**Staff Council Committee Minutes**

1:30 p.m., Tuesday April 20, 2021

Zoom

Called to order at: 1:30 pm

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| Members: | Karen Ludwig (President), Stephanie Foreman (Past President), Lindsey Solomon (President Elect), Jamie Howerton (Secretary), Sheri Kunkel (Treasurer), Aubi Crabtree (CMS), Bre Fitzgerald (MAL-C), Deb Brower (MAL-C), Nitin Srivastava (MAL-NC), Sara O’Connor (MAL-NC), Brady Cook, Steve Hagler, Ginny Lawrimore, Stephen Shryock, Michael Timm, Todd Adams, Moses Collier Jr., Carey Jennings, Patty Overy, Jesse Call-Feit, Lewis Eakins, Dustin Perry, Aaron Tolman, Christina Jackson, Cindy Russell, Jack Bradley |
| Absent: |  |
| Secretary Report: | Approve minutes from last meeting 3/16 Sheri Kunkel – Motion to ApproveDeb Brower -- Second |
| Treasurer Report: | Sheri sent the budget spreadsheet to the groupThe Bengal Theater charge came through in the amount of $450.00The New Day Product bill will be approximately $560.0 |
| CMS Report: | Nothing to report  |
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| Old Business: | 1. Employee Appreciation Luncheon- Lindsey
2. Getting gifts to people. Send email and set deadline- Dustin
	1. Everyone look at the list and see if they can grab any items for their department.
3. Thank you to everyone who helped and participated.

 Feedback* Many people did not like the smoked flavor of the potato.
* In the future, Staff Council should preview the lunch before the event.
* The video turned out so great and many people heard positive comments about it.
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| New Business: | 1. Events committee- see what money is left and hold another event before end of fiscal year? Maybe an ice cream handout.
	1. Karen would like to have an event in June if possible.
	2. Another option we could look into is another movie activity.
	3. The events committee will get together to discuss.
2. Staff counsel gear
	1. Many committee members have mentioned they are not a big fan of the vest. Instead of ordering vests next year, Karen is considering ordering a light jacket. The jackets would be ordered for existing and new members.
	2. Ideas and links were given in the zoom chat of jacket options.
	3. Karen will look through suggestions and bring options to the next Staff Council meeting.
	4. Chris Jackson will get in touch with Ginny to get her information on the vendor.
3. Elections-Karen
	1. Elections will take place next week.
	2. The groups have been dissolved and there are only two groups: classified staff and non-classified staff.
	3. We want representation to be one staff counsel member for ever fifty employees. There are 538 classified staff and 537 non-classified staff, so it equals out to 11 staff council members for each group.
	4. Voting will be announced in Idaho State Today.
	5. The new staff council members will attend our next meeting.
4. Leadership Council- Karen
	1. Idaho State University is set to open back up on June 28th. It is too early to know what the restrictions will be like at this time, but more information will come out when it is available.
	2. Is there going to be summer activities on the Quad this summer?
		1. Concerts have not been approved yet. We are currently in stage where gatherings should be limited to 50 or fewer people. Obviously concerts would draw more than 50 people, and so we are not able to have them yet.
		2. The Wellness Center has a concert list out.
	3. Budget presentations were given this week. The Budget information can be found on the Finance and Business Affairs website.
5. Staff Council – End of year party
	1. June 3rd at 5:00 – Alumni House
	2. We will have dinner
	3. All Staff Council Members, current and outgoing, are invited.
6. Round Table Discussion
	1. Deb Brower (IT) – If anyone needs help setting a desktop when coming back to campus to work should put a request in as soon as possible.
	2. Brady Cook (Career Center) – His department is getting student ready for graduation. Remodeling is going on in their office. The discount from the suit up event can still be used.
	3. Chris Jackson (Pharmacy) - DocuSign is a great system that ISU has purchases. Staff Council should do something to promote everything that can be done through this program.
	4. Sara O’Conner (Family Med) – Everyone is back in the office. They have all been vaccinated. Classes will begin on July 1st.
	5. Bre Fitzgerald (IT) – Working on Docusign. Set up the computers for commencement for graduate sign-in.
	6. Ginny Lawrimore (Marketing) – Watch coffee with Kevin. Working on Commencement.
7. Strategic Enrollment Management Project Charter-Staci Phelan at 3:00
	1. Staci’s office is focusing on 5 things:
		1. Competitive context
		2. Target markets
		3. Recruiting strategies
		4. Target student numbers
		5. Ways to measure success
	2. Competitive context
		1. We have a comprehensive University. We have extracurricular activities and support services for students.
		2. ISU has the Health Care mission for the state
		3. Career readiness – CPI program, internships, INL connection. etc.
	3. Target Markets
		1. Traditional students (18-24) – make up 93% of incoming class
		2. Stop out students – Students that have come to ISU, but have not finished.
		3. Transfer students – ISU has partnered with CSI and CEI so student can transition smoothly to ISU.
		4. Parents
	4. Recruiting
		1. Gather info on students and get them into ISU’s system. We can then know how to reach them.
		2. Make sure potential students get the right message at the right time.
		3. Graduate enrollment is going really well, but undergraduate enrollment needs to improve
		4. Student affordability
		5. Got rid of ACT/SAT score requirements
	5. Key performance indicators
		1. 1st semester GPA
		2. Fall to Fall enrollment
		3. Graduation
	6. What can we as staff do to help increase enrollment
		1. Volunteer for student events when possible
		2. Be friendly and helpful to students. Help them find their way around campus.
		3. Get to know students, and form connections.
		4. Support student employees
		5. Help them know about scholarships that are available.
	7. Registration is up significantly from last year.
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| Next Meeting: | 1:30 pm, Tuesday May 18th. (Last meeting of semester) |

Notes:

Meeting called to close at: 3:30