**Staff Council Meeting Agenda**

**April 18, 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 (19 present for simple majority)

**Absent:**  *Excused:*  Ann Medinger, Deb Brower, Megan Baskins, Chanel Quirk

**Guests:**  None

**Secretary Report**  - Minutes from the March 21, 2023 meeting - no changes needed. Darren motioned to approve, Jena seconded motion to approve. - Minutes were approved

**Treasurer’s Report** - Theresa doesn’t have the luncheon cost yet, still waiting for Chartwells, only one professional scholarship has been paid out; Nitin should check with the other scholarship recipients.

A couple of charges should have gone to the staff appreciation luncheon but went to SC’s expenses, Theresa will talk to Dustin.

Chartwells’ catering of the listening session has not been charged yet.

**CMS Report** - Aubi updated the website and took down past events; nothing new with the year winding down; let Aubi asked SC members to let her know if anything needs to be shared on social media.

**Old Business:**

1. BGD (Bengal Giving Day) Update - Amy updated the team on BGD for staff council, 17 donations to staff council

**New Business:**

**1. Election Results:**  Lisa briefed the election results. Lisa, Dustin and Lindsey all tallied the votes individually and here are the election results:

*Classified:*

Erik Talbert

*Non-Classified:*

Soni Myers

Marci Miller

Omar Raudez

Marty Vizcarra

Whitney Fenwick

The newly elected SC members will be attending the SC meeting on May 16. Lisa will email the committees to new members and ask them to look over the committees and select which ones they might be interested in serving on. Lisa asked all SC members to look over the committees too so during the next meeting new committees can be formed. The committees will determine who the chairs will be for their committees.

The SC members will elect the Executive Committee during the next meeting, secretary, treasures, four members at large, two - classified and two - non-classified. And we will be seeking nominations for non-classified president elect; according to the bylaws, it has to be someone who has served on SC for a year already. Once the nominations are in, Lisa will put together a secret ballot and email it out.

**2. Leadership Council Update** – Lisa

Nothing new other than budgets

Kevin gave the LC a task - if you were given $100,000 to strategically use within your college, department, division - he gave stipulations as to what the money can be used on and it has to have a ROI, a revenue generating type of plan - how would you use the money.

Lisa asked Dustin if he wants to go to the next couple of LC meetings together or alone. Dustin opted to go with Lisa.

**3. Vote on Bylaw Edits** (Had tabled updating Bylaws - Veronica’s email to Lisa):

Lisa reviewed the bylaws edit suggestions she received from Veronica and found that most of the suggestions indicated changes that were made. These changes were reviewed by the entire SC during FY22, voted on, and approved. Lisa does agree that two corrections need to be made:

1) Section 5 f..c. needs to be realigned with the a. and b.

2) Section 2: Constituency refers to section 12 and this should be section 11, as there is no Section 12.

Lisa referred to the bylaws and stated that for simple edits SC can vote on the suggested change(s) and a Simple Majority Vote suffices for Non-Material Bylaw Change.

***Lisa proposed to vote to approve the two edits in the bylaws*** - **Yes** - 13 online + 5 in person **No** - 0

***Edits were approved by majority vote****.*

Lisa asked Aubi and Amy how to best make these changes to the bylaws. Amy told her to make the changes, save it as a PDF and send it to Amy to be uploaded.

Lisa uploaded the red-lined old Bylaws to Box for historical purposes.

**4. Employee Engagement Presentation** - Darren, Jack, Theresa

<https://docs.google.com/presentation/d/1N7k6JqHQLrwehi6_xnjg7Hk4hdn7cVH7/edit>

Darren explained that since President Satterlee came on board about 2018, an Employee Engagement Survey has been administered regularly. The survey is for faculty, staff, part-time/temporary employees, adjuncts, student workers as well as CPIs. The purpose of the survey is to see if the university, as an organization, is moving forward in the direction to focus on Trust, Stability, and Compassion and values.

The survey results will be posted on the president’s website, there everyone can see faculty and student worker results. Darren pointed out that as an organization we always focus on continuation, that is our responsibility to ensure we are a good organization. There were some changes made to this year’s survey because Gallup was going to charge ISU for using their employee engagement questions as their program trademark.

Darren explained that they separated student workers for CPIs and temp workers from adjuncts when analyzing the survey results. Darren will brief only staff results.

Presentation focuses on strongly agree & agree as well as disagree & strongly disagree. He stated that they saw a lot of change in the middle between Strongly Agree and Strongly Disagree.

 Darren went through the presentation slide by slide and discussed the changes. He compared 2018, 2020, and 2022. He went through the response rates for each category of employees.

Darren and his team categorized the written comments.

He briefed the slides and the Diversity, Equity and Inclusion concerns. Darren suggested using the negative results as discussion points/talking points.

SC members asked questions throughout the presentation which Darren answered.

Darren believes the survey will be administered again in 2024.

**5. Behaviors & Action Items -**Lisa

<https://docs.google.com/presentation/d/1c9CDWKLGKw6hgVlswTJ6NgXv6Bafh0xatHY0kXsTKGA/edit#slide=id.g22d6f8c5ef1_0_372>

Lisa discussed the behaviors and actions that the team came up with after the Listening Session and during the SC Exec Team meeting. After going through the slides, Lisa asked if anyone had any questions, thoughts, or concerns. The teams discussed the behaviors and actions.

***Voting, Carolin proposed that SC adopt the presented Behaviors and Actions for SC’s Strategic Plan.* Yes** 12 online + 5 in person

**No** 0

**6. Proposal to order a new infographic display to replace the broken one if there are any funds left**  - Jena

Also, maybe we can order some Staff Council swag like pens, stickers, desk accessories, etc. - open to suggestions. (table for next meeting - Old Business)

**7. Date for - End of Year Event**  **- May 18**

The team discussed last year's end of year get together and made decisions for this year’s.

What did we do for off campus members?

Do we want to do lunch? ***Lunch***

Do it at Caldwell Park? ***Yes***

Do retirement videos outside the new alumni center? ***Yes***

Shoot retirement videos in front of the fireplace in the Alumni Center? ***Yes***

Do we have to use Chartwells? ***No, we will use Oliver’s***

Lisa will send out Oliver’s menu for everyone to select a lunch.

8. **Committee Updates -**

**Executive** - Lisa

**Election Committee** - Presidency

**Budget Advisory Group** - Theresa

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

The Budget Advisory Group has not had a meeting this month, there have been presentations going all day on the new budget in the SUB.

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

***Listening Session Link:*** <https://docs.google.com/document/d/1jlOXE0L3fELbXjWuftnTBx_JuotMPyE6rZ4pumUrTPI/edit>

Luncheon received good feedback

Encouraged staff to participate in BGD

Can help with end-of-year luncheon

Lisa asked Jena if she created a Box folder for the Listening Session - all done

Lisa thinks we should have a summer event. The Bylaws state that SC should take June & July off

Lisa thinks we should repeat last year’s hot dog event. Theresa suggested to have it on National Hot Dog Day this year - July 19th, Wednesday - Bengal Wednesday

**Staff Appreciation Luncheon** - Dustin

<https://docs.google.com/document/d/1_UrswNprm_N2xfhJwM-h5GEc9jmDRlLMyLSd6Nguo9k/edit>

Discussion about the rewards given for 5, 10, 15, etc. years; if we make changes, we need to present it in a way that is final.

Lisa said she never saw anyone walking around with a pin and rocker on their outfit that has been given to staff in past years.

If the committee is in place to do an event, then it’s the committee who should put the event together and not micromanage the committee.

Dustin – people loved that SC came to the events; the fourth event was for the custodian. They stayed and mingled and went to the ice cream social. Darren shared that in Meridian the entire Facilities department came to the SAL.

Lisa stated that these successes are what should go into the reports so we can go back to them and repeat those successes.

**Professional Development** – Nitin

**Child Scholarship** - Deb

**Retiree Recognition** - Carolin

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

Carolin shared that she sent over 20 emails to retirees this past year and reminded everyone to wear SC gear at the end-of-year get together for the Happy Retirement videos.

Lisa talked about the SC email account and stated that she thinks that every email should be sent from the staff council email; this also makes it easier to refer back to emails and use keywords to find old emails. Carolin asked if next year the SC email could be used to send emails to the retirees. Several SC members thought that that would be a good idea. Darren suggested that the new employee emails should also be sent from the SC email.

**Commencement** - Terra

**Equity & Inclusion** - Sara

**Electronic & IT** - Jack

**Be A Bengal** - Dustin

**University Library** - Ann

[https://docs.google.com/document/d/1LNX2Xj-uFb6YWljHOTTWCdXu43LuVN6li7mseuaK8/edit#](https://docs.google.com/document/d/1LNX2Xj-uFb6YWljHOTTWCdXu43LuVN6li7mseuaK8/edit)

 [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 and Darren - Survey Results Discussion

**Facilities** - Deb

**Professional Policies** - Jack

**Faculty Senate** - Nitin/Veronica

**Faculty Professional Policy** - Dan

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

**Strategic Plan** - Darren (Measures and Values)

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

**Sustainability** - Jack Bradley

Lisa reminded everyone that this was Darren’s last SC meeting since he is leaving ISU at the end of April. Everyone wished Darren well.

Lisa thanked everyone for their hard work on SC and for ISU.

**9. Open Items:**

Nitin stated that his committee decided to make changes to the professional development scholarship application as well as the website. He will add a question concerning the support the applicants receive from their departments.

Lisa asked Nitin to bring the new application to one of the next SC meetings for SC to look over.

 **Next Meeting:**  May 16, 2023









