**Staff Council Meeting Minutes**

**January 16, 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:** Sam Orme, Marc Pino, Patience Ternus, and Joe Marley.

**Members Absent:**  *Excused*: Jack Bradley,

Absent: Whitney Fenwich, Omar Raudez

**Meeting called to order:**

**Secretary Report:**

Any changes needed for the December 19, 2023 meeting minutes?

 Carolin…. motioned to approve minutes from the Dec 19, 2023 meeting

 Marty…...….. seconded the motion

**Treasurer’s Report:** We are on track for the year, doing pretty good. Jena mentioned the luncheon is getting started, the index has changed from last year.

**CMS Report:** Nothing to report at this time

**Old Business: None**

**New Business:**

1. Welcome & Special Speakers -Jessy
	1. Patience Ternus - Update for the following:
		1. Budget Optimization for Administrative Services/Shared Service Models
			1. In the data collection phase of that project. Working on notifications to Administrative support. Will be conducting a survey soon.
			2. Will send email to supervisors as well so they can encourage their admin to complete the survey. It might take 30-40 minutes to do.
			3. Workload assessment is to figure out where the work is going on and what the capacity is for administrative support.
			4. Working on a list of titles so that it can be more targeted.
			5. Defining what administrative support looks like at ISU. What technology and software the administrative supports are using.
			6. Jessy asked- will the assessment look at how much work the student workers take on? No, it’s just for employees at ISU. We don’t want to take that opportunity away from the students. We don’t want to change that.
			7. Finalizing email and research list and from the list we will take the common key responsibilities and put it in the survey.
			8. Goal is to do a workload assessment across campus and what their workload is.
			9. Nervous since it's listed as a budget optimization..Will there be cuts or what will happen? Not meant to cut positions. That is not an appropriate way to do that. Also, it’s more focused on making sure the work is equatable. 7% of the workforce (250 people), no succession planning, no accountability, no ladder, efficiencies.
			10. Jena said the idea is to create streamlined job descriptions along with career paths.
		2. Master Plan Committee Update
			1. We are in the first week of stakeholder meetings. First round.
			2. Data collection stage. Lots of support from the campus community. Smith Group is very pleased to see our process and how well everyone is working together.
			3. Collection and Compiling data.
2. Sam Orme and Mark Pino- Parking lot being remodeled, will take the full summer. 95 % completion for planning. The money is coming from state deferred maintenance money and a federal grant for an ADA bus stop.
	1. Scheduled to start in April. Partial closure at first and then full closure during the rest of the summer.
	2. Talking to PRT about options for shuttles.
	3. Moving to a mobile pay station.
	4. Will look at violators in the Graveley Hall parking lot who are parking there every day.
	5. Refunds for people who bought a general parking pass? If returned at the beginning of summer ,will get about $30 back.
	6. Phased approach or all one broad sweep- it will all open back at the same time.
	7. Communication plans will be going out soon.
3. Joe Marley from marketing and communications.
	1. New ISU map, navigation on the left. Each building clicked on will give a picture and some info about building.
	2. Can share any location, give a link
	3. Search is really good.
	4. Has campuses, Pocatello, Meridian, IF. Alaska and Twin Falls aren't included. We don’t own property in those locations.
	5. Can we add links for Alaska and Twin Falls maps?
	6. Can search for parking (General, Reserved, etc)
	7. Points of interest (Bronze Bengal, Swanson Arch, etc)
	8. Way finding feature, drop pins to navigate.
	9. Working on getting it live, could go live as soon as today.
4. Updates from Jessy
	1. Leadership Council Updates
		1. It’s been quiet. Last meeting was canceled.
	2. Dr. Wagner is coming to the meeting on 2/20. Jessy encourages everyone to be here in person if possible. We will come up with a list beforehand so he has questions to answer.
	3. Amy Rider has been executive admin for President. Interim will be Heidi Berry. She’s a temp worker right now although she was a long term employee at ISU. She works part time. That position is open on the jobs page. Her email BerrHeid@isu.edu
	4. Budget Town Hall: January 25th 2-3:30pm
	5. Committee Vacancies-Whitney is leaving ISU. We won’t be filling her position on staff council for now. We just need to fill her positions on committees.
		1. Nomination and vote for CMS
			1. We want to vote on this today. In this role you will be on the executive committee and the communications committee. You do have to do training through Marketing and Communications.
			2. Biggest time commitments are updates, posting on social media. Create posts and schedule them ahead of time. Work on when you have time and schedule for when you need it.
			3. Create marketing materials, professional development committee, lots of behind the scenes work. Point people for MarComm to get things into Idaho State Today.
			4. Veronica nominated herself, Jena nominated herself but she isn’t eligible because she is president elect.
			5. Veronica was voted in as CMS for the remainder of the year.
		2. Employee Recognition Committee volunteer
			1. Carolin, Marci, Chanel, Jessy
		3. Equity and inclusion-Veronica said we don’t need to fill that second position until the new election cycle.
5. Administrative Staff Survey (Work Group)-Veronica-Patience covered everything.
6. Bylaws discussion
	1. Jessy sent us an email with some bylaws stuff
	2. Want to update to two CMS reps
	3. Veronica shared an update to section 1. Under the duties of the executive committee. The executive committee does not form the elections committee. Elections usually are done by the President, past president, and incoming president.
	4. Forms and chairs committees to organize recognition events.
	5. Records and maintenance financial and historical records (should be treasurer and secretary).
	6. Section 3 Want to eliminate the even year, odd year thing. Nominees shall be alternating from classified to non-classified, etc.
	7. Do we want to take out the 1 year required before running for President?
	8. Why does it require that voting happen the same day as nominations? Would flexibility be good in this instance?
	9. Other locations- seems fine.
	10. Executive Committee section
		1. President elect chairs the recognition committee might need to be put in there. Maybe vote on that since it’s not in there.
		2. Change his/hers to their.
	11. Who covers for the secretary if the secretary needs to be out. We will talk about it at the next meeting.
7. Bengal Giving Day- Amy
	1. Show the website, do we need to update this?
	2. We only use the investment income which is about 4% is what is used to give to the scholarship.
	3. Can we get a direct quote or story from a recipient so we can show impact? Our website is a little dull right now.
	4. Everything will be searchable. There will be a link for the staff council endowment.
8. Outstanding Student Awards-Amy
	1. Usually in April but it will be in February. Most prestigious students, recommended by the dean. Very empowering. Reminder of why we do what we do.
	2. https://alumni.isu.edu/e/outstanding-student-achievement-awards

**Committee Updates:**

1. Executive
2. Election Committee
3. Event & Marketing- Jena
	1. A pizza buffet lunch planned for Career center, $12/person for 13 people.
	2. Lunch and learn emotional intelligence will be on Feb 28th 11:30-1. Location will be the Rendezvous Suites ABC.
	3. March-Staff Appreciation luncheon. Meeting next week and will have quotes on prices.
	4. Skip an event in April
	5. May-Social, games on the quad or something like that. More details to come. Hope to get people out and away from their computers.
4. Employee Recognition- Jena
	1. Meeting biweekly, we’ve added members from other locations.
	2. Will put a call out for volunteers for the actual event.
	3. Got the photo booth to use, photo props, leis, no balloons, Benny and the President will be invited.
	4. Hawaiian theme
	5. ASISU has given Jessy some hats and t-shirts we can use for a giveaway.
5. Professional Development
6. Communications
7. Child Scholarship
8. Retiree Recognition
9. Budget Advisory Group
10. Commencement
11. Equity & Inclusion
12. Electronic & IT
13. Be A Bengal
14. University Library
15. Student Conduct
16. Employee Engagement
17. Facilities
18. Professional Policies
19. Faculty Senate- No report
20. Faculty Professional Policy
21. Sustainability

 **Meeting called to close at :** 3:24 pm

**Next Meeting: February 20, 2024**