Staff Council Meeting Minutes  
August 23, 2022

Members:
Lisa Wise (President), Dustin Perry (President Elect), Lindsey Solomon (Past President), Mia Benkenstein, Carolin Glendenning, Deb Bower, Amy Bull, Veronica Garcia (MAL-C), Terra Harris, Jena Lords (MAL-C), Ann Medinger, Chanel Quirk, Dan Woerner (MAL-NC), Megan Baskins, Darren Blagburn (MAL-NC), Jack Bradley, Theresa Capasso (Treasurer), Aubreanna Crabtree (CMS), Amy Dressel (CMS), Jamie Howerton (MAL-NC), K-Lene Kuhn, Sara O’Connor, Cindy Russell, Jessy Sears, Nitin Srivastava

Members Absent:
Cindy Russell, Dan Woerner

Jack left at approx. 2:15 pm for another meeting.
Sara left at approx. 2:30 pm for another meeting.
Aubi left at approx. 3:00 pm for another meeting.
Veronica and Nitin left at approx. 3:30 pm for another meeting

Secretary Report - No report

Treasurer’s Report - the only expense so far was the BBQ, we have a very limited budget, Theresa is working with Jenn (VP Finance) about more funding for Staff Council (SC). Where is SC funding coming from? SC funding is coming from Equity & Inclusion. Lisa discussed the SC budget and the plan to ask for an expansion of the SC budget.

CMS Report - The website is updated, the professional development scholarship was posted, please let Aubi know if there are changes necessary.

Old Business:
1. NA

New Business:
1. Lisa - Chris Jackson’s Tree
   Lisa informed the team that a tree will be planted for Chris Jackson, Dustin has been taking donations, everyone is okay with taking staff council funds to make up the difference of the cost between donations and the cost of the tree.
2. **Darren - Strategic Plan**

Darren updated the team on the strategic plan process that has been happening the last few weeks. Carolin will send out an email after the meeting. The committee chairs will work with the strategic plan committee to work on the final product. Darren briefed the team of what the strategic plan, mission statement and vision are and presented the vision, mission, and goals the strategic plan committee came up with. Darren explained that the university’s values will be included in the SC’s strategic plan, the goals, and objectives. The committee developed three goals that should be accomplished within the next five years (long-range). SC still needs to develop objectives with the university’s objectives in mind.

Darren explained what the email will entail and what the staff council members should provide to Darren.

The plan is to have the framework completed by the end of September, it will be further developed throughout the year.

Lisa: Objective - the committee chairs and the strategic plan committee will develop the objectives

Darren: Please suggest objectives

3. **Darren - Communication Plan**

The communication committee developed a communication plan that includes certain processes to ensure the alignment of communication that goes out to the university community. Darren explained how the communication plan will work for Staff Council. Darren discussed the communication distribution matrix and the information needed for the communication committee to produce the announcement.

Darren stressed the importance of adhering to the timelines set forth in the communication distribution matrix.

If nothing else, look at the flowchart, it will explain the whole process. The communication committee has its own email that you can use to communicate with the communication committee - staffcomms@isu.edu
4. **Lisa - Non-classified Grievance Board**
   Lisa provided a list of names to HR, who will select the individuals who can serve on the non-classified grievance board.

5. **Lisa - Committee definitions**
   Lisa asked everyone to work on expanding the definitions of the committees. She brought up some examples. She asked Darren if he will meet with each committee to develop action plans. Darren said yes.

6. **Lisa - Meeting Procedures**
   Lisa discussed how the meeting will proceed from now on forward. Only one major presentation per meeting, every committee will give an update even if there is nothing to report, any member can provide things they would like to share.

7. **Jessy - Staff Council Representatives Map**
   Jessy discussed how SC representatives could be divided on the different campuses. She created an interactive slideshow that will be published on the SC website so staff members can find the SC members who are responsible for their area on campus. Jessy explained how the interactive map came about and how the map is updated (very easy). Lisa, Lindsey, and Dustin met to assign representatives to certain zones, outside their job location so everyone gets out and gets to know employees outside their immediate work area.
   Lisa explained how they assigned representatives to the different campuses and she is looking for feedback on how to distribute communication to staff on all campuses. Not all colleges and departments have a communications person.
   The team discussed the interactive map and its benefits. Darren wanted to know when the map should go live.
   Dustin will be the only person to make changes to the interactive map and he will be working with Jessy. The map should go live by September 1. Darren suggested several tools should be used to advertise the interactive map.
The team discussed how this communications map is to be used and how involved it will be. Lisa suggested that the use of the map will evolve and develop over time.

8. **Veronica - Faculty & Staff Meal Plan by Chartwells**

Veronica talked about Bengal Dining’s new chef and the faculty & staff meal plan, $35 per pay period or $70 per month. They are developing a to-go plan, if you do not have the plan it’s $9.50 per to-go meal. You can bring your own food and drink containers until Bengal Dining will finalize the to-go option and the containers to be used. She stressed the importance of the to-go plan for faculty & staff, not just athletes, to the new chef.

Sara - What are the hours? Mon - Fri 11:00 am to 1:30 pm

They are supposed to inform everyone about their closed hours, they want to communicate better with faculty & staff.

How do we advertise? Darren - announcement in ISU Today, Veronica will write up an announcement and email it to Darren to go through the communication distribution matrix.

Veronica talked about the outdated Bengal Dining advertisement and possible changes coming up.

Chanel suggested a resource fair for staff and all the information that could/should be displayed. Lisa - great idea. Does that fall under events?

Veronica - Should it be part of the New Employee Orientation?

Chanel - It may should be a yearly event not just discussed during NEO.

Jesse - It’s difficult for some employees to get away and go to such events, maybe there should be a link on the Staff Council website that informs staff about available resources for staff.

HR has a resource page for ISU faculty & staff.

Aubi - On the Staff Council website there is a link to faculty & staff resources. Members discussed ideas of advertising resources.

Lisa asked if this is something that can go through the communications committee. Lisa asked if the communications committee agrees. The committee is okay with it. If you
know about any perks for staff add it to a Google sheet that will be developed and maintained by the communications committee.

Jesse suggested that we should ask staff to let us know about “cool perks.”

Lisa asked that all submitted perks will be verified so that we don’t put out wrong information.

Darren will generate the Google doc.

Lisa - resource fair, she thinks it’s a great idea that the events committee could/should work on.

9. **Mia - Meridian Public Safety**

   Mia brought up a concern about the lack of public safety on the Meridian campus.
   Darren explained the workings of public safety on the Meridian campus and that public safety is normally available all day.

   Discussed RAVE Guardian

10. **Veteran’s Day Donuts Event (Friday, November 11th)**

   Dustin suggested that if we can increase the SC budget, we may develop monthly events from now on forward. Zone representatives should attend the monthly events on a rotational basis.

   Dustin discussed his idea behind the Veteran’s Day Donut event.

11. **Hot Chocolate Tailgate Event** (NOT BOMBS) with whipped cream and a donation box for the Chris Jackson AK Pharm Scholarship. [Sat - Nov. 19th (against U of Idaho) or Sat. Oct. 15th (Homecoming)]

   Dustin suggested we should honor Chris Jackson during the tailgate event because Dustin remembers how much she loved that Dustin sent her the hot chocolate bombs last year.

   Lisa suggested that the tailgate should not be during Homecoming.

   The team discussed the tailgate event. They also discussed the idea of monthly SC events, not all events have to cost.

   Dustin suggested that not many staff members will come to an event if we don’t offer something, i.e. food or drink.
Jessy (?) suggested that SC representatives could offer to assist at other events.
Lisa talked about what she has been doing along those lines around campus - doing service hours. The team discussed SC service hours.
Lisa - it is the event committees responsibility to plan events, not the SC’s.
Jamie suggested not to have too many big events during one semester.
Lisa - being on SC doesn’t mean to just show up to meetings but also be available to assist other committees around campus.
The team talked about Turner Lunch, Dustin suggested setting up a SC station during other campus events, Chanel brought up the Experience ISU event in October as a good time to set up the SC tent.
The team discussed campus events.

12. *Any Updates?*

Does everyone know which committee they are on?
Theresa brought up the fact that SC has a very fancy tent that should be used at some of the upcoming events.
The team discussed events that the SC could set up the tent and a table; possibly Kevin’s Run (9/17)? SC could hand out water at the finish line.
The team discussed the tree planting and the College of Pharm’s involvement in the tree planting event. No to the scholarship in Chris’ honor suggestion, and Lisa explained why SC or ISU cannot create a Go Fund Me site to raise money for a scholarship.
Lisa - if you are on a committee be proactive and contact committee members to meet.
Bring all the old swag to Dustin.
Internal and external committees must meet. Lisa suggested contacting external POCs to introduce yourself and let them know who you are and that you are available to assist.
The team discussed internal and external committees. Lisa stressed the importance of committee descriptions.

**Adjourned:** 3:40 pm