Staff Council Meeting Minutes  
September 20, 2022

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), K-Lene Kuhn, 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

Members Absent: Veronica Garcia, Deb Bower
Sara had to leave for another meeting at 2:30 pm
Dan had to leave for another meeting
Darren had to leave for another meeting at 2:50 pm
Terra and Chanel had to leave for another meeting at 3:00 pm

Secretary Report - Minutes from the August 23, 2022 meeting - ........... motion to approve, .............. second the motion to approve. Minutes approved.

Treasurer’s Report - ????

CMS Report - ????

Main Item -
1. *Strategic Plan update* - Darren Blagburn
Darren discussed strategic planning and he

2. Lisa asked Darren to give an update on the Maps, Darren is waiting for pictures from Dustin
a. The team discussed the purpose of the Map, everyone is supposed to meet people who they do not work with. Lisa explained the reasoning behind the Map, each member should talk to the communication individuals within each department and find out the
best ways to communicate with staff within the department - communication and getting to know who to talk to.

b. The team discussed the Maps and how to best explain the purpose of the Map to HR because HR had concerns concerning council members involvement in staff problems.

c. We are not trying to solve employees’ problems, we want to communicate and let staff know who they can talk to to bring up any issues they may have.

d. The Map is for the buildings, Lindsey disseminates information to Facilities, Jack disseminates informat.

e. One of the objectives is to reach out to 90% of staff achievement over the next 5 years.

f. We are not trying to give legal advice, we share information and give info about resources.

g. Who are the staff ombudspersons? Stacey Marshall in HR is a point of contact for the Ombuds program.

h. SC needs to define what the Map - Darren and Jessy will discuss and clarify the purpose of the Map. The Map came to the communication committee.

i. The Map, its purpose and information dissemination will be discussed and voted on during the next Exec Team meeting.

j. Sara pointed out that “the Map doesn't include Holt Arena, Nursing, Family Medicine or any of us up here on Memorial Drive”

k. The team further discussed the Map, communication, ISU’s ways of communication and staff council’s role in disseminating information, Lisa believes SC does not hit its target audience. SC needs another way of sharing information to ensure more staff receives the information SC tries to put out - consistent messaging.

l. A project that is work in process, the conversation will be continued.

3. Lisa’s goal is to keep meetings within 2 hours without rushing anyone and getting everything important discussed.

4. Darren discussed the priority of ways of communication. He thinks that SC should be involved in the bi-annual staff engagement survey. He discussed the purpose of the survey.

5. Lisa will resend the committee listing.

6. Faculty senate committee will create a subcommittee - academic integrity.

7. Leadership Council update: Monthly agenda item
a. Admin Council approved two new policies - HIPPA related 1090 and 1100
b. Approved INCLUDE1 and INCLUDE2 - 28 rural schools (distance learning) -
   o INCLUDE1 - grant money that assists smaller schools with distant learning
     and dual credit
   o INCLUDE2 - mental health resident(s) aid to students
c. Marketing Campaign - Branding & Performance - any marketing campaign needs to
   be run through marketing rep or MARCOM
8. Call for Projects (Facilities), deadline Oct 7th - does your department have any projects?
9. Legal Department - Education opportunities - many education/training opportunities
   provided through the legal department, Zoom meetings, training was not recorded, check
   the website
10. Committee Updates -
   
   Executive - Darren addressed the Exec Committee, mainly worked on strategic plan
   
   Event & Marketing - Jena
   o Met last Friday, discussed ways to have events we can put on and piggyback on
     other events, i.e. Veterans Day.
   o Jena discussed a few event ideas; Turner Lunch in October, 10/19; have reps for
     the different campuses, Lisa has a POC for Twin Falls
   o We have volunteers for Turner Lunch, still need a volunteer, Aubi will help with
     communication, redo flyer (annual event)
   o Box folder for event photo
   o Piggybacked on Education Day (9/17)
   o Veterans Day (11/11) event is Staff Council event - team discussed the event
   o Jack volunteers for Turner Lunch
   o Aubi is still figuring out the cost of the Turner lunch
   o Darren - are all campuses involved? Yes, all campuses
   o Lindsey - Meridian ordered pizza last year
   o Lindsey and Aubi discussed to cost of last year’s turner lunch
   o Darren - the communication committee could get the event calendar on the Staff
     Council website, it would be good if SC members had an idea of upcoming
     events
Employee Recognition - Dustin
- The budget was doubled for the committee
- Lisa suggested Dustin contacts HR and talks to Stacey Marshall

Professional Development - Nitin
- Contacted all members, first meeting will be first Monday of October, he developed the rubric and will discuss what they have been looking for in the past and hope that they will select good candidates
- The committee found a good time for everyone to look over and discuss the applications

Child Scholarship - Deb
- Deb’s absent

Retiree - Carolin
- Carolin explained what she does as for the retirees
- Suggestion came to go back to paper cards instead of email - discuss within the committee
- Schedule meeting with Marcia

Commencement - Terra
- The committee hasn’t met yet; Terra has experience with commencement because she works at the Registrar’s Office and has worked commencements for years.

Equity & Inclusion - Sara
- Sara had to leave for another meeting

Electronic & IT - Jack
- Jack talked about what the committee has been discussing so far during their Meetings

Be A Bengal - Dustin
Dustin gets to work with Stacey.
- Team discussed the Be A Bengal program and that the committee
- Mia suggest to put the Be A Bengal program on the Staff Council website, Lisa suggested that the committee should approach HR about sending a reminder email with instructions about submitting a Be A Bengal
recommendation to all employees.

- Lisa emails individuals who were selected in the *Be A Bengal* program
- Dustin suggested that HR should share why individuals were selected as a *Be A Bengal*
- Chanel discussed a program they are instituting in Academic Affairs to recognize the achievements of fellow employees.
- Lisa suggested *Be Well Bengal* should be rejuvenated, Aubi suggested to bring it through the communication committee so the program will be posted on the SC FB site or HR’s FB site

*University Library* - Ann

- First meeting on October 7th, Lisa asked what the committee does, Ann will know more after the first meeting

*New Bengal Experience* - Darren

- Darren has meeting with Katie in the next few weeks about what is entailed in this and then Darren will have a meeting and update everyone
- Darren stated that HR does not want SC to talk during New Bengal Experience

*Student Conduct* - Terra - 1 committee position still open

- Terra and Dan met; the student conduct committee is an as-needed committee
- Title IX person is point of contact

*Employee Engagement* - No Chair

*Facilities* - Deb

- Lindsey - It’s a committee for corporate projects, the committee will meet and prioritize projects on campus

*President’s Cabinet* - Lisa

*Professional Policies* - Jack

- Had meeting, identified policies the committee wants to review
- Libby will come talk to the committee and inform the committee of the policy that is next on the docket
- Libby gave Theresa times she is available then Jack can schedule meeting
Lisa - $5 credits hours, online classes are not $5/credit hour, policy needs to be reviewed - team discussed the reduced credit hours and additional cost/fees

Lisa had discussion with the new Provost about the reduced credit hours and the additional costs attached to the program at this time.

Whose program is it? Whom do we need to talk to? Is it a HR program? It needs to be discussed with someone.

Faculty Senate - Nitin

Nitin has one additional member, and met with that person,

He would like to know how the committee should participate or report any topics of interest to the SC or staff members. No one had any suggestions at this time.

Ann suggested that financial discussions affect SC and staff - Nitin will report on any financial discussions

Faculty Professional Policy - Dan / Amy Bull

Four main policies will be discussed, the committee meets every two weeks for three hours

Lisa - do you have any input? Ann - no input has been necessary yet

Communications (distribution matrix) - Darren

Darren had to leave for another meeting

Budget Advisory Group - Theresa

Jenn will come to talk to exec council to give everyone an idea about the budget and she will talk about a new model that will be introduced soon and includes admin fees (maybe as low as 1.5%); essentially a budget cut because of the admin fees every department has to pay.

Dustin - Do you look in Box or Google Docs at the Committee Assignment?

Do you want to use Box or Google Docs?

Vote on using Box or Google - next meeting because several people already left

Team discussed what’s in Box Folder and who should make sure all records
9. Open Items:
   Brainstorming best ways to communicate with those within the zones we represent - Ann Medinger
   The team covered a great deal throughout the meeting and answered Ann’s questions
   Lisa - how can we best communicate? Bring forth ideas
   Ann showed a flyer she designed and Lisa loved it. Dustin suggested Ann submit the flyer to
   Darren and the communications team to get the flyer approved by MARCOM

10. Megan explained the budget meetings with Jenn and the purpose of the new budget ideas.

   **Adjourned: 3:23 pm**