**Staff Council Meeting Minutes**

1:30 p.m. – 3:30 p.m., Tuesday, February 18, 2020

**Members:** Julie Van Leuven (Past President), Veronica Garcia (Secretary), Christina Reddoor (Treasurer), Cindy Rock (CMS-Meridian), Todd Adams, Amy Anderson (IF), Julie Bachman, Lola "Joy" Chivers, Moses Collier Jr. (CL MAL), Brady Cook, Steven Hagler, Jamie Howerton, Carey Jennings (NC MAL), Jesse Kiboko (NC MAL), Virginia "Ginny" Lawrimore, Patricia Overy (CL MAL), Earl Scharff (Meridian), Stephen Shryock, Lindsey Solomon

**Excused:** Stephanie Foreman (President), Karen Ludwig (President Elect), Cherise Brown, Sheri Kunkel, Cheryl Larson, Michael Timm (IF)

**Call to order**: By: Veronica at 1:36 p.m.

**Guests**: Rebecca Robison – University Policy Manager

* Veronica will verify who is on the Policy Committee and send the information to Rebecca
* Staff Policies coming out for 30-day comment

- <https://www.isu.edu/policy/thirtydaycomment/>

- Policy on Policies

- Consensual Relationships

- Gift Policy

* $100 or more will be taxed on employees W2, be sure to notify the person of this as well
* For non-employees any amount over $600, they will be sent a 10-99 form
* All gift cards will be taxed on their next paycheck, anything that is cash or a cash equivalent
* If you have specific questions about taxes on gifts please contact Purchasing
* Disenrollment for Non-Payment of Tuition/Fees
* Please email your constituents about any new policy that needs comments
* Records Management Policy

**Minutes:** Secretaries Report – Veronica

1. Approval of Minutes

* Nov. 2019 & Dec. 2019 minutes approved online
* Jan 21, 2019 minutes need approval

- Steven motions to approve, Jamie seconds

- Minutes have been approved

1. Shirt/Vest Update

* Please stay afterwards to pick up your shirt/vest

**Treasurer Report**: Budget Update – Christina

* Current budget update is available on Box
* [Treasurer Report on Box](https://isu.box.com/s/srqwnp9ig70m7rmrb1lb0tqegxkdq0gy)

**Old Business**: None

**New Business**: A. IEAC Committees (Veronica)

* All subcommittees are supposed to be dissolved, but some might just be renamed.

B. Election Committee (Veronica)

* Julie is the Chair of this Committee
* If you are interested in being a part of this committee please contact Veronica or Julie
* Discussed deadlines as written in the Bi-laws
* Current group structure is available on Box [here](https://isu.box.com/s/iocnc81tix12m3pt50m068c9shawelcp).

C. Leadership Council (Christina)

* Structure of how decisions are made are being reorganized.
* For specific questions please contact Stephanie

D. Bookstore Payroll Deduct for Electronics (Christina)

* Bidding for a new bookstore contract is underway.
* Will be open to Faculty and Staff soon.

**Internal Committees:**

1. Employee Recognition Committee
2. Update from Brady or Carey

- Brady sent out an email for people to verify their years of photo

- Veronica sent out an email for photos

- For next year, set up date/time for people to get photos taken by Eric Gordon

- Retirement list is currently pending from Jeanne Poppleton

1. 40-year Recognition ideas

- Clothes, jewelry, blankets, season tickets, bench (with retiree names), customized gift, a rocking chair

1. Volunteers to travel to satellite campuses

- If you want to volunteer please contact Karen

- Transport gift bags, certificates, take photos and help in any way needed

1. Verify on the time for the luncheon

- People can serve themselves starting at 11:30 a.m.

- Program will begin at 12:00 p.m.

- Brady gave an overview of last year’s agenda

1. Coupons for gift bags

- For satellite locations, please contact some of your local businesses

- Christina has already talk to Coca-Cola for Pocatello

- If you know someone who wants to donate coupons please let us know

1. Decorations

- Carey is getting quotes from a few different places on balloon arrangements

- For both ones other can make for us or ones we make ourselves

- 72 tables and we’d need 144 center pieces

- Party Palace is quoting a 3-tier balloon is $7.99 each

- If we did it ourselves it would cost about $450.00 or $3.12-$3.42 each

- Ginny is going to see about a joint purchase with Marketing for future uses

- Dollar Store won’t fill balloons that we purchase somewhere, we’d have to buy their balloons and the helium will be included

**External Committees:**

1. IEAC Facilities subcommittee – Lindsey Solomon & Veronica Garcia

* Met last week and went over a few different projects
* Their policies have changed depending on the project
* There is a specific rubric that is scored and prioritized

1. Be A Bengal Committee – Patricia Overy & Veronica Garcia

* They met a few weeks ago to decide who will win the year-long award from 2019.
* Final winner will be announced at the Staff Luncheon

1. Retirement Committee

* Lindsey passed around a stack of cards to be signed

1. Strategic Planning Committee

* SWOT meeting coming up on 03/18/20020
* To attend this meeting please visit their website [here](https://isu.co1.qualtrics.com/jfe/form/SV_3jup4qL83b8UsT3) and register.

Announcements: Wear Staff Gear tomorrow for Bengal Wednesday

Next Meeting: March 17, 2020 @ 1:30pm

Adjourn at: By: Veronica at 2:30 p.m.