**Staff Council Meeting Agenda**

**August 20, 2024**

**Members:**

Jena Lords (President), Marty Vizcarra (President Elect), Jessy Sears (Past President), Veronica Garcia (Secretary), Michael Jones (Treasurer), Jules Churba-Pyzer (CMS), Zach McMurtry (MAL-C), Erik Talbert (MAL-C), Jamie Howerton (MAL-NC), Heather Kimmett (MAL-NC), Lance Blanchard, Mary Guyton, Annie Mendoza, Chanel Quirk, Mohammed Alquarashi, Megan Baskins, Jason Belcher, Blaney Hanvey, Karen Matteucci, Julie VanLeuven, Niquelle Lewis, Angie Sistrunk, Michael Timm

**Special Guest: none**

**Members Absent: Angie Sistrunk, Megan Baskins, Marci Miller**

**Meeting called to order: 1:36 p.m.**

**Secretary Report:**

1. Any changes needed for the May 21, 2024 meeting minutes

* Available on BOX - <https://isu.box.com/s/25p8a4k6nj9ithz65pw8b7vgrdciinu0>
* Changes requested during the Merit/Market Matrix discussion
* Under subsection 1, change wording to “for non-classified”
* Under subsection 2, change wording to “ranking is right?”
* Chanel moved to approve; Jamie seconded
* Minutes approved

1. Online directory

* Veronica has updated the online directory

1. Staff Council Representatives List

* Veronica has updated the current representatives list on BOX.

1. Staff Council BOX Folder

* If you do not have access please let Veronica know.

1. Google Calendar invites

* If you aren’t seeing the invitation please let Veronica know.

**Treasurer’s Report: Michael**

* nothing to report

**CMS Report: Jules**

* Website should be updated with all new members
* She does have access to all our social media sites already

**Old Business: None**

**New Business:**

1. **Welcome -Jena**
   1. Welcome new members!
      * Michael Timm (2025)
      * Angie Sistrunk (2025)
   2. Land Acknowledgement (Jena)
   3. Attendance (Jena)

* Shared responsibility
* Attendance tracking
  1. Leadership Council (Jena)
* Meetings resume August 26th
  1. Guest Speaker – President Wagner (Jena)
* November 19th
* Veronica will send out an email for question requests
  1. Vacancies (Jena)
* Classified: 1-year term through 2025 (replaces Ann) Angie Sistrunk
* Classified: 1-year term through 2025 (replaces Dan) Michael Timm
* Classified: 3-year term through 2027 (replaces Karen) Vacant
* Review elections results for Classified vacancy through 2027
* Still need one more Classified member for 1-year term
* Nominations?
  1. Committees (Jena)
* Chairs/Members – please review and schedule meetings accordingly
* Current vacancies:
  + - * CMS (Executive Committee)
* Niquelle nominated by Jena
* Voting was unanimous
* Veronica will contact her about access to the website and social media.
  + - * Child Scholarship Chair
* Please let Jena know if you are interested.
* We would prefer someone who has experience being in the committee.
  + - * Communications Committee Member
* Please let Jena know if you are interested.
  + - * EIT Accessibility
* Julie interested
  + - * Student Conduct
* Jamie interested
  + - * Faculty Professional Policy Council
* We need 2 volunteers for this council.
* Please let Jena know if you are interested.
  + - * Ombuds Representatives – Classified/Non-Classified (application)
* Blaney & Julie (NC) are interested
* Still need a Classified person interested
* NEW Civil Rights Compliance Committee
* The committee is still being formed
* Marty has reached out to them for more information.
* He would like to be on that committee.
* They haven’t given him enough information yet.
  + - * + Veronica is also interested in this committee
      * Professional Policy Committee
* New policy manager in General Counsel
* Monthly Reports from Committee Chairs at group meetings
* If you need space, please contact Veronica
* Update Zones/Reps
* Each zone had two representatives
* Zone map can be found on our website
  1. Policies out for 30-day review (Jena)
* **ISUPP 2000 University Business Travel — Page 4**

Policy Revision Notes:

• Very minor changes only on page 8 of the policy packet.

• States the criteria for travel reimbursement to meet the IRS standard for an accountable plan, and details the consequences when travel does not meet those criteria.

This policy is presented to the Administrative Council for an Emergency Vote via email.

* **ISUPP 2570 Purchasing Card — Page 20**

Policy Revision Notes:

• Very minor changes only on page 26 of the policy packet.

• Clarifies that business meals are not considered a travel expense; thus, a P-Card can be used for that purchase.

This policy is presented to the Administrative Council for an Emergency Vote via email.

* **ISUPP 3070 Leave of Absence for Faculty and Staff — Page 31**

Policy Revision Notes:

• Clarifies references to “annual” leave, as the more commonly used term: “vacation” leave.

• Added classified staff to those employees who are not required to use vacation or sick leave in less than half-day increments.

• Addition: Employees will be medically laid off if unable to return to work duties after 12 weeks.

• Funeral Leave is reclassified as Bereavement Leave. Allows sick leave to be used to deal with grief due to the death of a family member.

• The Office of Equity and Inclusion will handle requests for religious accommodations rather than managers.

• Added pregnancy/pregnancy-related conditions to list of conditions which must utilize Disability Services in their request for leave without pay.

This policy is presented to the Administrative Council for an Emergency Vote via email.

* **ISUPP 3010 Family Medical Leave — Page 55**

Policy Revision Notes:

• Requires that during FMLA leave, employees MUST use accrued paid leave. Brings FMLA policy into alignment with ISUPP 3070 changes.

• Added clarification about the use of FMLA time for substance abuse. May only use FMLA if the leave is due to treatment by a healthcare provider. Absence due to the use of the substance does not qualify.

• Clarifies the responsibilities of Supervisors, rather than Departmental responsibilities in regard to FMLA.

• Provides clarification for those seeking intermittent leave.

• Brings FMLA policy into alignment with ISUPP 3070 changes regarding being medically laid off if unable to return to duties after twelve weeks.

This policy is presented to the Administrative Council for an Emergency Vote via email.

* **ISUPP 3120 Telecommuting — Page 69**

Policy Revision Notes:

• Due to a highly redlined document, a clean version is provided.

• Aligns ISU terminology with new DHR policy, and brings ISU into compliance with State of Idaho telecommuting rules.

• Specifies that no more than 20% of classified staff can be telecommuting on any given day.

• States that telecommuting is not a right and telecommuting agreements can be terminated at any time.

• NOTE: This update is considered a “quick fix” to bring ISU into compliance with the state. However, it is acknowledged that a full process to revise this policy is needed at a later date.

Policies will go out for 30-day comment in early fall\*

* For more information visit: <https://www.isu.edu/policy/thirtydaycomment/>
  1. Headshots (Jena)
* University Photographers in Pocatello every 1st Tuesday of the month from 3pm to 4pm.
* If you already have one, please send it to [staff@isu.edu](mailto:staff@isu.edu)
  1. Apparel order (Jena)
* If you need Staff Council gear, please let Jena know.
* We can purchase shirts and jackets.
  1. ISU Celebrations Week (Jena)
* September 9-13
* <https://www.isu.edu/inauguration/>
* We will send out a call for volunteers to serve dessert
* We will also ask for volunteers to hand out SWAG.
* Lance and Blaney are interested in helping at the I.F. campus.
* Jessy will send us more information about these events.
  1. United Way Campaign (Jena)
* Staff Council Bowling Team. Veronica is seeking volunteers to play.
  1. Bengal Giving Day (Jena)
* We are seeking volunteers for this as well, please let us know if you are interested.
  1. President’s Brief (Jena)
* Leadership Style: Democratic/Servant
* Focus: Excellent Employee Experience and involvement in the campus community
* Ideas into action
* Staff inclusion and visibility – If ASISU and FS are involved, we should be as well
* Ombuds Program and New Employee Orientation relaunch
* Mental Health & Wellness
* Be Well Bengal and other resources
* Lunch & Learns
* Professional Development Opportunities
* PDQ/SAR
* Annual Survey
* Should we send it out in the Fall or the Spring?
* Propose a mid-cycle review of Strategic Plan in 2025
* Hiring Pause
* Jena has heard that the hiring pause may be lifted, but she will get back to us with more information.
* New staff positions will go through HR, New faculty positions will go through Academic Affairs
  1. Brief Discussion (Jena)
* How can we promote an excellent employee experience?
* Bookstore & SWAG discounts

Orange & Black Store

* Wellness release time options
* Veronica will create a [BIG IDEAS](https://isu.box.com/s/hu3iiszwnf0oavsd5vs53h05gdfbixea) document in BOX
* How can we get more involved in the campus community and build stronger community connections?
* Food drives for Benny’s Pantry
* Blood drives
* Hygiene drives
* Volunteer efforts
* Local Thanksgiving/Christmas Charity events
* Please feel free to email Jena with your answers.
  1. Budget Optimization, Event Services (Jessy)
* Alyson Johnson would like to meet with some members of Staff Council.
* If you are interested in participating, please let Jessy know.
  1. Veteran’s Services Request (Jessy)
* 10 years’ service award for Hero
* Birthday on September 3rd
* 11am to 1pm in the Quad Amphitheatre and Hypostyle
* We will put together a basket of goodies from Staff Council
* Jessy will send out more information for everyone to attend.
  1. Special Guest Invitations (Jena)
* September 17: Karey and Clay – HR
* October 15: FS Chair/ASISU
* November 19: President Wagner
* December 17: NONE
* January 21: Jen Steele?
* February 18: VP Craig?
* March 18: SA VP Matt Daily?
* April 15: Chief Admin/CISO?
* May 20: NONE
* Send any guest ideas to Jena

**Committee Updates:**

1. Executive
2. Election Committee
3. Event & Marketing
4. Employee Recognition
5. Professional Development
6. Communications
7. Child Scholarship
8. Retiree Recognition
9. Budget Advisory Group
10. Commencement
11. Equity & Inclusion-Veronica

* Meetings haven’t started yet, so nothing to report at this time.

1. Electronic & IT
2. Be A Bengal
3. University Library
4. Student Conduct
5. Employee Engagement
6. Facilities
7. Professional Policies
8. Faculty Senate-Veronica

* Meetings haven’t started yet, so nothing to report at this time.

1. Faculty Professional Policy
2. Sustainability

**Next Meeting: September 17, 2024, Sargent Boardroom, PSUB 312**

**Meeting called to close at : 2:57 p.m.**