**Staff Council Meeting Minutes**

**May 16, 2023**

**Members:**

Lisa Wise (President), Dustin Perry (President Elect), Lindsey Solomon (Past President), Veronica Garcia (MAL-C), Jena Lords (MAL-C), Dan Woerner (MAL-NC), Theresa Capasso (Treasurer), Aubreanna Crabtree (CMS), Amy Dressel (CMS), Jamie Howerton (MAL-NC), Sara O’Connor, Jessy Sears, Nitin Srivastava, Ann Medinger, Chanel Quirk, Mia Benkenstein, Carolin Glendenning, Deb Brower, Amy Bull (online), Megan Baskins, Terra Harris, Jack Bradley, Marci Miller, Soni Myers, Omar Raudez (online), Marty Vizcarra, Whitney Fenwick (online), Erik Talbert (online), Ann Medinger

**Absent:** *Excused*:  Marci Miller, Jena Lords, Deb Brower, Jack Bradley, Dustin Perry, and Theresa Capasso

**Guests:** None

**Introductions** - Lisa asked everyone to introduce themselves, new SC members and continuing SC members; name, where do you work, what fun thing will you do this summer.

**Secretary Report -**Minutes from the April 18, 2023 meeting - Veronica motions to approve, Jessy second motion to approve.  -  Minutes were approved

**Treasurer’s Report -**Theresa stated that a lot of receipts have been coming in but she has nothing new to add. Some money had to be moved between indexes but it has been taken care of.

**CMS Report -**

1. Aubi will update the website with our new members and the committee assignments
2. Staff Council has a Twitter and a Facebook account. Twitter is @ISUStaffCouncil if you want to follow Staff Council
3. Amy will do a “Meet the Members” on social media

**Old Business:**

1. **Info graphic display to be replaced**. Need get more information from Jena. Pull-up banner? Carolin stated that Jena estimated that there should be about $150 left in the event budget and suggested it to be used to purchase the info banner. Lisa will work with Jena and Theresa to see if there is money left in the budget to purchase the info graphic.

**New Business:**

1. **Leadership Council Update – Lisa**

All that is currently being discussed is the budget, especially trying to get the CEC budget approved by the state board.

1. **Staff Council Table Clothes for Meridian**

The team discussed whether to order a new table cloth for Meridian. Veronica asked if SC is purchasing a new table cloth for Meridian if SC will purchase a table cloth for Idaho Falls also. Lisa suggested that Theresa needs to be involved in the discussion because she has the overview of the budget and since Theresa is not at the meeting that the request for new table clothes should be tabled. Lisa asked Carolin to move the purchase of table clothes for Meridian and Idaho Falls to Old Business of the next meeting (August).

1. **Staff Council Meetings during the Summer**

The team discussed whether or not to have meetings during the summer. The team decided not to have regular SC meetings during the summer and it’s up to the committees if they want to meet, i.e. the Events Committee to discuss the hot dog event.

1. **Election – Executive Committee – Lisa**

Lisa explained who will be on the Executive Committee and asked for nomination for the positions. Lisa reminded everyone that she sent out an email asking members to look at the committees and deciding which ones they would like to serve on.

She also talked about the Child Scholarship Committee and that this committee must meet and select a scholarship recipient.

Lisa is looking for nominations for the Executive Committee positions. The election needs to take place through secret ballot. Once Lisa receives nominations for the Executive Committee positions, with Linsey’s help she will put together a ballot and email it out.

Lisa and Dustin will tally the votes and email out the results.

Lisa explained how the Member-at-Large voting works and what Members-at-Large are.

**Nominations:**

*President Elect (NC):*

 Jessy Sears

 Jack Bradley

 Theresa Capasso

*Secretary:*

 Jamie Howerton

 Carolin Glendenning

*Treasurer:*

 Theresa Capasso

 Megan Baskins

*CMS:*

 Amy Dressel

 Whitney Fenwick

 Marty Vizcarra

*Member-at-Large (C):*

 Veronica Garcia

 Mia Benkenstein

 Jena Lords

*Member-at-Large (NC):*

 Megan Baskins

 Marci Miller

 Jack Bradley

 Omar Raudez

 Marty Vizcarra

Lisa reminded everyone to look at the committees and sign up for the ones they would like to serve on. Chanel suggested that the second person who was nominated for secretary but not elected could be the back-up secretary. Lisa talked briefly about the Sustainability Committee.

Lindsey explained how the secret ballot was done last year and will show Lisa how she did it. The team discussed a timeline for the Executive Committee election.

Veronica brought up the Child Scholarship. The team discussed what needs to happen.

1. **New SC Member Introduction**

Done at the beginning of the meeting

1. **End of Year Picnic – Lisa**

Lisa talked about the End-of-Year picnic and asked if everyone submitted their lunch choice. Lisa told SC members from the other campuses to get themselves a lunch and charge it to the SC index.

1. **Committee Updates – All Committee Chairs**

Executive – Lisa

 Current

Election Committee - Presidency

Budget Advisory Group - Theresa

<https://docs.google.com/document/d/148KA8V13YHQ1PapNrOMpplpgWd68-vqsisl92vx54Kk/edit?usp=share_link>

Event & Marketing – Jena

<https://docs.google.com/document/d/12zvEpKv53lu07lOOmldnag411bt8s8bjJCV-GP56lP0/edit?usp=sharing>

***Listening Session Link:*** <https://docs.google.com/document/d/1jlOXE0L3fELbXjWuftnTBx_JuotMPyE6rZ4pumUrTPI/edit>

Employee Recognition - Dustin

Professional Development - Nitin

Child Scholarship - Deb

Retiree Recognition  - Carolin

<https://docs.google.com/document/d/1y3JF5iy0edIqEKkdAbLaYdToZqdNjkQTtppIo87LGoM/edit>

Commencement – Terra

 Terra talked about the commencement at Red Gym, three ceremonies.

Equity & Inclusion - Sara

Electronic & IT - Jack

Be A Bengal - Dustin

University Library - Ann

 [ULC Member and Liaison Email List 2022-23](https://docs.google.com/spreadsheets/d/1xfp7gEYG5Gi78sJzlbLjw-XbJWgOcxmdF4RKNf8AuJI/edit#gid=0)

 [Library Liaison Responisiblites.docx](https://docs.google.com/document/d/1ijkiB7NYaESD9LeiZxcpWGy8Z3jt0fA8/edit)

Student Conduct - Terra

Employee Engagement - Survey Results  -  Jack

Facilities - Deb

Professional Policies - Jack

Faculty Senate - Nitin/Veronica

 During the last FS meeting they talked about their election results

FS tabled a ***Proposal to amend guidelines for weather alerts and extreme weather closures*** brought forward by Caryn Evilia (see attachment)

Jessy talked briefly about Public Safety and Emergency Services’ decisions that day

The team discussed the proposal

Faculty Professional Policy - Dan

Communications - Amy / Aubi <https://docs.google.com/document/d/19mXOGm6WhSU9o5FRdPT8DUOv_pWv15Gta81eQz2BJT0/edit>

Strategic Plan - ………  (Measures and Values)

New Bengal Experience - ……….

Sustainability - Jack Bradley

Lisa talked about volunteer opportunities throughout the year.
**7. Hot Dog Luncheon – Lisa**

Lisa stated that Jena said that the hot dog event will take place again this year.

**Open Items:**

Next meeting go over mission, vision, strategic plan, behaviors and action plans.

**Adjourned:** 3:04 pm

**Next Meeting:** August 15, 2023

Attachment:

**Proposal to amend guidelines for weather alerts and extreme weather closures**

**Motion:** I move that the ISU faculty senate recommend that Public Safety and all parties that are

responsible for class cancelation and closure of the university during extreme weather events

amend their guidelines to reflect guidance from the US National Weather Service in Pocatello,

Idaho transportation department, Idaho regional school districts 5 and 6 (District 25 (Pocatello),

as well as the school districts in Idaho Falls, Meriden and immediate surrounding areas), when

making decisions to cancel classes and/or close the university.

**Motion referred by:** Caryn Evilia

**Rationale for motion:** The last weather event (April 3rd) caused dangerous road conditions and

the closure of schools/ childcare for students, staff and faculty in Chubbuck and Pocatello. The

weather alone was a reason the university should have cancelled classes. However, the closure of

schools and daycare centers in Pocatello/Chubbuck caused undue stress and risks taken by the

families of students, staff and faculty. This was the latest in a series of non-closures that should

have been closures, that created dangerous situations for students, staff and faculty, which could

have been prevented.

**Proposed resolution** – Clear guidelines for the cancellation of classes and closure of the

university due to extreme weather events

Whereas Idaho State University cares about the safety and well-being of its students, staff and

faculty,

Whereas ISU is composed of students, staff and faculty that have families with dependent young

children and older adults,

Whereas ISU has had weather events that should have resulted in cancellation of classes and/or

closure of the university,

Whereas the guidelines for class cancellation and university closure, due to extreme weather

events, are unclear,

Be it therefore resolved that the faculty senate wishes to clarify the guidelines which are used to

cancel classes and/or close the university. Those guidelines should reflect guidance from the US

National Weather Service in Pocatello, Idaho transportation department, and Idaho Regional

School districts 5 and 6, when making decisions to cancel classes and close the university.