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**Idaho State University
Staff Council Meeting
March 21, 2017
Faculty Senate Conference Room, 301 Rendezvous
Minutes**

Present: Allyson Johnson, Ben Mills, Brad Broschinsky, Brian Atkinson, Brian Kraft, Chelsie Rauh, Cheryl Zimmer, Cody Sparrow, Connie Tillotson, Doug Milder, Eric Mickelsen, James Yizar, Joseph Simonson, Julie VanLeuven, Kathy Bloodgood, Mia Benkenstein, Michelle Munoz, Ryan Faulkner, Sandy Shea, Sharra Nelson, Stefanie Shaddock

Excused: Mary Guyton

Absent: Cooper Bybee, Dan Marley, Debra Bird

Call to Order

James Yizar called the meeting to order at 1:33pm

Minutes:

Minutes from the February 21, 2017 meeting were approved.

Treasurer Report

Our current balance is \$2,082.42. The spring professional development awards totaled \$1,000. They were awarded to Michelle Munoz - \$500, Tracy Collum - \$200, Emily Baergen - \$150, and Nitin Srivastava - \$150. Most of the expenses for the luncheon should be charged to the Human Resources account.

Old Business:

2017 Employee Recognition Luncheon(s)

So far 409 people have responded for Pocatello, 32 for Idaho Falls, and 37 for Meridian. Twin Falls will have a breakfast this year that will be held before Meridian's lunch. The last day to RSVP is today. The photo slide show for Years of Service is being created. The slideshow will have photos with names that rotate every five seconds. A few people are missing photos. Mia is working on the Staff Council portion of the slideshow. Anyone missing a photo will send one to Mia. Some council members have not had their photos taken by the ISU photographer for the website. Please find time to visit the photographer if you haven't already.

Joseph printed the Years of Service award certificates. The pins are ready and most of the gifts are in. The rest of the gifts will be ready in the next couple of days. The programs will be printed on nice paper. A raffle will be held in both Idaho Falls and Meridian and a drawing will be held in Pocatello from the list of names of people who responded to the invitation for gifts.

Please wear shirts and vests or black and orange to the lunch you attend. Also, please attend and encourage your constituents to attend the workshops during the week.

New Business:

Draft of Strategic Plan Reviewed

The IEAC presented the strategic plan to the president last week. Overall, he accepted the recommendations.

Sponsorship for Employee Recognition Luncheon

Ben would like Staff Council to think about fundraising for the Employee Recognition because of budget cuts. He thought departments might be willing to donate so that we can still have a nice luncheon.

1 Sharra thought instead of raising funds for the luncheon, we think about raising funds for the professional
2 development awards or scholarships.

3 4 **Graduation and Staff Council**

5 James met with Vice President Tingey about Staff Council being more involved in commencement.
6 University Advancement, not the Registrar's office, is now planning commencement. Volunteers are still
7 needed for some areas such as handing out name cards and programs.

8 9 **Email from Mikle Ellis – Sexual Harassment**

10 Mikle Ellis emailed a statement about sexual harassment and asked if Staff Council would endorse the
11 statement. ISU already has a statement that protects individuals against retaliation for reporting sexual
12 harassment. Because ISU already has a statement, Staff Council will support the statement but we will
13 not provide a formal endorsement.

14 15 **Internal Committees**

16 **Bylaws – James Yizar**

17 Nothing to Report

18 19 **Events/Marketing – Mary Guyton, Brian Atkinson & Chelsie Rauh**

20 James thought it might be nice to have a spring event. Perhaps Costco could donate food for a BBQ at an
21 ISU sporting event.

22 23 **Election – Sharra Nelson**

24 For now a representative will be elected from the largest group in classified and non-classified for
25 Meridian and Idaho Falls. This will ensure representation on outreach campuses.

26 27 **Employee Recognition – Mia Benkenstein & Chelsie Rauh**

28 Nothing to Report

29 30 **Executive Committee – James Yizar**

31 The employee recognition lunch was discussed. Most decisions regarding the luncheon have been
32 finalized.

33 34 **Professional Development – Sandra Shea & Brad Broschinsky**

35 Sandra would like to change the form changed to reflect that awards will be from \$100 - \$500. The
36 motion was approved to change the award range. Also, there is one person who will always score high in
37 the matrix and will always receive an award. The committee would like a change so that other staff
38 members are able to receive an award. Discussion followed with ideas of either removing points if they
39 had previously received awards or adding points if they had never received an award. The committee will
40 redraw the matrix and present at the next staff council meeting.

41 42 **Retiree Recognition – Connie Tillotson**

43 Nothing to Report

44 45 **Scholarship – Cheryl Zimmer & Allyson Johnson**

46 Nothing to Report

47 48 **External Committees**

49 **Disability Services Committee – Katherine Bloodgood, Joseph Simonson & Eric Mickelson**

50 Nothing to Report

1 **Institutional Effectiveness and Assessment Council (IEAC) – James Yizar**

2 There is one more meeting this year.

3
4 **Parking Advisory Board – Michelle Munoz & Connie Tillotson**

5 The board spoke about the cost of parking passes for New Knowledge Adventures. Doug gave a list of
6 issues that he has been gathering. Parking appeals were discussed. There is some concern about the
7 outside company processing appeals. They have been approving more appeals than the internal
8 committee had been approving. There are 30 more days on the contract. The advisory board will start
9 meeting monthly.

10
11 **Parking Appeals – Brian Kraft, Doug Milder, Ben Mills & Joseph Simonson**

12 Nothing to Report

13
14 **President's Cabinet – James Yizar**

15 Areas that have educational teaching spaces are being calculated. They need an accurate square footage
16 so they are able to request occupancy funding. People have been questioning why we are not using our
17 reserves. The president said it is a non-issue because we need to keep savings in case we have an
18 emergency. Gale Life Science received \$10 million.

19
20 **Announcements**

21 Third Wednesday of the month wear Staff Council Gear.

22
23 **Adjourn**

24 Motion to adjourn made and seconded. Motion passed. Meeting adjourned at 2:51 pm. The next Staff
25 Council meeting will be April 18, 2017 in Faculty Senate Conference Room from 1:30 pm – 3:30 pm.

26
27 Respectfully Submitted,
28 Stefanie Shaddock