**Staff Council Meeting Minutes**

**Dec 19, 2023**

**Members:**

Jessy Sears (President), Jena Lords (President Elect), Lisa Wise (Past President), Theresa Capasso (Treasurer), Amy Dressel (CMS), Whitney Fenwick (CMS), Veronica Garcia (MAL-C), Mia Benkenstein (MAL-C), Marci Miller (MAL-NC), Marty Vizcarra (MAL-NC), Jamie Howerton (Secretary), Megan Baskins, Amy Bull, Jack Bradley, Carolin Glendenning-Bowman, Mary Guyton, Terra Harris, Ann Medinger, Soni Myers, Chanel Quirk, Dan Woerner, Omar Raudez, Erik Talbert

**Special Guest:** Jen Steele (45 minutes)

**Members Absent:**  *Excused*: Soni Myers, Ann Medinger, Carolin Glendenning-Bowman, Mia Benkenstein, Amy Bull

**Meeting called to order:**

**Secretary Report:**

Any changes needed for the November 21, 2023 meeting minutes?

Veronica. motioned to approve minutes from the Nov 21, 2023 meeting

Jena..….. seconded the motion

**Treasurer’s Report:** Looking good. Budget is updated as of 12/13/23. Working on Professional Development funds. Index has been changed for Luncheon.

**CMS Report:** Amy is going through box to post meeting minutes on the website. Trying to post and update.

**Old Business: None**

**New Business:**

1. Welcome & Special Speakers -Jessy
   1. Jen Steel-Vacation payouts-this can be a pinch for departments with lean budgets. If someone leaves, we have to pay the vacation payout and sometimes budgets don’t have that. They should be paid centrally. How many people have hit that cap or are getting close to it? Chanel is interested. Big increase in comp time payouts this year. Bank comp time up to 6 months and then it automatically gets paid out.
   2. Are we taking a look at turnover? One of the highest expenses. Costs a lot to bring someone new in, raise pay. How do we help retain current employees? Excited about a central marketing and retention budget. Where is highest turnover and what can we do? How to raise those salaries? We have units and departments that have money and then areas that don’t have money. A professional ladder to promotion for areas. People are leaving because they can’t climb the ladder here. Professional development isn’t paid for or there isn’t a budget for it. If someone leaves and the rest of the office picks up that additional work, they don’t get a raise to help.
   3. All this alarm and concern about equity with titles. So many unique roles that a certain title doesn’t matter. Especially when there is no money tied to a change in title. No money is being given when those titles are given. Terra is an example. Records coordinator. Important documents for office of registrar. Classified, tech rec 2. Huge responsibility but no extra money, no title for coordinator for Terra which should be given.
   4. Career ladders in certain areas such as finance. Senior accountant to UBO, for example. Admin council requests, when a position is open think of the needs and think differently about it. Gone from a staff of 4 to a staff of 3 but comes with different job duties and elevated pay. Needs change. Look at strengths and skills. For classified employees we have to follow states titles. You can look at the state website to see what would work with a higher pay grade but it’s a lot of effort and work. Jena encouraged people to work with their supervisors and utilize PDQ and SAR processes.
   5. Administrative support services, talk to Patience, Jena and Veronica are on this committee-<https://docs.google.com/document/d/1V5HIDNfpMqKbHu8Hcf2boGovNxT-UwVA8UVBR55y0mo/edit?usp=sharing>
   6. Budget Optimization from the higher ups in each area? How many people in mid management, executive positions, etc. There is constant talk of administrative bloat. Need to do due diligence around that topic.
   7. Projects that are centrally funded. Now just state appropriated things? Approval takes a year, a year where we can’t do anything on the project. There will be a mix of funds.
   8. Jena asked about if all units will be expected to be under a budget optimization initiative. There is not an opt out. All units will have to be participants. Not a one size solution. Everyone needs to be on board.
2. Updates from Jessy
   1. Leadership Council Updates
      1. Budget stuff. Looking at a new marketing and communications budget optimization initiative.
      2. Presented on fall fire drills.
      3. Some info will come out about weather and closing campus. Might not be until after the break.
      4. ITS department is going to be taking a look at google usage. The university as a whole is using a large amount of google drive. The concern is that we will be capped or we will get charged. People are backing up their computers to google drive. Education will come out about what to put on google drive. We may end up seeing restrictions. We don’t know. It will mostly impact alumni. Renae isn’t ready to put anything out yet. It’s still being discussed.
   2. Presidential Search
      1. Announcement will be Thursday at 1 pm.
      2. Committee made a recommendation about 5 candidates that should come to campus and they don’t have any say after other than individual feedback like everyone else is allowed to give. State board decides from the 5 candidates.
   3. Master Plan Update
      1. Link is live to go in and add feedback. What you envision for the future. Excellent opportunity to have your voice heard. Share your feedback!
      2. Marty talked about design standards with City of Pocatello. If we dont give feedback, they won’t have good ideas and the 3 people involved will get to make the decisions for everyone. Can we add it to our facebook?
      3. Any and all input is important. Staff and community members have given more feedback than faculty.

**Committee Updates:**

1. Executive- Faculty senate chairs came to our executive meeting. We had some conversations about engaging staff and faculty and staff council and Faculty Senate together. We will probably have them come to some of our meetings so we can stay engaged.
   1. Discussion about Ombuds program and how we can make sure the program works best for our staff. Faculty have their own Ombuds program.
2. Election Committee
3. Event & Marketing - Update from Jena
   1. Door decorating contest. 29 submissions, 132 votes. Winner for department is Career Center, they will get a pizza party. The individual winner was Karen Ludwig. Thanks to Jessy for the wreath prize. $200 budget for that party.
   2. January blood drive- We will need at least 12 weeks for this. We will need to send out interest form and need 20 people commit. Library will be a good space, need a committee to recruit donors and organize. Possibly partner with library or a different department. Jena not willing to take it all on for January.
   3. Tentatively decide on lunch and learn in February, Employee Appreciation in March, April games on the quad, May-spring social or movie night. Marty suggested emotional intelligence.
4. Employee Recognition- Update from Jena
   1. Date is set for week of march 25-29. Delegated roles and tasks. We have our budget. Travel for all locations. Invite new President, etc. Give a buck, service awards, photo booth. The theme will be Hawiian. Sending out save the date in January.
5. Professional Development-Update from Mia
   1. Making some changes to the form and changing it to 3 different funding periods. Fixed the timeline.
6. Communications
7. Child Scholarship
8. Retiree Recognition-Carolin
9. Budget Advisory Group
10. Commencement
11. Equity & Inclusion
12. Electronic & IT
13. Be A Bengal
14. University Library-Carolin
15. Student Conduct
16. Employee Engagement
17. Facilities- meeting about the swimming pool happened today! Updated by Marty. Ribbon cutting for speech pathology restrooms. They’ve been working on it for 7 years. Celebrate the small wins.
18. Professional Policies
19. Faculty Senate- Update from Jena
    1. Kevin’s last address. Discussed the spirit of working collaboratively. Hope administration and faculty will be on the same page.
    2. Ombuds program was discussed again. Staff Ombuds is being revamped.
    3. Faculty senate is updating their bylaws.
20. Faculty Professional Policy
21. Sustainability

**Meeting called to close at : 3:14 pm**

**Next Meeting: January 16, 2024**