**Idaho State University**

**Staff Council Committee**

Date: @ December 14, 2021

Time: @ 1330-1600

**Present: Via** ZOOM meeting due to COVID 19, Lindsey Solomon (President), Karen Ludwig (Past President) Duane Random (Secretary), Theresa Capasso (Treasurer), Deb Brower (MAL-C), Nitin Srivastava (MAL-NC), Sara O’Connor (MAL-NC), Todd Adams, Carey Jennings, Jesse Call-Feit, Dustin Perry, Christina Jackson, Marci Oncale, Terra Harris, Amy Dressel, Lisa Wise, Jena Lords, Jamie Howerton, Jack Bradley

**Absent**: Aubi Crabtree, Bre Fitzgerald, Cindy Russell, Moses Collier, Patty Overy, Caroline-Glendenning-Bowman, Sara O’Connor, Aaron Toleman

**Phone:** None.

**Guests:** Darren Blagburn

**Student Rep:** None

**Administrative Support:** @ Duane Random

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| **Topic** | **Discussion** | **Outcome of Discussion/Action/Assignment(s)** | **Follow Through** |
| 1. Call to Order: | By Lindsey at 1333 |  |  |
| 1. Approval of last meeting’s minutes. | To be approved next meeting |  |  |
| 1. Treasures report | Theresa to get with Steve Thompson to find out the charge for mail. | Balance is $4,227.87 from our budget of $6,590.00 |  |
| 1. Agenda items: |  |  |  |
| Strategic Plan Presentation (Darren Blagburn) |  | Darren shared the link in the chat.  https://docs.google.com/presentation/d/11naNZ2gTcxzeOhKXCguS7\_LEI4z0W5wcunhMeBOucU8/edit?usp=sharing |  |
| Space Allocation Policy  (Libby Howe) | Deferred |  |  |
| 1. Thank you for everyone that helped with Hot Cocoa and Donuts in Pocatello and other campus’s |  |  |  |
| 1. Commencement volunteers are needed for winter commencement |  |  |  |
| 1. Staff Council Committee Updates   Policy Committee  P.D. Committee  (Nitin)  Any other committee updates? | (Karen) Telecommuting policy. Have a conversation with Libby Howe on the next step.  State HR to is purposing to move all HR from other agencies to the State HR location. Libby is concerned that policies will be subject to DHR.  Will start Non-classified reboot next month.  Next cycle will be due January 31st for activities from Jan 1- June 30. Only for ISU staff not faculty Nitin also amended the form in the meeting and council approved.  Employee appreciation week. No dates set yet. Longevity award Lisa proposed they can select 1 of three items. Trying for in person event. | Tabled for now  Will add to ISU Today |  |
| 1. Items to Discuss with President Satterlee next meeting. | Leadership evaluations  Follow-up on previous topics  Ladders of Success  Chris Jackson brought up campus beatification ideas. How do we express our pride? Can raise moral | Can follow up with Tom O’Berry for Meridian |  |
| 1. Feedback on this year’s evaluation process | Lindsey received and email from a staff member stating that they didn’t have enough time to complete the eval. | Request set date every year.  Having a specific time to do it.  Asking HR what the guidelines are for the self Evals | Lindsey to send HR an email |
| 1. Upcoming events/Gifts for employee’s (budget) | Gifts to employees   1. Turner Lunch at Turner Hall Lindsey wants to do. 2. Black bag with Design | Looking at black bag with Bengal head on it  https://www.promoplace.com/alphagraphicsidahofalls/p/NQWYD-VRXWQ/folding-grocery-shopping-tote | Dustin to contact Faculty senate to see if they would like to go in on bag order. |
|  | Deb, suggests that Dustin create staff council backgrounds quarterly. |  |  |
|  | Nitin, we will start picking up the international students. | 7742 overall enrollment numbers  Enrollment is up from spring 21.  74 signed up for virtual new student orientation  https://www.isu.edu/ctc/services/groups/ |  |
| 1. Well Being | Marci Advised 7742 overall enrollment numbers  Enrollment is up from spring 21.  74 signed up for virtual new student orientation |  |  |
| 1. Adjourn | 1455 |  |  |