

Draft

Support Staff Council Minutes
February 12, 2009

MEMBERS PRESENT: Anita Adams, Jennifer Brewer, Debbie Brothers, Lauraly Dubois, Tom Everett, Kelly Hall, Karen Harris, Nancy Hauger, John Keegan, Ellen Knoblett, Leslie Krockenberger, David Lofton, Tracy McDaniel, James McKittrick, Theresa Ortega, Margaret Pearman, Rebecca Stinnett, Roxanne Torrence, Wilma Turetzky, Patsy Weltich, Debbie Woolard

ABSENT EXCUSED: Edy Fitch

ABSENT UNEXCUSED: Gary Neese

EX-OFFICIO: Wil Downs

GUESTS: Billie Kaufman, Virgil Sheets, Toni Bolinger

Meeting called to order at 11:03 a.m.

AMERICAN CANCER SOCIETY – Billie Kaufman

Billie Kaufman handed out information about the American Cancer Society. She explained the services they provide and what the money that the organization raises is used for. There are a lot of resources for patients with or without insurance through the American Cancer Society and if you know of anyone that is battling cancer, please have them contact the American Cancer Society.

Several brochures and business cards were handed out to the group.

FACULTY SENATE – Dr. Virgil Sheets

The Faculty Senate Executive Committee sent a proposal to President Bradley about their retirement plan for the Task force.

Faculty Senate has also asked Human Resources to review the 2nd tier of the health insurance cost. Of the 3 levels, the 2nd one is rather large and they would like to see that divided.

APPROVAL OF MINUTES:

The January 8, 2009 minutes were approved with changes.

TREASURER'S REPORT:

The January 8, 2009 treasurer's report was approved.

Ortega noted that according to Robert's Rules of Order the treasurer's report does not need to be approved. The rules state that it should be presented to the group and then submitted to be audited. Hall stated that the treasurer's report has never been audited that is why the treasurer's report is approved.

EXECUTIVE COMMITTEE REPORT

Memorial Resolutions - McDaniel and Torrence attended the last Faculty Senate meeting and reading memorial resolutions for faculty was something they did and are suggesting that Council do the same for staff. Resolutions would be for current staff as well as retirees.

Meeting with President Bradley – Torrence reminded everyone that the bi-monthly meeting with President Bradley will be on Monday February 16 and any concerns should be sent to her no later than 9 am on Monday.

President's Council – Torrence stated that at the last President Council's meeting, a university contact list was distributed. This list has direct contact numbers for various people around campus and is meant to be used by staff and faculty ONLY. The intent was to give a direct contact number so that they may better serve students. Torrence will be emailing this list to Council and asked that the list not be distributed to students, but may be shared with other staff in their districts.

By laws - Torrence sent the new updated by laws out to council so they could be reviewed before today's meeting. Hall asked if the Council knows what the changes are and Torrence stated that when the changes were sent it should have opened to reveal the changes. Torrence noted a few of the major changes. Adams asked if the constituent lists would be re-distributed once the by-laws are approved. Torrence commented that they will be in June when changes take effect. Pearman made a motion to approve the by-law amendments, seconded by Hall. Motion Passed.

HUMAN RESOURCE REPORT - Wil Downs

Downs reminded Council that ISU will be a smoke-free campus as of July 1, 2009. Smoking cessation classes are available through the Counseling Center. The cost of the class will be \$25 and Human Resources will be covering \$10 of that cost. Adams asked if members of an employee's family would be eligible for the smoking cessation classes. Downs stated he didn't believe so at this time.

Ortega asked about the PIQ results. Downs mentioned the consultants and the HR staff is still working on the job descriptions and hopes to have those completed this year. It is going very slowly since they are also working on implementing performance appraisals. The performance appraisals should be ready to roll out by April or May. Human Resources hope to have small training sessions to help those who may be a little anxious about the online process.

COMMITTEE REPORTS:

Election Committee: Karen Harris, Chair

The committee is working on the online voting process. Harris is unsure of how things were going and asked Dubois if she could let Council know how the process is going. Dubois stated that she has researched several different possibilities noting that Google is one that might work for the process. Unfortunately the university does not have a program available that could limit the number of votes one person could submit. Dubois explained how the online voting would work.

Employee Relations: Kelly Hall, Chair

The committee met to finalize the dates and times of the spring rep sessions. The rep sessions will first have the announcements as well as the question and answer session and then conduct the training. The committee will be sending out the invitations very shortly.

Public Relations: Jennifer Brewer, Chair

Due to lack of interest from the campus community the Sock Hop for the Wabash Valley Red Cross was cancelled.

We have started working on some fundraising events for the American Cancer Society Relay for Life. The committee will be meeting in the next few weeks to finalize those events and they will be announced at the next council meeting.

The Council's annual Blood Drive was yesterday. It went well, however, it was mentioned that the Indiana Blood Center does come to campus frequently during January and February so donations over all has been low.

A few upcoming events are the Spring/Easter Party will be April 8th in Dede II and the Annual Meeting will be May 14th in Tilson Auditorium.

Scholarship Committee: Toni Bolinger, Chair

The committee has not met for the past few months. They will be meeting soon to start working on the scholarship selection process.

SEBC: Wilma Turetzky, Chair

The committee has a meeting scheduled for next Tuesday. They are hoping to resubmit the retirement proposal. Candy Barton will be sending them some information for this proposal by the end of the week.

The committee will also be discussing the unequal handling of sick time on campus. This issue has been discussed with Barton and she feels it would be hard to do anything until the university has a uniform sick leave policy.

Adams suggested the committee talk with Sheets before they resubmit the retirement proposal.

CLOSED DISCUSSION:

Brothers asked about the Kronos payroll system (clocking in and out by the phone) that is used by a few departments on campus. There is an employee in her area that repeatedly gets called while on lunch but with Kronos, there is no way to note those times. Torrence suggested that the employee first talk to their supervisor for a solution.

Ortega brought up a concern about parking when there is a large amount of snow piled up in several lots. Harris and Hall mentioned that they need to call grounds to get it removed.

Next meeting March 12, 2009 in HMSU 321.

Meeting adjourned at 12:35 p.m.