**Staff Council Agenda**

1:30 p.m. – 3:30 p.m., Tuesday March 20, 2018

President’s Office Large Conference Room

Meridian 653, Idaho Falls BSUB 202B

**Members:**  James ‘Byrd’ Yizar, Julie Van Leuven, Chelsie Rauh, Brad Broschinsky (IF), Cheryl Zimmer, Mary Thompson, Doug Miller, Eric Mickelsen, Frank Goldberg, Daphne Eline, Christina Reddoor, Sandra Shea, Stephanie Foreman, Kathleen Bloodgood, Mary Guyton, Cheryl Larson, Veronica Garcia (Secretary), Joseph Simonson

Excused: Guy Patterson, Cindy Rock (Meridian), Cody Sparrow, Cooper Bybee, Mike Timm (IF), Jesse Kiboko

Please bring your binder and a pen to each meeting.

**Call to order**: 1:35 p.m. by Mia

**Guests**: Kim Chanpreuset, Lisa Lewis from ITS

* Banner 9 Progress Update
* Two pieces (upgrade to INB will now be called application navigator)
* Self-service tools, faculty grading, advising,
* July 2017 - faculty grading tools
* Nov 2017 Pilot group using the full banner 9.
* Feb 2018 you can now see profile pictures for yourself and your employees.
* April - roll out of new online purchase reqs. Will be part of Bengal Web.
* Forms provided are posted to Box

**Minutes:** Review and Approval of minutes – Veronica

* December 2017, available on Box and will be voted for online
* January 2018, available on Box and will be voted for online February 2018, available on Box and will be voted for online
* Sandra motions for online voting using Google Form, Kathy seconds
* Motions passes

**Treasurer Report**: Christina Reddoor

* We have $2,070.40 left
* A few things are being moved over for the Recognition luncheons
* Plus $600 for Professional Development awards
* Forms has been posted in Box

**Old Business**: Direct Deposit Policy

* Read the policy when you get a chance
* Email for review was sent on 02/02/2018
* Policy will be posted in Box
* It was approved with some changes regarding:
* Legal statutes
* Students who don’t have account

 Space Policy

* Read the policy when you get a chance
* Email for review was sent on 03/15/2018
* Policy will be posted in Box
* Building signage is in this policy
* Post link to this policy

**New Business**: No new business at this time

**Internal Committee Reports: *(Please note that assignments may not be accurate at this time and are subject to changes)***

**Bylaws Committee** (President) Mia, Sandy

* Nothing to report

**Events and Marketing Committee** – Chelsie Rauh, Mary Guyton, Cody Sparrow, Kathleen Bloodgood, Guy Patterson, Veronica Garcia, Cheryl Larson, Jesse Kiboko

* Staff Council Movie will be The Last Jedi
* We will have Star Wars characters at event to take photos
* Kathy is still looking for volunteers for this

**Election Committee** – (Past President) Byrd

* Many open positions will be open
* Please talk to people who may be interested to send in a nomination for themselves or someone else
* Short paragraph of why they want to be on Staff Council
* What would they like to accomplish
* Send via email to staff@isu.edu
* Will have something come up on the website
* Non-classified, approximately 9 positions are open as of 03/20/2018
* Classified, approximately 20 positions are open as of 03/20/2018
* Mia will make an announcement about the positions during the luncheon

**Employee Recognition Committee** – (Pres Elect) Julie Van Leuven, Chelsie Rauh, Mary Guyton, Cody Sparrow, Kathleen Bloodgood, Guy Patterson, Veronica Garcia, Cheryl Larson, Cindy Rock (Meridian)

* Employee recognition is next week: IF (Tues), Pocatello (Wed), and Meridian (Fri)
* Please RSVP by today
* 392 in Pocatello (tentative)
* 38 in Idaho Falls (tentative)
* no current numbers for Meridian at this time
* Need volunteers for the following:
* Help sell 50/50 raffle tickets, 50% will go towards Non-classified scholarships (Kathy), check with General Counsel to see if we need a permit
* Create flyer to explain the raffle, make sure flyer explains whoever wins has to pay taxes for the winning amount
* Idaho Falls will be given the option to participate in the 50/50 raffle
* Need greeters at the doors (Veronica, Doug, Eric, Stephanie)
* Need help decorating the room and tables
* Need help giving out awards
* If you’d like to attend any of the luncheons in Idaho Falls, Twin Falls, or Meridian please let Chelsie know ASAP
* No need to choose food choice in Meridian
* Leaving for Idaho Falls at 10 a.m., meet in the SUB by the Information Desk
* We will be leaving at 7am for Meridian on Friday
* Call Chelsie if you are running late
* Chris will not be there for Twin, so we will reschedule their luncheon for some time in May
* Please be at the Ballroom by 10 a.m. in your Staff Council gear
* Photographer will be there, Eric Gordon
* If you have a camera, feel free to take pictures of the events
* Previous Staff Council Presidents
* We will look on Box in previous luncheon programs for names of past presidents

**Executive Committee** – Mia Benkenstein, Byrd, Julie VanLeuven, Veronica Garcia (Secretary), Christina Reddoor (Treasurer) Chelsie Rauh, Kathleen Bloodgood, Doug Milder, Sandy Shea

* Nothing to report

**Policies Committee** – Frank Goldberg, Cindy Rock, Mike Timm, Stephanie Foreman

* Nothing to report

**Professional Development Committee** –Mary Thompson, Cindy Rock, Daphne Eline, Brad Broschinsky

* Extended the deadlines for applications
* 3 people applied and were selected

**Retiree Recognition Committee** – Kathleen Bloodgood

* Nothing to report

**Scholarship** – Cheryl Zimmer, Chelsie Rauh, Christina Reddoor, Cindy Rock

* Nothing to report

**External Committee Reports:**

**Disability Services Committee** – Kathleen Bloodgood, Joseph Simonson, Eric Mickelsen, Frank Goldberg

* Nothing to report

**Diversity Committee -** Kathleen Bloodgood

* Nothing to report

**Graduation Commencement Committee** – Doug Milder, Veronica Garcia

* Nothing new to report
* Will meet in April
* Ushers will be needed for commencement
* Contact Doug if you’d like to volunteer
* Dress code will be Staff Council gear

**Institutional Effectiveness and Assessment Council (IEAC**) – (President) Mia

* Mia will meet with Julie for the transition

**IEAC facilities subcommittee** – Doug Milder

* Nothing to report

**IEAC IT Subcommittee** – Christina Reddoor

* Nothing to report

**ISU Cares Committee** – Sandra Shea, Frank Goldberg

* Nothing to report

**Library Committee –** Jesse Kiboko, Cooper Bybee

* Nothing to report

**New Employee Orientation** – Stephanie Foreman, Guy Patterson

* 19 people were at the last orientation (Stephanie)

**Parking Advisory Board and Appeals** – Doug Milder, Veronica Garcia, Frank Goldberg

* Nothing to report

**President’s Cabinet** – (Executive Officers) Mia, Byrd, Julie

* Nothing to report

**Student Conduct Board** – Cooper Bybee, Mary Thompson

* Nothing to report

Announcements: Wear Staff Gear tomorrow for Bengal Wednesday

Next Meeting: April 19, 1:30 pm Large Conference Room Admin

Guests: Ryan and Mark from Marketing

Adjourn at: 3:07 p.m. by Mia