**Staff Council Meeting Minutes**

**March 21, 2023**

**Members:**

Lisa Wise (President), Dustin Perry (President Elect), Lindsey Solomon (Past President), Veronica Garcia (MAL-C), Jena Lords (MAL-C), Dan Woerner (MAL-NC), Darren Blagburn (MAL-NC), Theresa Capasso (Treasurer), Aubreanna Crabtree (CMS), Amy Dressel (CMS), Jamie Howerton (MAL-NC), Sara O’Connor, Jessy Sears, Nitin Srivastava, Ann Medinger, Chanel Quirk, Mia Benkenstein, Carolin Glendenning, Deb Brower, Amy Bull, Megan Baskins, Terra Harris, Jack Bradley, Marci Miller

**Absent:**  *Excused*:  Ann Medinger, Amy Bull, Jessy Sears, Megan Baskin, Jamie Howerton, and Aubi Crabtree

**Guests:**None

**Secretary Report -** Minutes from the February 21, 2023 meeting - Veronica motioned to approve, Darren second motioned to approve.  -  Minutes were approved

Chanel stated that she was the one who asked the question that had a question mark next to her name. It was corrected in the February minutes.

**Treasurer’s Report -** Theresa stated that the budget looks good, but that a $160 shipping cost charge showed up and she was wondering who spent $160 on shipping cost. The team discussed whether it might be the shipping cost for the Valentine’s candy. Jena will check her receipts.

**CMS Report -** Aubi stated thatAmy and Aubi have been sharing Staff Appreciation information on social media and ISU Today. If anyone has ideas as to where else the information should be shared please let her and Amy know. They also posted the election nomination information on the Staff Council website and it will be posted in ISU Today.

Lisa asked if the CMS committee found out whether Staff Council can send about the Staff Appreciation luncheon and the SC election. Darren stated that since there was time before both events, they decided to advertise through ISU Today. Also, Miriam (MARCOM) is gone this week so they couldn’t check with her about sending email to the staff. Lisa stated that we should send out a mass email to all staff members. She also asked for SC members to talk to staff in their areas and zones to see if they would be willing to be part of SC. Mia asked if the nomination form is on the SC website. Amy stated that the nomination request can be found on the SC website.

Dustin stated that the deadline to RSVPs for the Staff Appreciation Luncheon is tomorrow, March 22. He explained that there will be extra food so even staff members who did not RSVP will most likely be able to eat, but they need to be on the RSVP list in order to be able to participate in the raffle. Amy explained that staff can RSVP through the SC website; it’s all set up.

**Old Business:**

1. Tabled newsletter/subcommittee discussion
	1. Dustin suggested that we should discuss the newsletter during the listening session to find out if staff is interested in a newsletter and if they would read it.
	2. Lisa stated that she thinks that there should be a subcommittee formed to determine if staff wants a newsletter and if it follows SC’s vision and mission and what SC is about what if would bring additionally to staff.
2. Updating bylaws (Veronica’s email to Lisa) - tabled until next meeting
3. Zone Leaders for each zone – Lisa explained the reasoning behind zone leaders. The team discussed zone leaders and rack cards as well as business cards.

Deb Brower asked to circle back to the Staff Appreciation Luncheon. She asked if she heard correctly that the deadline is tomorrow because it doesn’t state that anywhere. Dustin explained that he found out just this morning when Chartwells wanted the final numbers/headcount. Deb asked if we can leave the RSVP link open on the website. Dustin stated that he will order extra food.

Lisa asked if we want to have a zone leader for each zone. Dustin stated yes, that way we have one person to ensure information is communicated. Lisa will reach out to all the zones and ask them to determine who their zone leader will be.

1. Zone lists for POCs - Veronica to upload a template to Box

Veronica stated that there is a folder in BOX for each zone and IF, TF, Meridian and Alaska with a template on which points-of-contact for each zone can be annotated.

1. Information/document storage - is BOX not Google. Everyone should have access

Lisa explained that the question came up as to the official online storage site for all SC documentation. It is BOX, reason being, BOX is supported by ISU through a contract and Google is not. All SC members should have access to the folder in BOX. Google docs can be used for collaboration, but once a document is completed, it must be placed into the BOX folder.

**New Business:**

1. **Leadership Council Update** – Lisa

Lisa explained that there was no Leadership Council this week because of Spring Break. During last week’s meeting there was a presentation by a committee that had completed research concerning the ShoBan tribes’ experience with ISU. The presentation covered what ISU could do better when working with Native American tribes in general. One big thing that came out of the research was that Native American students and staff do not feel welcome at ISU. Lisa feels that it is important for us as SC to reach out to the committee that represents the Native American tribes and ask for the nomination of a Native American staff member to run during the election for a seat on SC.

During the rest of the Leadership Council meeting everyone updated the council on what is going on in their departments.

1. **Bengal Giving Day** – Amy
	1. Priority Fund to promote
	2. Dip jar for Staff Appreciation
* Endowment vs. Give a Buck Campaign
	1. [Become an Ambassador!](https://bengalgivingday.com/pages/get-involved-2055)

During Bengal Giving Day there will be two funds. Amy has been working with Theresa on this. There will be the Give a Buck campaign and the Book Scholarship. SC can promote only one of the funds and therefore Amy wanted input from SC members as to which fund to promote. One fund can be highlighted during the Bengal Giving Day campaign, but everyone can donate to either fund. Someone asked about the SC scholarships. There are two scholarships, the endowment which awards scholarships to ISU staff members and then there is the Give a Buck book scholarship for current staff enrolled in classes or their children. The team discussed which fund to promote for the Bengal Giving Day. Since it is more expensive to pay for classes then it is to pay for books, the endowment should be promoted. Someone suggested that SC should advocate for the funds during the Staff Appreciation Luncheon.

Amy explained that on Bengal Giving Day, April 11th and 12th, will be an online campaign like last year and there will be a spot on the donation sheet to give to the SC scholarship.

The team discussed SC’s fully funded scholarship and the fact that a new scholarship needs $25,000 to get started and be a fully funded scholarship. The purpose of the Give a Buck campaign to raise money to award a book scholarship per semester.

* The endowment scholarship for Bengal Giving Day
* The dip jar during Staff Appreciation Day

Amy stated that there are giveaways for individuals who are ambassadors who promote areas that are most important to them, who donate themselves, and get others to donate as well.

1. **Committee Updates** -

*Executive* - Lisa

*Election Committee* – Presidency

Lisa is concerned about the communication process surrounding the election and getting the information to staff. Darren stated that he confirmed that an email will be sent to staff concerning nominations for the upcoming election on Friday and the request for nominations will also be posted in ISU Today on Thursday. Lisa stated that that will give staff only three days to decide whether or not they want to run for SC. Darren stated that Emily did not want to send an email about the election to staff at all. The team discussed changing the word nomination and possibly changing election procedures. Someone suggested to amend the bylaws and extend the nomination deadline.

Darren is leaving ISU and now there will be 5 non-classified positions and 1 classified position open. The team discussed the ratio of non-classified and classified SC positions.

*Budget Advisory Group* - Theresa

<https://docs.google.com/document/d/148KA8V13YHQ1PapNrOMpplpgWd68-vqsisl92vx54Kk/edit?usp=share_link>

Theresa stated that the Budget Advisory Group is starting on FY24 budget and budget

optimization. The group is also working on finishing out the FY23 budget.

*Event & Marketing – Jena*

<https://docs.google.com/document/d/12zvEpKv53lu07lOOmldnag411bt8s8bjJCV-GP56lP0/edit?usp=sharing>

Jena talked about the listening session on March 29th at 11am and advertising it in ISU Today.

*Employee Recognition* - Dustin

 Give update on SAL

Darren and Marci have everything okayed in Meridian and Twin Falls’ breakfast is scheduled. IF has a great RSVP turnout and everything is set for the luncheon on April 6th. Alaska has its luncheon scheduled. The 5-year and 10-year service awards will be given out at the luncheons and the 15-year service awards will be given to the supervisors to give to their employees. Dustin also discussed the budget template he created and suggested to follow the template in coming years. He talked about the new certificate that was approved by MARCOM and the 190 frames he ordered from Amazon. Dustin will need some assistance with ‘stuffing’ the frames.

Marci talked about the appreciation luncheon setup in Meridian. Meridian has a few people who will receive the 5-year service award (mug). The team discussed getting the awards and a tablecloth to Meridian.

Veronica asked if he has a list of SC members who were traveling to TF and IF because those individuals need to submit their travel for pre-approval before they travel.

*Professional Development* – Nitin

Lisa stated that the professional development scholarships went out and that all but ne person accepted their scholarship at this time. Nitin came on at the end of the meeting (he is traveling) and stated that they received three professional development scholarship applications and awarded three scholarships. He contacted all the scholarship recipients.

*Child Scholarship* - Deb

*Retiree Recognition* - Carolin

<https://docs.google.com/document/d/1y3JF5iy0edIqEKkdAbLaYdToZqdNjkQTtppIo87LGoM/edit>

Lisa asked how the Retirement Congratulations video is coming along. Carolin stated that only three SC members have uploaded their video into BOX. Currently Carolin is emailing out the card and video she used last year. The team discussed whether to put together a script or get together and record the video(s). Carolin suggested that at the end-of-year get together the video could be recorded. Lisa agreed that and the video recording will take place in May during the get together.

*Commencement* – Terra

Terra stated that the diploma covers have been stuffed for the May commencement.

*Equity & Inclusion* - Sara

*Electronic & IT* - Jack

*Be A Bengal* - Dustin

*University Library* - Ann

 [ULC Member and Liaison Email List 2022-23](https://docs.google.com/spreadsheets/d/1xfp7gEYG5Gi78sJzlbLjw-XbJWgOcxmdF4RKNf8AuJI/edit#gid=0)

 [Library Liaison Responisiblites.docx](https://docs.google.com/document/d/1ijkiB7NYaESD9LeiZxcpWGy8Z3jt0fA8/edit)

*Student Conduct* - Terra

*Employee Engagement* - Jack

*Facilities* - Deb

*Professional Policies* - Jack

*Faculty Senate* - Nitin/Veronica

Nitin stated that Veronica attended the last Faculty Senate meeting since he was detained otherwise. Veronica stated that the last two meetings Faculty Senate was discussing their budget and also had guest speakers. They discussed new faculty members coming in and the process they go through as well as the evaluation departments have to go through every few years. They did not talk about anything that would affect SC. Faculty Senate has not discussed taking over the old Alumni House for a while.

*Faculty Professional Policy* - Dan

*Communications* - Darren / Aubi <https://docs.google.com/document/d/19mXOGm6WhSU9o5FRdPT8DUOv_pWv15Gta81eQz2BJT0/edit>

Darren stated that he talked Emily (MARCOM) in to sending out the election email to staff tomorrow morning. He explained that MARCOM feels that there are too many emails being emailed out to everyone and that’s why it is so difficult to get MARCOM to send out mass emails.

Deb will be sending out the next batch of Welcome to ISU letters soon. Darren thanked the CMS team for all their hard work and keeping up with social media. He also talked about the survey that was conducted earlier in the year and he showed the power point presentation he created. Darren discussed the survey results. Marci suggested discussing communication avenues during listening sessions. Veronica if it would be possible to schedule listening sessions regularly, at least once a semester. Darren stated that he and Marci had two listening sessions in Meridian so far. The team discussed listening sessions. Darren will upload the survey results in BOX.

He mentioned that SC can create its own slide set and get it improved by MARCOM.

*Strategic Plan* - Darren

Darren will still create measures for the SC strategic plan. He thinks that SC should get together soon to create the values. The team discussed scheduling a meeting to create values. The team decided to get together after the listening session. Darren reminded the team to create their reports for staff get togethers.

*New Bengal Experience* - Darren (nothing new to report)

*Sustainability* - Jack Bradley

Jack updated SC on the Sustainability Charter. The Charter meets regularly and is working on identifying some “low hanging fruit.” One of the most pressing projects is identifying a way to reduce the power consumption of the various computer labs around campus. His team is putting together some proposals for the charter to review. He likes that the committee has a sense of urgency and want to get things going and get them done.

1. **Open Items:**

Lisa talked about the lawn signs ASISU used to advertise their upcoming election and thought that might be a great way for SC to advertise its election and search for staff council members. The team discussed the idea. Dustin suggested that we should talk about the election at every one of our events throughout the year.

Mia asked if she could do a presentation about the animal facility. She stated that her departments would like to give the presentation to every ISU department to create awareness. Lisa asked Mia to get with Carolin to get the presentation scheduled.

Chanel asked to ask if we can ask Felice Otero, the Associate Dean of Students, as a guest speaker. The team discussed a possible invitation as well as upcoming events.

**Adjourned:** 2:35 pm

**Next Meeting:** April 18, 2023