**Staff Council Meeting Minutes**

1:30 p.m. – 3:30 p.m., Tuesday, February 19, 2019

Rend 301 Faculty Senate, Meridian 827, Idaho Falls BSUB 202B

**Members:** Guy Patterson (Pres Elec), Mia Benkenstein (Past Pres), Veronica Garcia (Secretary), Christina Reddoor (Treasurer), Joseph Simonson (CMS), Cheryl Larson, Cody Sparrow, Amy Anderson (IF), Brady Cook, Earl Scharff (Meridian), Jesse Kiboko, Lindsey Solomon, Michael Timm (IF), Sheri Kunkel, Ginny Lawrimore

**Excused:** Mark Cooper, Morgan Tolman, Cindy Rock (Meridian), Deborah Dobbe, Julie Van Leuven, Stephen Shryock, Steven Hagler, Stephanie Foreman, Karen Ludwig, Michelle Munoz (IF), Cheryl Zimmer

**Call to order**: Guy at 1:34 p.m.

**Guests**: none

**Minutes:** Review and Approval of minutes – Veronica Garcia

* Christian motioned for approval, Joseph seconded
* Minutes approved

**Treasurer Report**: Christina Reddoor

* Current balance $4, 725.66
* Updated report is available on BOX

**Old Business**: N/A

**New Business**: 1) Secure storage for Staff Council

* We have 3 huge totes in the SUB
* Lowell in the SUB is supposed to find us a space
* We still have inventory from last year’s luncheons
* 13, 15-year glasses, 9, 5-year mugs, and 8, 10-year power banks
* The rest of Staff Council items are currently in the Faculty Senate office
* To get into the Faculty Senate office afterhours please contact Matt Gold who oversees the Rendezvous Building

2) Staff Council expectations

- Mia is currently working on expectation for all members

- Members should be able to volunteer to stay longer than their 3-year terms

3) New Tax Laws

- New tax laws went into effect in June 2018

- Human Resources sent out an email on

January 17, 2019 regarding new Idaho W-4

- For specific questions taxes, please consult a tax professional

**Internal Committee Reports:**

1. **Events and Marketing Committee** – Amy Anderson, Karen Ludwig, Morgan Tolman, Ginny Lawrimore, Veronica Garcia, Cheryl Larson, Jesse Kiboko, Sheri Kunkle, Katheleen Bloodgood (volunteer)

* We need to figure out a way to get the number of people who attend SC events.
* Basketball Game
* 25 people attended
* We need to advertise more
* There were no drinks, napkins, or plates
* February movie is “Smallfoot”
* Flyers for the next two months are being worked on

1. **Employee Recognition Committee** – (Pres Elect Chair) Guy Patterson, Brady Cook, Amy Anderson (IF), Michael Timm, Lindsay Solomon, Karen Ludwig, Cindy Rock (Meridian), Kathleen Bloodgood (volunteer)

* We have a $9,000 budget for this event
* This year luncheon will be held on the same day for all 4 campuses
* April 10, 2019 from 11:30 a.m. to 1:00 p.m.
* The event will be streamed on YouTube and through Distance Learning
* We will need members to travel to each campus to represent Staff Council and help with the luncheon and award distribution
* Those who attend will get their food upon arrival
* Ceremony order: Staff Council greeting, President Satterlee’s speech, recognition awards
* For awards this year, we will give away what we have and discuss other options for next year’s luncheon
* The ISU Credit Union is printing out gift bags for everyone who attends with certificates from area businesses: Sonic, Coca-Cola
* Lindsey will be in charge or decorations with the help of Sheri and Morgan
* Ginny will handle the marketing of the event
* Joseph & Brady will be working on the Power Point
* Veronica will handle the staff photos and packets for each location
* We still need to print all the award certificates
* The rest of the gifts also need to be ordered
* There will not be a raffle this year, but we will have giveaways. We will either put the number of their chair, plate, or in the gift bags. (corrected)
* Cody will talk to Stacy F. about possible giveaways for the event.

Announcements: Wear Staff Gear tomorrow for Bengal Wednesday

Next Meeting: March 19, 2018 @ 1:30pm

Adjourn at: Guy at 2:29 p.m.