Kelly McCain

Call meeting to order at 10:34am (M. Leek)

Guest Reports

Faculty Senate Report

Dr. Keri Yousif, Faculty Senate Chair, keri.yousif@indstate.edu

Faculty Senate had its first full meeting and we are working on a few projects and has put out a call for sick leave donations. There is an upcoming review for all faculty approved syllabus language. Student Counseling Center gave a report at our last meeting and we are working on revisions for sexual harassment, Title IX Policy. There was an update from Staff Benefits and Dr. Maule gave an update for the Lily Grant.

Questions and answers

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Student Government Association

Austin Nettrouer, SGA President, Austin.nettrouer@sycamores.indstate.edu

No report

Human Resources Report

Tami Weinzapfel-Smith, Executive Director Human Resources, Tami.Weinzapfel-Smith@indstate.edu

T. Weinzapfel-Smith was unable to attend but did submit the following updates:

- Please remind employees to update their personal information on Banner. An email went out last week from HR and this week via ISU Today. I know there was some concern that the email was spam since the email came from Human Resources. M. Welch sent the email that went to employees directly. I believe the notices since are part of ISU Today announcements.
- OIT is asking for employees to update or provide a personal email on Banner. With the new changes to the portal, to activate or reset your password, you will need to have a personal email listed to receive the email to update the password. If the employee has indstate.edu listed, they will not receive the email to activate or reset the password.
- If you haven't scheduled your health screening, please do so soon. We have about another month before screenings will come to a close.
- In-person Supervisory Certification program getting close to rolling out. It took us some time to find a room that will record the sessions and allow for social distancing. Be watching for an announcement. Space is very limited. We will offer another session starting February 2022 if employees are not able to get into this first group.

Questions and answers

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Approval of June Minutes

August Minutes were presented for approval. P. Malone made a motion to approve the minutes, seconded by P. Young. Minutes were approved with no corrections 22-0-3.

Treasurer's Report

The treasurer's report was presented for discussion.

Executive Committee Report (M. Leek)

- Updates were given regarding health benefits and health screenings.

New business

No new business was presented

Old business

No old business was presented

Standing Committee Reports

Staff Relations

Alicia Miller, Committee Chair, Alicia.miller@indstate.edu

The committee held its first meeting of the New Year August 25, 2021. Members discussed the new charges, which include:

1. Providing education and clarification on usage of community service leave.
2. Identifying alternatives to the annual staff evaluation process and assessment items. Implementing identified changes with Human Resources.
3. Addressing communication needs with applicants during hiring processes and clarify hiring timeline expectations.
4. Promoting cross-training and transitional training for new staff.

Committee members decided to prioritize goal 1 and provide clarification on the community service leave policy. The committee will meet next on September 29, 2021 with Directors from Human Resources and Community Engagement to understand the policy and procedures and ask questions.

Public Relations

Sarah Neeley, Committee Chair, sarah.neeley@indstate.edu

The committee is working on shirt fundraiser and planning homecoming and our harvest party. More information should be coming out in the next few days.

Staff Benefits

Alisha Moorhead, Committee Chair, Alisha.moorhead@indstate.edu

The committee had a discussion with HR about the telecommuting policy and whether to pursue this further. With their encouragement, we'll be changing the charge to fall under work/life balance. Joey Newport is leaving ISU and a new staff member, Angie Gifford, will be joining Human Resources as the personnel coordinator.

K. Lugar encouraged all members to continue active and engaging participation in committees. The committee charges are going to take a lot of work to get through. She will be meeting with committee chairs to delegate tasks and make sure members have

ownership in committees. It is a collaborative effort to achieve the goals. Make sure you are communicating with the committees. Reminder to the chairs, please set a standing meeting time for the entire year and get those times to M. Vaughn. M. Vaughn will submit an article to ISU Today to remind staff that they do not have to be on Staff Council to join one of the standing committees.

Also, as a reminder each committee should have a secretary and minutes should be submitted to the Staff Council Secretary for all meetings.

Is there an update on tent city? The Homecoming Committee has not met since June. T. LaComba said the plan is still fluid but it will be similar to what we had in 2019. Tent city will look a little different and space is available as first come first serve for student organizations, including Greek Organizations. Academic units will have one shared tent with one table in the tent. Discussion is still ongoing regarding each college. It will no longer be called tent city.

The meeting moved to closed session.

S. Crist made a motion to adjourn the meeting, seconded by P. Malone.

Next meeting: **October 14, 2021 via Zoom, 10:30am – 12:30pm**