**Staff Council Meeting Agenda**

**February 21, 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

**Absent:** Jack Bradley(excused)

**Guests:** Jen Steele and Katie Thomas

**Jen Steele        1:30**

Jen gave an update on the university spending, she talked about that the university was asked by the State Board of Education (SBE) to spend their reserves to a better.

ISU hasn’t raised tuition for 3 years; ISU needs to increase tuition because the SBE is not going to increase the university’s budget.

University will embark on a year-long budget optimization exercise. How can the university grow revenue stream; how can the university maximize its resources? It’s not looking at cutting budgets, Jen discussed some different examples.

Budget advisory board will be shepherding the budget optimization effort with a goal of balancing the budget by 2026.

Staff council budget – with new model: $1907 travel; $4600 for services; administrative recover $82 for a total of $6,589; max transfer is $6,590.

Jen will email the slides so everyone can take a look at what she is talking about.

Dustin asked if we can get an exact $ amount of what Staff Council on past Staff Appreciation Luncheon instead of just being told to spend about the same as last year?

Jen asked if the money comes out to Staff Council’s $6,000.

Lisa told Jen that the money comes out of different indexes, LHR002 and LHR003; between the two accounts, there are $24,000 that go into the employee luncheon and awards and recognition for HR to use.

Jen asked who administers the budget, Lisa told her that both SC and HR administer the budget. Jen suggested for Lisa to work with HR to create budget line for employee recognition, and if the budget in those two accounts is not sufficient, Lisa/SC can request a budget adjustment. Lisa stated that there is administrative recovery on that budget also.

Dustin explained the reasoning behind his question.

Lisa stated that SC will put together a proposal if a budget increase is needed.

Jessy suggested to Jen that since the budget briefings are so extensive, to close the presentation with a summary, state the main three take aways in such a way that it is understandable for everyone. Jen thanked Jessy for her feedback.

Jen summarized her earlier briefing - the university is financially in a strong position; the university has work to do on closing the gap between revenue and expenses, and therefore no new funding will be distributed this cycle. The administrative recovery is like a budget cut, and your UBOs will work with you on those. However, the university will not shut the door on financial needs; budget adjustments are possible, budgets are dynamic, there is just not a ton of money to distribute new funds.

Lisa asked if Jen could talk about budget optimization some more, like an example of what the approach is.

Jen explained that Finance is generating a list of things they want to look at and are looking at a list of ideas for budget savings that was generated during covid times. She used the example of memberships and subscription, the university spends about $350,000 on memberships and subscriptions annually. Patience Turness (Finance) is working on a process reviewing those memberships and subscription to check for redundancies and create a process for employees to check which subscriptions and memberships already exist in order to optimize them and eliminate redundancy. Another area Finance will look at is the Early College program. The program is wonderful, continues to grow, and is in local self-support program that generates a profit. The question is whether the program should be part of the central university and have a more centralized enrollment plan for Early College connected to the university’s strategic enrollment management plan (~ $500,000 budget authorization).

Another area Finance will look at is how many administrators do we have at the university? There is a perception that ISU has too many administrators. In what areas and what options do we have to optimize our number of administrators?

Finance is going to do this over a one year period or more, if we have too many administrators we can look at open positions and shift administrators around. Jen used IT as example; ISU has a technology innovation charter (led by Renae Scott & Adam Bradford) that is looking across ISU’s IT functions across the university. Jen believes that the university has 126 IT people in all different places with approx. $12 million in operating expenses. The charter is looking at how those IT resources are used across the university, they look for redundancy and check if there is a way things can be done more efficiently as well as looking at software and service contracts.

Lisa – functioning more as a university then a lot of individual departments; coming together and looking at it as a whole.

Jen – it will be an exhaustive process; as opportunities emerge, they will be discussed with all stakeholders to make sure it will work for everyone and identify possible impacts.

Darren asked Jen if should could talk about the elimination of charge backs and the reduction of operational fees.

Jen – we are continuing a very limited system of chargebacks, we are not reinstating charge backs, and the administrative recovery cost helps acknowledge the real cost of doing business with/for all the universities’ units, it offsets the charge backs.

Jessy had a question concerning the optimization. She asked if there is a plan to optimize/check other areas beside IT, in order to streamline other areas, i.e. events.

Jen stated that Events is currently not on the list, but she wrote it down, they are looking for ideas. What they are looking at is called Shared Service Model, Marketing is on the list and marketing looking at how we are using our marketing resources, they are pretty decentralized, would the marketing efforts be more efficient if we were more coordinated? Jen believes Events is somewhat connected to Marketing and would it make sense to have more coordination.

Jessy is hoping that by reviewing and evaluating marketing that some of the marketing burdens will be taken away at the department level. Jen stated that this is something that needs to be looked at, it’s part of the Shared Service Model, where is the expertise that can serve more than one unit. Lisa thanked Jen; Jen thanked Jessy for her feedback.

**Secretary Report -** Minutes from the January 17, 2023 meeting – changes needed? Veronica –the date for the next meeting at the end of the minutes needs to be changed. Veronica motioned to approve, Chanel seconded motion to approve.  -  Minutes were approved with change.

**Treasurer’s Report –** only expenses are for the Valentine’s Day event, budget looks good and is updated. The report is posted in BOX. Lisa asked if any expenses are missing? Theresa stated no, we are all caught up.

**CMS Report -**

**Old Business:** None

**New Business:**

1. **Leadership Council Update** – Lisa

There was a presentation on housing and ELC, with a fee proposal for FY24; great data. The need fees were voted on and they were approved.

Leadership team discussed the DEI statement and whether it can be part of an application – we cannot ask for a DEI statement from applicants but questions can be asked during the interview process.

**Katie Thomas 2:00**

Lisa thanked Katie for joining us.

**Q1 –** ***Can you address how CEC works in relation to the following: Does the Office of Human Resources ever advocate for employee raises to meet the rate of inflation, or do you simply take instruction from the state of Idaho?***

***Another CEC question: How does a non-classified employee figure out if they are below, at, or above midpoint? The website says there was an analysis conducted, can we get a copy of that?***

Katie explained legislative approval of budget. There are two parts that have an impact on what ISU is able to pay in terms of CEC; first is the CEC guidance which HR receives from the Division of HR (which goes through the legislative process before the Division of HR gets it) or the legislative approval of the ISU budget (this is different for Higher ed than other agencies because of different funding mechanisms).

Yes, there are various points in the process, first public sees DHR’s recommendation to the joint CEC committee in January. ISU advocates with DHR for their employees, ISU discussed turn-over and recruiting challenges to consider, ISU gives input as to what should be included in DHR’s recommendation. This year DHR hired consultant to do a full compensation review and analysis and ISU was part of those discussions; a multi-months process and the consultant set their recommendations to the legislature. During one of its annual meetings, CEC invites public testimony; it used to be an open call, no longer invites public testimony, now CEC asks for written testimony instead, ISU put out call for input several times. Katie believes it is important for employees to know when that window of time is that they can submit their written testimony. Rex Force acted as rep for ISU HR, he was invited to present testimony to CEC, which HR prepared based on the statements they received and Rex Force presented that information to CEC, CEC recommends to JFAC, JFAC reviews the recommendations and votes and other legislative process take place after testimony has been heard and recommendations have been made.

The other piece to this is how is higher education funding is approved and received. This contributes to how HR is able to develop and design its CEC program. At the end of all the voting legislature decides this is going to be the guidance that all state agencies receive in how they prepare their CEC committee. This is when HR get it back and are told by Division of HR, here are the element required to be in your CEC plan that you prepare. Then HR prepare their plan based on that guidance and how ISU’s budget is approved. Higher Ed is different than other state agencies, in that its budget is approved as a specific item. Higher Ed’s budget is approved differently and they can vote on items within ISU budget to be approved or denied; down the road this will have an impact on how ISU can or can’t fund the requirements, the required elements of CEC. That’s why sometimes you see that the ISU plan includes for example a different percentage increase; if the state’s guidance is all state employees get 4%, you will see that ISU’s plan will sometimes be different than that and that depends on the legislature approve or doesn’t approve the funding in our specific budget.

Just because legislature says 4% CEC we don’t get all of the money for that, so that’s how it becomes an internal issue figuring out what money do we get and what can we afford to fund and we always do whatever we can to really maximize the funding we get for CEC.

Katie wanted SC to know that HR and the Administration want to be able to pay our employees more. Everyone at ISU is in the same boat concerning pay. Katie has heard that employees think that HR says no to the pay raises or doesn’t fight hard enough to get raises for ISU’s employees, but that is not the case. It is all dependent on legislative voting.

***Second part of the question*** – That’s a good question and a new thing. Last year was the first time ISU did a market analysis for faculty & non-classified. For classified staff there is the state’s pay structure which HR always uses in leveraging those midpoints and policy points. In terms of non-classified and faculty appointments, last year HR created essentially the system; Ray Ludwig and Angie Dangerfield worked on this with leaders at different division, unit and team levels and each division handled it a little differently. Essentially what HR was using is data available through CUPA-HR (College & University Professional Association – HR), salary survey is the data that HR used this past year. CUPA does salary analysis, and ISU contributes to this data too, higher ed institutions across the country provide salary data for the types of positions all institutions have to CUPA and then ISU can purchase the salary survey data so HR can get relative market rates for different types of positions. Angie worked with division heads and unit heads to essentially slot each person based on their role, their job duties, and their title they figured out which category each person fits into in terms of what is the most similar type position within the CUPA salary survey and then they pulled that data. Once they got everyone slotted accordingly to make sure that job description matches what this person is doing, they ran the market analysis data to determine what is the range of salaries for those types of positions; it’s not a straight fit because ISU has some positions that other universities don’t have so sometimes they had to look at specific universities that had for example some of the regulatory based positions that not all universities have so the pool of available salary information is much smaller. Does HR have to identify mid-points based on the salary survey data? Yes, they did identify a midpoint or policy within that range but everyone’s range is a little different based on how we had to match within the salary survey data.

Is the data available? Katie was not sure if the data is available. She believes it was made available through interpreting the merit matrix. Based on when you received a merit based component, were your percentage increase, it was a flat $ amount, the $ amount you received as a merit based component had as part of it where you fell within your range of policy. It was kind of embedded in the matrix itself for each person to have that knowledge of was I less than 75% of my midpoint or was I over 100% of my midpoint or what was that like. It was communicated that way.

Jessy asked a question to clarify what Katie meant. Katie pulled up the letter that was sent out by HR last year and explained how to interpret it. Jessy asked some clarifying questions. Katie explained that HR worked with every department’s leadership to determine what the raises should be based on the salary survey data and the matrix developed by HR. HR did not decide what everyone’s pay raise should be, it was done in a combined effort with each department and unit leadership.

Veronica asked how HR handles performance evaluation disputes. She explained that she tried to dispute one of her performance evaluations but feels it didn’t go anywhere. Katie asked if there was a grievance process or problem solving process. Veronica stated that the individual who gave her the performance evaluation retired and therefore never did anything about it. Katie asked Veronica to follow up with her on this after the meeting.

Katie explained how the implementation of the raises takes place with Payroll in June and July (faculty). She explained that there is a performance evaluation dispute, it might be loaded as the performance evaluation stands and if the grievance process takes longer, HR works with Payroll to make any needed adjustments after the grievance process is completed. Veronica said this answered her question and it was more a general question than specifically for her situation.

***Q2******– Why are we still hiring so many employees if we have a multimillion dollar structural deficit?***

Katie explained that we still have education and services to deliver. We do have a deficit but it is a delicate balance between continuing to deliver service and education which we must do despite the deficit and balancing our budget. Continuing to hire does not mean that the budget situation is being ignored, a lot of effort has been put into first understanding what the budget situation was and is and now we are implementing a budget model that will allow us to make changes over time to work our way out of the deficit. We have to do all that at the same time we cannot just say: Well, we are in a budget deficit so we have to stop hiring because then we cannot deliver the education and services that we owe our students. So while hiring freezes can be really immediate budget saving actions, they are often not great long-term solutions for a budget deficit problem; rather strategic changes throughout many aspects of an organizations finances are really the way to get out of a deficit. Budget and finances worked hard to determine actual budget situation and picture which we didn’t have a functioning budget before. It is hard to make any meaningful decisions and changes without a good understanding of what the current picture is, which they have done now. So as part of this they identified the deficit that we will all be working on together to make changes to operate out of that to work our way out of the deficit.

There has been recent communication during a budget town hall meeting and a presidential video during which they talked about some of this and the deficit itself and where we are heading to correct that deficit.

Katie clarified that whether or not a department or division hires is not a HR decision. Decisions concerning what units, divisions, and teams need to deliver their services, is decided by the department/division and its leadership. When a division decides they want to hire, remove, or reclassify a positon, they build a rational for that decision and meet with HR for some planning or consultative support if they need to and discuss financial implications with their UBO and HR provides guidance on revealing salary equity across the institution and creating and refining the recruiting and hiring plan etc. A HR hiring freeze would only short-term have a positive impact on a budget deficit but the long-term impact isn’t really there to do a hiring freeze to work our way out of the deficit. Rather, division and units continually evaluate their needs and figuring out which positons and functions they don’t need. Katie explained that if a person retires, the unit should evaluate whether the position is still needed, should the position be changed, or are these duties something we need to do anymore. And this is how we work ourselves out of a structural deficit instead of using a hiring freeze.

Lisa talked about an example about a decision to keep an important position instead of eliminating it. Katie talked about the departments and units’ responsibility and involvement in the budget decisions. And if it is decided to implement a hiring freeze as a short-term solution, that is usually decided at a very high level and communicated to all of us.

***Q3 – What is the University’s current Remote Work policy for Classified and Non-Classified positions where the positions would support that stance?***

Katie talked about remote work in general. She also posted the link to ISU’s remote work policy

https://www.isu.edu/media/libraries/isu-policies-and-procedures/human-resources/Telecommuting-ISUPP-3120.pdf

This policy was in place pre-covid because ISU has had employees pre-covid who telecommuted. Now the university is evaluating what its wants out of remote work. Katie has talked to Libbie Howe, the University Policy Manager, and Libbie has it in her queue for a full rework of the policy in accordance with Policy 1010, Policy Development and Administration. It has been a while since the policy has been updated even so the policy had to be tweaked during covid to add remote work during a pandemic which wasn’t in there before. Libbie won’t be able to get to this policy this year due to other policy priorities, but it is on the radar and Libbie is aware that the policy needs a rework.

ISU has a decentralized model and Katie does not know if ISU will stay with the decentralized model and switch to a more centralized model. She does however know that the current telecommuting policy does fall within DHR’s updated guidance. DHR updated their policy post-covid, and ISU’s policy is still in alignment with what DHR has as well. So ISU is working with its policy for the time being, and HR realizes that policies are not always the easiest to interpret and understand, therefore HR put together some remote work resources because HR knows that ISU has many more people working remotely than ISU had in the past.

Katie posted the remote work guidance link - <https://www.isu.edu/hr/remote/#d.en.167050>

The resources provide understandable guidance to what the policy is saying and help answer questions for employees and supervisors based on the framework of the approved policy. Katie explained that HR has different remote work option available at this time. The remote work process is defined on the remote work webpage also.

*Sara O’Connor has to leave for another meeting 2:30*

It is up to supervisors to decide which work can or should be remote work, is the work feasible for remote work?

Katie explained that with this decentralized model, it is up to the units and supervisors to decide which positions are suitable for remote work, what equipment the person needs if remote work is an option, and then there is also a performance based piece. Can this person perform their duties well while working in the remote environment and what impact does it have on the rest of the team. It is up to the supervisors’ evaluation, and supervisors, deans, department heads, divisions, everyone handles it a little different. Because it is decentralized, it creates a lot of questions and confusion, especially because not all supervisors have the same outlook on positions and remote work. HR tried to outline this on the website to create a better understanding for all. This is also one reason why remote work needs to be discussed more and the telecommunication policy needs to be reviewed. Katie thinks that there should be Position Description for every position on campus and the Position Description should spell out whether a position is remote work eligible. But, just because a position is remote work eligible does not mean the person in the position will be allowed to work remotely because of all the elements discussed previously. ISU has a few different remote work options, some people work fully on campus with no remote work option, some people work fully remote, some people work a part-time remote schedule, and a flex remote option. This is also defined on the previously mentioned website (see link above).

***Q4 – Are employees in leadership positions required to complete the Leadership Development program?  If no, why not? How promoted? How to sign up?***

The leadership development program has been around for about 10 years, it is not mandatory, but encouraged. It is not mandatory because in general, people don’t like to be told it is mandatory and because people feel that they are in trouble if they have to attend this program. And it is not mandatory, because it’s a significant time commitment, time consuming.

Currently the leadership development program is taught each fall in cohorts. HR is looking for ways to improve the program and make it more accessible and available

Just because they have not participated in ISU’s leadership development program, it does not mean they may have attended or developed through other leadership training. Ideally all of ISU’s managers and supervisors would go through the leadership development program, but that’s ideally and but realistically, it is not always doable in part due to unexpected circumstances. Sometimes people promote unexpectedly into a supervisory positions and had not had the chance to go through the leadership training.

Even so the program has been around for 10 years, it’s evolving all the time, people who attended years ago probably had a totally different training then they would have now.

Recruitment for the program starts in the spring, Stacey Marshall usually sends out emails in April/May and again the end of summer, to recruit people for the program.

ISU lounged a program last fall called Bengal Management Essentials. It’s a new program, HR realized a knowledge gap in managerial procedures, i.e. time off, FMLA, difficult conversations, progressive discipline, things that aren’t covered in the leadership development program. It’s intended to be a partner program to leadership development program to cover su bjects not covered in the leadership development program.

***Q5 – ISUPP 3150 section X. C. says there is no additional probationary period for classified internal lateral transfers, despite that, hiring managers often use the suggested new hire template offer letter that includes a 6 month probationary period.  Is this practice something that could be addressed/stopped with them when they send you the offer letter prior to sending it to the candidate?***

A probationary period shouldn’t be included in the offer letter for a lateral transfer to the same type of position. However, if there is a promotion and the employee moves into a different pay grade or a different classified position in the same paygrade that is significantly different, there would be a probationary period. All offer letter should go through Stephanie in HR for approval and she would catch if the probation period is not needed.

Sometimes supervisors and department go rogue and do it without going through HR. Katie Bacca then is another person who catches mistakes in offer letters and gets with Stephanie to correct them. Katie Bacca inputs it correctly into the personal record system.

If there is a specific problem, get with Katie, but as a general rule offer letters should go through Stephanie and she makes necessary correction.

***Q6 – Can you address how the following can be better communicated to Staff: This is a multi-part question. Idaho Statute 67-5334 addresses state employee vacation accrual, accumulation, and maximums. More specifically, Classified Staff that are not exempt employees lose any vacation leave they might have earned after the maximum amount has been reached.  (This is also an issue for Non-Classified employees who reach the 240 maximum and lose all vacation over that amount.)***

1. ***Are you aware of the rationale for the maximum?***
2. ***Do you have an opinion about the current policy?***
3. ***Do you know how many employees have been negatively affected by this policy?***
4. ***Would you be willing to help us change it?***
5. ***Employee notification as they are approaching the 80% of maximum?***
6. ***Donate to leave pool - HOW***

The rationale behind any vacation accrual maximums, and this is true for other state agencies and other organizations just as a working standard, is something in ID state statues. The standards were established by the ID legislature, it’s called an ID legislature statue that these limitations exist. The rationale behind the limitations is a cost control measure, it limits cash out options, if someone accrues leave hours without limit, and that person leaves and the leave hours have to be paid out, it’s a big financial hit for the budget that cannot be budgeted or planned for. It’s a best practice organizationally and fiscally, a responsible measure to keep some type of cost control measure, to avoid unexpected large vacation leave payouts. This is common practice in public and private sectors.

Secondly, it encouraged people to take vacation and leave their place of work to avoid burnout; create a work - life balance.

Lisa asked if there is some type of notification system in place to make employees aware that they are reaching their leave maximum. Katie stated that everyone can look at their leave balances in Self Service in Bengal Web. Katie encourages all employees to watch their vacation balances to ensure there are no mistakes. Katie will bring up a notification process to her team.

Lisa asked if you have to be at your vacation hour maximum to be able to donate your vacation hours. Katie explained that employees do not need to be at their maximum vacation hours, but a minimum of vacation hours is required. Sick leave can now be donated also (<https://www.isu.edu/news/2021-fall/idaho-state-university-shared-leave-program.html>).

No one is under obligation to donate leave or sick leave. ISU is not authorized to create a pool of sick leave, but Danielle Pew in Payroll maintains a list of employees who indicated that they would be willing to donate leave hours to anyone who may need it and contacts those individuals if someone needs sick leave hours. You cannot donate your leave hours to get under the max authorized leave hours because a leave hour bank is not authorized.

Chanel asked - What happens to lost leave hours if a bank is not authorized? Katie explained that those leave hours are just lost. You no longer accrue additional leave hours; that’s how the ID legislature is written. Question – so the State of Idaho reverts those funds budgetarily? Jen explained that if you hit the cap and start losing hours, it has not direct budget input, a budget input only happens if vacation hours have to be paid out when someone leaves.

If you donate leave hours, the hours are only taken once someone needs the leave hours.

Jessy asked - What happens when employees are denied taking vacation and they are reaching their leave max? Katie stated that she has not heard of a situation where this applies. She suggested that this should be discussed further and explore if a mechanism should be installed for individuals who cannot take vacations do to circumstances within their department. She stated that supervisors are encouraged to watch employees leave balances and have their employees take vacations when they can to keep the leave balances down. Supervisor should not continuously deny vacation to avoid employees reaching their max vacation time.

*Darren had to leave for another meeting – 3:00pm*

***Q8 – Why aren’t employees in their performance evaluation able to actually see what rating they were given in each category, rather than just receiving a comment for each category? Wouldn’t it be more effective for employees to be able to see how they specifically rated in each category so that they knew which area/specific skills they could improve upon?***

Katie stated that one should see the rating for each category and not just the overall rating. Katie was looking for the guide for the performance evaluation system.

***Q7 – What more can Staff Council do for Human Resources?***

Katie would like for Staff Council to work with HR. HR and staff council should work together hand-in-hand. Katie wants to improve HR and SC working together to identify issues and challenges and come up with solutions. She asked to give HR some grace, HR itself has had a lot of turn over just as other departments on campus. HR has a lot of new staff, about 70% of turnover of HR’s staff over the past two years. Katie would like for HR and SC to work together more because essentially we have the same goals, taking care of and supporting employees, and working together on that is better than working against each other.

Chanel asked if a HR employee could ex officio attend SC meetings. Katie thought that that is a great idea. Lisa explained that HR employees have asked if they can run for staff council, the answer is no. Lisa thinks it would be great if someone would represent HR at the SC meetings to gain a better understanding of HR. Katie would like to educate ISU employees of HR’s role and what HR does and cannot do.

Lisa thanked Katie and Jen for attending our meeting

The team discussed relaxing on vacation and not working, vacation and work-life balance.

**New Business continued:**

1. **Leadership Council Update** – Lisa

New cell phone policy

SC should encourage positivity, encourage people to wait until final policy comes out and not spread rumors and get person worked up. Ask people to wait until the new policy comes out without getting them worked up over changes/policies that are not in place yet.

Theresa asked what Lisa meant about the cell phone policy; Lisa explained the new cell phone policy

1. **Katie Thomas coming to SC meeting Feb 21st at 2:00**

<https://docs.google.com/document/d/1rQ3IeJK3Iy0_bn-xiR_CK0Q4dmDXBLYBmLWFVb-GXPQ/edit>

*See above*

1. **Bengal Giving Day April 11 and 12** - *Amy Dressel*

April 11th and 12th are Bengal Giving Day and the objective is to raise as much money as possible for your area. She thought it would be fun to do something for or as SC, our opportunity to get SC and our scholarship out.

Information was published in ISU Today.

1. **Staff Council Newsletter? Newsletter Committee?** 
   * 1. Tabled
     2. More questions need to be answered during the Executive Committee meeting; why, how what
2. **Staff Zone Lists – Veronica**

Lisa - based on the feedback we received from the Valentine’s Day candy drop, we need to take some more time to develop the zones and get more specific on what the intend of the zones is and how we are going to use those.

Veronica suggested that we need to have a list of all staff, classified and on-classified, and where they work for informational purpose so we know who we are representing because SC doesn’t have an updated list with that information.

Public Safety doesn’t not have a list like that. Veronica stated that the Office of Research has that list; Jessy suggested for Veronica and her to work offline on this. The team discussed the attainment of such a list. Dustin suggest that we should form a committee that does research on this. He, Jessy and Veronica could be the committee and work on this, and decide what to do with the list, and how to safe-keep the list.

Marcia informed the team that she received an email last week asking her to answer a few questions regarding her physical location vs her actual location. Did anyone else receive that email? Yes, it was sent out by HR.

Lisa thinks that we need to clarify more/better. Lindsey said that during the valentine’s drop off she got contacts in each building that is in her zones. The team discussed the zones and the purpose of them.

They discussed the website updates. The team continued to discuss zones. Dustin asked if a subcommittee should be formed and review the topic and decide if it should be brought up to the Executive Committee for discussion/decision.

Veronica suggested that the motion should be: *I motioned that we (SC) form a subcommittee to create zone lists so that everybody that is representing or volunteering for specific zones, knows who they are volunteering for.* Dustin stated that this is too broad, because it needs to be defined what the zone does if we want a list of names from the Office of Research. SC cannot just call and say we want the list. Lisa and/or the Executive Committee would need to authorize someone to contact the Office of Research and request the list.

Veronica changed that the previously suggested motion: *I motioned that we (SC) form a subcommittee to present what we would like create the zones to represent for SC.*

Lisa proposed that the Communications Committee, who created the zones, should present to SC what the purpose of the zones is.

Team continued to discuss zones and list.

Lisa proposed as an ***Agenda Item for March’s Executive SC meeting*** that the executive committee needs to come to an agreement what the purpose of the zones is and if we need a list of all ISU staff members from the Office of Research. - Zones are not for election purposes.

Once the Executive Committee made a decision as to whether this is something to pursue, we will brief SC at the next meeting.

Team discussed whether there is a need for the list. Jessy will try to find out who maybe the office or department to approach about a list of classified and non-classified staff.

1. **Committee Updates** -

**Executive - Lisa**

**Election Committee - Presidency**

**Budget Advisory Group - Theresa**

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

**Event & Marketing – Jena**

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

Valentine's Event on Feb. 14 Sticker (Amy) -

[Random Acts of Kindness Day Email](https://docs.google.com/document/d/189JRueCFNoM86gPmgeFvxisl6CYhDiLmueX1UOtcZ0c/edit?usp=sharing) on Feb. 17 (Amy)

Jena updated the form

*Lisa – in future we will not go down committee by committee, only if something is listed*

**Employee Recognition – Dustin**

The committee is looking into different ways of presenting gifts this year. He would like

to discuss with his committee before briefing everyone.

He needs to discuss money with Lisa.

He discussed the gift ideas.

The team discussed Dustin’s gift ideas.

Gifts are not taxable, because they are service awards.

Dustin’s ideas are not finalized yet because he didn’t discuss it with his committee yet and

they didn’t vote on his ideas yet.

Lisa suggest that instead of buying gift cards tell people to go buy something in Bookstore

and we reimburse the Bookstore.

**Professional Development – Nitin**

Nitin will send out email to the committee to meet and go over the applications after February 28th. Lisa stated that she checked the SC email and there weren’t any more applications. So far there are 4 or 5 applications.

**Child Scholarship – Deb**

**Retiree Recognition  - Carolin**

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

*VIDEO EXAMPLE* (Aubi) - https://www.youtube.com/watch?v=xUKgDE-i3CQ

**Commencement – Terra**

Please volunteer for commencement, it will be an all-day affair this year.

Need volunteers to stuff diploma covers in the Registrar’s office; drop by any time; April 14th

at the latest.

**Equity & Inclusion - Sara**

**Electronic & IT - Jack**

**Be A Bengal - Dustin**

**University Library - Ann**

**Student Conduct - Terra**

**Employee Engagement - Jack**

**Facilities - Deb**

**Professional Policies - Jack**

Lisa reached out to Libbie, and she read SD’s committee definition and discovered that the committee is an internal committee, for us to choose policies to review or to review policies in the 30-day review period. It’s not an external committee. Lisa asked Libbie why Faculty Senate is involved in policy review and Libbie explained that the Faculty Senate is a governing board and that‘s why they are part of ISU’s policies review. Libbie also explained that she usually involves staff from the areas for which a policy is reviewed, i.e. the Transportation Policy, she involves staff from the Transportation department. Libbie publishes staff specific policies in ISU Today for 30-day review and she would love feedback on staff policies from SC. And you can always comment during 30-day review.

*Nitin and Aubi had to leave for meeting 3:50*

The team discussed the Policy Committee and policy review.

Marcia stated that if you look at the HR webpage, under employees. Staff Council and Faculty Senate are listed as "Governance Committees," just fyi

**Faculty Senate – Nitin**

**Faculty Professional Policy - Dan**

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

**Strategic Plan - Darren**

**New Bengal Experience - Darren**

Jessy brought up that the next SC meeting is scheduled during spring break and asked if the meeting should be changed to another day; the team discussed whether staff with kids will take time off during spring break; Lisa asked if we should move the meeting. It was decided to not move the meeting. Lisa will send out an email and ask if anyone is opposed to have the next SC meeting during spring break.

1. **Open Items:**

No one had open items.

**Adjourned:** 4:03 pm  
  
**Next Meeting:** March 21, 2023

**Questions for Katie**



**Questions for Katie Thomas**

1. Can you address how CEC works in relation to the following: Does the Office of Human Resources ever advocate for employee raises to meet the rate of inflation, or do you simply take instruction from the state of Idaho?
   1. Another CEC question: How does a non-classified employee figure out if they are below, at, or above midpoint? The website says there was an analysis conducted, can we get a copy of that?
2. Why are we still hiring so many employees if we have a multimillion dollar structural deficit?
3. What is the University’s current Remote Work policy for Classified and Non-Classified positions where the positions would support that stance?
4. Are employees in leadership positions required to complete the Leadership Development program?  If no, why not? How promoted? How to sign up?
5. ISUPP 3150 section X. C. says there is no additional probationary period for classified internal lateral transfers, despite that, hiring managers often use the suggested new hire template offer letter that includes a 6 month probationary period.  Is this practice something that could be addressed/stopped with them when they send you the offer letter prior to sending it to the candidate?
6. Can you address how the following can be better communicated to Staff:     This is a multi-part question. Idaho Statute 67-5334 addresses state employee vacation accrual, accumulation, and maximums. More specifically, Classified Staff that are not exempt employees lose any vacation leave they might have earned after the maximum amount has been reached.  (This is also an issue for Non-Classified employees who reach the 240 maximum and lose all vacation over that amount.)
   1. Are you aware of the rationale for the maximum?
   2. Do you have an opinion about the current policy?
   3. Do you know how many employees have been negatively affected by this policy?
   4. Would you be willing to help us change it?
   5. Employee notification as they are approaching the 80% of maximum?
   6. Donate to leave pool - HOW
7. What more can Staff Council do for Human Resources?
8. Why aren’t employees in their performance evaluation able to actually see what rating they were given in each category, rather than just receiving a comment for each category. Wouldn’t it be more effective for employees to be able to see how they specifically rated in each category so that they knew which area/specific skills they could improve upon?