**Staff Council Meeting Minutes**

**May 21, 2024**

**Members:**

Jessy Sears (President), Jena Lords (President Elect), Lisa Wise (Past President), Theresa Capasso (Treasurer), Amy Dressel (CMS), Veronica Garcia (MAL-C), Mia Benkenstein (MAL-C), Marci Miller (MAL-NC), Marty Vizcarra (MAL-NC), Jamie Howerton (Secretary), Megan Baskins, Carolin Glendenning-Bowman, Mary Guyton, Terra Harris, Ann Medinger, Chanel Quirk, Dan Woerner, Erik Talbert, Karen Mayhew, Zach McMurtry, Annie Mendoza, Lance Blanchard, Jules Churba-Pyzer, Mohammed Alquarashi, Jason Belcher, Blaney Hanvey, Heather Kimmett, Julie VanLeuven, Michael Jones, Karen Matteucci

**Special Guest:**

Ray Ludwig, Angie Dangerfield, and Katie Thomas from HR to discuss CEC

**Members Absent:**  *Excused*: Chanel Quirk

Absent: Megan Baskins, Ann Medinger, Dan Woerner, Annie Mendoza

**Meeting called to order:** 1:30 pm

**Secretary Report:**

Any changes needed for the April 16, 2024 meeting minutes?

Veronica. motioned to approve minutes from the April 16, 2024 meeting

Marty…...….. seconded the motion

3 unexcused absences will indicate you are inactive. If you let the secretary and president know that you won’t be able to attend, then you will be excused.

**Treasurer’s Report:** Monthly update of budget. Budget still needs to be updated from last meeting. I don’t have our last event in the budget yet. Perfect for our luncheon budget. We need to get the report so that we can decide if we can order other needs before the cutoffs. We want to buy a dolly and a cart for the events committee. Meridian will have the games event on 5/31 and will have expenses for that.

**CMS Report:** Nothing to report. We have new social media followers. Amy will get access for whoever takes over for her. If you are interested in being the CMS, you will be in charge of the Staff Council website. Whoever takes over will have access to the back end of the website and terminal 4. You’ll also have access to the canva account. Veronica is working on updating the website with new members. Send her your headshots. If you are in Pocatello you can do your headshot for free on the first Wednesday of the month Veronica thinks. Carolin says that headshots are available a couple times a semester in IF.

**Old Business: None**

**New Business:**

1. Welcome -Jessy
   1. Welcome new members!
   2. CEC Presentation by HR
      1. ISU plan submitted 4/26 and approved 5/14. Communication and implementation next
      2. Classified pay shift up 3.7%, 1% across the board for all permanent employees, 2% merit based salary to be implemented.
      3. Develop distribution matric based on % increase for all faculty and staff considering merit rating and market comparison.
         1. More faculty and non-classified staff are lagging behind market
      4. May structure shift and increase in minimums from $14.75 to $15 per hour. Non classified minimum is being increased from $46,050 to $47,325
      5. Academic rank advancement for applicable faculty.
      6. DHR implemented two new pay structures for Nursing/healthcare and IT/Engineering. Anyone making less than that will be raised.
      7. Merit/Market Matrix, where an employee falls on the matrix tells what their raise will be. This is the matrix for classified and non-classified employees.
         1. Jessy asked about transparency of non-classified employees rankings since it’s not as clear **for non-classified** it is for classified employees.
         2. How do we know that our market is right? How do I know my non-classified ranking is **right?** Katie talked about the process comparing it to peer institutions.
      8. Classified staff will be implemented 6/9, non-classified will be implemented 6/23.
      9. HR will prepare an annual compensation communication plan and updates at <https://isu.edu/cec/>
         1. Employees will get letters and a town hall will be scheduled soon.
   3. Vote on executive board
      1. Taking nominations for Treasurer, Secretary, CMS, President, Members at Large for classified/non-classified
   4. Committee Information/Assignments-Jena, Jessy, and Marty will be talking this summer to decide if we need all the committees or if we can get rid of some of them.
   5. President wants to attend at least two meetings per year.

**Committee Updates:**

1. Executive-Jessy gave info on each of the members of the executive board.
2. Election Committee
3. Event & Marketing-possibly merging events and communications. Goal is to plan impactful events throughout the year. Maybe 1 per month. May take summers off. It’s a lot of fun.
4. Employee Recognition- Big event in spring.
5. Professional Development- this committee gives out money for staff members to attend professional development activities.
6. Communications-Jessy read a description of the committee that Amy wrote up.
7. Child Scholarship- Ann has a report about winner(s). This committee chooses 1 winner and reviews applications from.
8. Retiree Recognition-Get list from HR and Staff Council has an email they send to retirees wishing them well and letting them know they will always be a Bengal. Would like to create a video message.
9. Budget Advisory Group- committee that works on solving the budget deficit. Budget optimization issues. Monthly meetings and then as needed.
10. Commencement-may eliminate this committee, volunteer for commencement.
11. Equity & Inclusion-Veronica wants to continue being on this committee. They meet occasionally but not very active.
12. Electronic & IT- Not sure if active
13. Be A Bengal- Help HR decide on the big yearly winners for their award ceremony.
14. University Library- They do meet. They talk about initiatives at the library.
15. Student Conduct- no communication.
16. Employee Engagement-when the employee engagement survey comes out. Probably coming up. Skipped this year. You’ll be asked to help with presentations.
17. Facilities-talk about projects that might need to be done. Meet 4 or 5 times a year. August-October. We review and then the leadership council makes final decisions.
18. Professional Policies
19. Faculty Senate-Veronica and Jena want to continue serving on this committee. Mohammod and Marty are interested too. They meet 2-3 hours (4-7 every other Monday starting 9/11)
20. Faculty Professional Policy
21. Sustainability

**Meeting called to close at: 3:30 p.m.**

**Next Meeting: August 2024, exact date pending**