**Staff Council Meeting Minutes**

October 15, 2024 | 1:30 p.m. – 3:30 p.m.

**Members:** Jena Lords (President), Marty Vizcarra (President Elect), Jessy Sears (Past President), Veronica Garcia (Secretary), Michael Jones (Treasurer), Jules Churba-Pyzer (CMS), Niquelle Lewis (CMS), Zach McMurtry (MAL-C), Erik Talbert (MAL-C), Jamie Howerton (MAL-NC), Heather Kimmett (MAL-NC), Mohammed Alqurashi, Megan Baskins, Jason Belcher, Lance Blanchard, Nanette Duncan, Mary Guyton, Karen Matteucci, Annie Mendoza, Chanel Quirk, Angie Sistrunk, Micheal Timm, Julie VanLeuven

**Excused:** Marci Miller, Blaney Hanvey

**Call to order**: By: Jessy at 1:35 pm.

**Land Acknowledgement:**

The land on which Idaho State University's Pocatello campus sits is within the original Fort Hall Reservation boundaries and is the traditional and ancestral home of the Shoshone and Bannock peoples. We acknowledge the Fort Hall Shoshone and Bannock peoples, their elders past and present, their future generations, and all Indigenous peoples, including those upon whose land the University is located. We offer gratitude for the land itself and the original caretakers of it.

1. **Guest – Faculty Senate**

* Faculty Senate, Fredi/Amanda
* Updating their bylaws
* Looking for a new space to host their meetings
* Starting a working group to look at the intersection of curriculum and technology. It will consist of Faculty Senators, Academic Affairs and the ITRC.
* They are continuing to work on Faculty evaluations. They are proposing quite a few changes.
* FPPC is working on a number of policies as well. Faculty/student relationships, Faculty effort, Tenure/promotion guidelines, and Sabbatical guidelines.
* Faculty Senate meets twice a month, every other week
* There are several working groups within Faculty Senate, such as AIC, FPPC, UCC, and GERC.
* Question from Jamie: some online courses are still using paper exams?
* Comment from Nanette: Putting exams online would save the University a lot of money. Some instructors even ask for the originals to be mailed to them. It would make things easier all around. There are still secure ways to take exams online that the University pays for – Examity (DBA Meazure Learning) and ProctorFree. TigerTracks article can be found [here](https://tigertracks.isu.edu/TDClient/1950/Portal/KB/ArticleDet?ID=63071).
* Question from Jessy: does Faculty Senate offer a scholarship like SC does? No, they do not. They don’t really have a working budget. Academic Affairs pays for their recording secretary (Lisa) and to order catering for their meetings.
* Question from Jessy: What can we do to help support Faculty Senate? Be able to acknowledge Faculty recognition would be nice. And having SC representation at their meetings.
* Comment from Jena: I think just make sure we are involved in any decisions that affects staff. We want to be represented.
* Comment from Fredi: the presentation from Patience really helped Faculty as well.
* From Fredi: they are also working on honorary degrees for future use.
* Question from Erik: what’s the difference between committees and working groups? Committees are continuous and working groups are only temporary.
* Patience Ternus rescheduled for 11/19/24

1. **Secretary Report: Veronica**

* Review and Approval of minutes from September 17, 2024
* Minutes on BOX [here](https://isu.box.com/s/6twmcasmyni4mdeyel03gitfzivj8990).
* Niquelle moved to approve, Jamie seconds
* Minutes for September 17th have been approved
* Meeting minutes will be forwarded to the CMS team to post on the website this week.
* I will be following up with NetCom about directory updates this week.

1. **Treasurer Report: Michael**
2. Budget Update

* He has updated the index codes already.
* The spreadsheet can be found on BOX [here](https://isu.box.com/s/m8ayf6zrjlptxp2yts2jpr540e6oubtm).
* Please contact Michael if you have questions on which index code or account code to use.

1. **CMS Report: Jules and Niquelle**

* If you have any updates for the website to Jules.
* If you have any social media updates, please contact Niquelle.

1. **Old Business**:
2. **New Business**:
3. President Wagner's Visit for November 19th Q&A

* [Google Form](https://forms.gle/obLeBe7hiGBS9zuH9) - please add your questions by November 11

1. Staff Council Shared Google Drive, Jessy

* If you’d like to be added, please contact Jessy

1. Zone Representatives, Jessy

* [Please review the map on our website](https://www.isu.edu/staffcouncil/staff-council-representatives/) for the zones available and sign-up using this sheet: [Staff Council Zone Sign-up](https://docs.google.com/spreadsheets/d/1XH-bLK9UzZci1eL9Tpgi2FQlQZtqBJS1FlMKhXL2hB8/edit?usp=sharing)

1. Staff Recognition Luncheon Update

* Jena, Marty, and Jena attended a meeting with representatives from Academic Affairs, SC, and Faculty Senate.
* They will give us updates as soon as they have more information.
* There’s a lot more work that needs to be done on the faculty side.
* If you have any ideas please contact Jena, Marty, or Jessy.
* Comment from Veronica: the logistics would be difficult trying to find a space and time for everyone to be able to attend. There would have to be more than one event to make sure Faculty can attend as well.
* They’d like to have an open house style event, for folks to come and go as they are able to.
* Question from Chanel: Maybe we can brainstorm with the President and talking to him about the budget.

1. **Guest - Jen Steele, Katie Thomas, and Angie Dangerfield**

* [Personnel, Opportunity Aligned Resourcing](https://docs.google.com/presentation/d/1MHzA3ZWJCu0nzCGgzrHrtqUfz8BhNLManXyQbEr_Oyc/edit?usp=sharing)
* We will be using this starting on November 15th, to phase out the hiring pause and moving to this model.
* Most fundamental change, we want to deploy our personnel resources based on data and opportunity and not historical budget allocations.
* ISU Budget Model Data Set will be released after November 7th
* From Katie, Process Workflow overview
* Lunch & learns will be held on Nov. 11th & Nov. 13th
* Contact your UBO’s for specific questions at this time
* Website will be going live shortly
* Question from Erik: Is there any transparency to find out who said no in the hiring process and are appeals allowed? There will be transparency available through the Communication Leads.
* They will be looking at this process in six months to see how it’s going at that time.
* Question from Veronica: Can we still use PDQ’s? PDQ and SAR’s will still be used, but they have been refined and renamed.
* Question from Chanel: Can we still request a $2k performance-based bonus cap or a 5% max for salary adjustment requests? They are both still available. This isn’t meant to change the Desk Audit requests.
* Question from Jessy: What tools are available for Units and hiring managers to collect the heliocampus data sets needed?
* If you have any questions, please contact Jena.
* For the Town Halls, can they slow down to ask allow folks to ask questions.
* More information can be found on their website [here](https://www.isu.edu/budget/oar/oarpersonnel/).

1. **Committee Updates:**
2. Executive
3. Election Committee
4. Event & Marketing

* Turner lunch coming up for 150 people, Tuesday, October 29th
* Still working out details for the Donuts for Veteran’s Event, Nov. 11th
* Meridian has a pizza luncheon scheduled on Oct. 17th
* They are working on one for Idaho Falls

1. Employee Recognition
2. Professional Development

* Erik will be working with the committee on advertising it better.
* They are trying to cap the amount awarded to $500 per person.
* Application has been updated to a Google Form instead of a PDF.

1. Communications
2. Child Scholarship

* Chanel is working with Deb Green with the Scholarship Dept. about making sure the committee has access to BOSS

1. Retiree Recognition
2. Budget Advisory Group
3. Commencement
4. Equity & Inclusion

* The committee might be dissolved, we will be following up with their Dept.

1. Electronic & IT
2. Be A Bengal
3. University Library
4. Student Conduct
5. Employee Engagement
6. Facilities
7. Professional Policies
8. Faculty Senate
9. Faculty Professional Policy
10. Sustainability

**VIII. Announcements:**

1. Wear Staff Gear tomorrow for Bengal Wednesday
2. Be-A-Bengal Nominations:
   * July: Marty Vizcarra-Compassion
   * August: Zach McMurtry-Compassion
3. Policy Manager

* Mel Anderson, invited to the December 17th meeting

1. Policies, Jena

* [Leave of Absence for Faculty and Staff ISUPP 3070](https://www.isu.edu/media/libraries/isu-policies-and-procedures/30-day-comment/Redline_DHR-Changes_9.24.24_Leave-of-Absence_ISUPP-3070.pdf) - by October 25
* [Use of University Space for Expressive Activity](https://www.isu.edu/media/libraries/isu-policies-and-procedures/30-day-comment/Use-of-University-Space-and-Time,-Place,-Manner-Restrictions-Public-Comment-9.30.24.pdf) - by October 30

1. New Storage Space

* VOC 117B

1. Idaho DHR CEC Testimony Submissions

* Due November 30: [Google Form](https://docs.google.com/forms/d/e/1FAIpQLSebBv76GgSmHwDDQbU4Vb4d0P-xNssmpvwkmiqgHzd5tlOsZA/viewform) or [ceccommittee@lso.idaho.gov](mailto:ceccommittee@lso.idaho.gov)
* We will be sending a response on behalf of Staff Council

Next Meeting: Nov. 19, 2024 @ 1:30pm, Sargent Boardroom (PSUB 312)

Adjourn at: By: Jessy at 3:30 p.m.