

**Idaho State University
Staff Council Meeting
October 20, 2015
Faculty Senate Conference Room, 301 Rendezvous
Minutes**

Present: Allyson Johnson, Ben Mills, Brad Broschinsky, Brian Atkinson, Brian Kraft, Connie Tillotson, Craig Joseph, Debra Combs, Doug Milder, James Yizar, Julie VanLeuven, Kim Wright, Laura Call, Mia Benkenstein, Natalie McHugh, Peggy Larsen, Ryan Faulkner, Sharra Nelson, Stefanie Shadduck, Syd Sharp

Excused: Barry Hulet, Chelsie Rauh, Emily Frandsen, Eric Mickelsen, Michelle Campbell

Absent: Jeanette Rose, Mary Kratz

Call to Order

Sharra Nelson called the meeting to order at 1:34pm

Minutes:

Minutes from the September 22, 2015 meeting were approved.

Treasurer Report

The current balance is \$14,153.21. Expenses in the last month include \$670.21 for the water bottles, \$119.86 to Donna Parker for her professional development award, \$38.96 for binders for new council members, \$212.77 for Pocatello's Meet and Greet, and \$66.93 for Idaho Falls' Meet and Greet. One item is pending for \$33.42 for Meridian's Meet and Greet.

New Business:

Open position

Mike's position is open. The person with the next highest votes from Academic Affairs is Michelle Munoz. Sharra will contact Michelle to see if she is interested in filling the position.

New Committee – Social Media

Staff Council has some webpages that need to be updated. We have a Facebook page, the ISU directory, and Staff Council website. We can create a new committee or possibly expand/combine the marketing and events committees.

Sharra asked Craig about his Facebook page. Craig said it is called Home-Field Advantage. It was established as a fan base for all student athletes but it is also about forming a supportive community.

Sharra asked if anyone is interested in updating the website. Kim Wright said she would but she needs the information to be able to make the updates. Mia would like to have the Marketing committee defined more clearly instead of creating a new committee. Mia will check with Dr. Peterson to see if he is willing to take photos of Staff Council members' photos.

It was decided to not add a Social Media committee. Kim will join the Marketing committee to keep the website updated. Sharra will check the list of people who are not on committees to see if they can help.

Vests for new staff members

Sharra asked for sizes of staff council members who need vests. She will email those who are not here today for their sizes. Binders were handed out. Binders will be sent to Brad in Idaho Falls and Michelle in Meridian.

Active shooter training – Museum building

Sharra has facilitated an active shooter training on October 22nd in the Wood River Room for faculty and staff in the museum building. She hopes this training will be taken to each building on campus including Idaho Falls and Meridian.

During the training, Director Eakins will show a video called *Run, Hide, Fight* and then have time for questions. He is hoping to have a sign-up sheet so that departments can sign up to have him and his security officers come to their department to help determine locations to hide, and if there are things that should be changed for safety.

Storage

We are looking for a permanent, lockable storage area for Staff Council items. Kim Wright said Cheryl Hanson in Facilities would be the person to contact for space requests. Mia said there is a space request form online. Sharra will complete the form.

Scholarship

Professional development awards will now be treated as wages and will be taxed if they are paid directly to the employee. Debra said it may be possible to pay the vendor directly for the registration costs so it is not taxable. Another possibility is to transfer the funds to the department. The department can then use those funds to cover registration costs.

Lex Drive

Julie provided Sharra with a list of people who have access to the Lex drive. She will go through the list to make sure all Staff Council members have access. Sharra has organized the Staff Council Lex drive folder.

Internal Committees**Bylaws – James Yizar**

Nothing to Report

Events – Mary Kratz & Laura Call

Laura said 109 people completed the survey at the Meet and Greet. Many attendees were more recently hired staff.

Laura asked if Staff Council has suggestions for events. Sharra said the United Way funding is coming up. A carnival will be held on November 20th. Staff Council may want to become involved. We will also need to put together one or two bowling teams.

Our next event will be the winter social in January. Staff have been asking to bring back the scarves as giveaways. It was also suggested that we provided beanies. Debra asked what the budget is for the winter social. Allyson said last year the budget was kept to \$1,000 for both socials not including promotional items.

Election – Syd Sharp

Nothing to Report

Employee Recognition – James Yizar, Brian Atkinson, Bradley Broschinsky

James asked what the historical obligation is of having staff members come up for recognition. He asked if it is required or if we do it because it is nice. Syd provided a history of prior events. James thought last year there were many staff who did not attend or did not want to come up for recognition. He also stated

that staff who had 35 years of service were recognized in the same way as staff with 5 years of service. James suggested creating a video or PowerPoint of staff being recognized in their work area that can be shown at the luncheon. At the luncheon staff members with 20+ years of service would come up to be recognized at the luncheon. Sharra said that might be a lot of work to film each person that needs to be recognized. James said we could start filming now. If we use Media Services it will cost \$50 per hour. He asked that those who have ideas or suggestions about the luncheon send him an email.

Marketing – Stefanie Shaddock, Mia Benkenstein

Mia would like to set up a Standard Operating Procedure on the Lex drive. Mia asked if Staff Council supports Bengal Wednesday. Doug and Craig explained that it was a student government initiative. Mia asked if we could ask the Black and Orange store if they would give a discount to staff so they could purchase ISU apparel for Bengal Wednesday. Allyson said they already give a 10% discount on Wednesdays.

Sharra talked about the possibility of getting t-shirts for the next Meet and Greet or handing out vouchers to the Black and Orange store.

Professional Development – Eric Mickelsen

Sharra let the council know there were three applications submitted. Ben said an official decision has not been made but they will probably award all three.

Retiree Recognition – Connie Tillotson

Connie received a list from HR of those who have retired since July 1st. Natalie passed around cards for those who retired prior to July 1st.

Scholarship – Julie VanLueven

Julie met with Brian so that she could get a list of contacts and information about what has been done on the scholarship committee.

External Committees

Campus Beautification – Emily Frandsen

Not present

Campus Recreation Advisory Board – Craig Joseph

Nothing to Report

Diversity – Ryan Faulkner

Sharra received a letter from VP Fletcher. They are going to re-establish a Diversity Council. Because Ryan is our representative for the Diversity Committee, Sharra asked if he would be our representative on the council and he agreed.

Parking Advisory Board – Doug Milder

Nothing to Report

Parking Appeals – Brian Kraft & Debra Combs

Debra said they sometimes meet twice per week or once per week for three hours. During that time they go through approximately 20-25 appeals. Brian said because of the volume of appeals, he is unable to

meet for three hours per week. He asked if someone would be willing to rotate meetings with him. Doug said he is willing to rotate every other week with Brian.

President's Cabinet – Sharra Nelson

Stacey Marshall gave a United Way presentation.

Questions were raised about the new smoking policy. Brian asked why the policy is in the Finance & Administration section of the ISU Policies and Procedures. Peggy replied that it is because Roger Egan was the policymaker. The next question was whether an announcement was made that the policy is now in force. Laura said there was an email sent out that had the smoking policy listed as a new policy. James asked if we have constituent lists so that we can send an email letting them know the smoking policy is now in force. Peggy said she heard new smoking sections may be installed.

Safety – Natalie McHugh

Nothing to Report

Special Budget Council – Sharra Nelson & Syd Sharp

Nothing to Report

Sustainability – Ben Mills

Nothing to Report

University Library – Peggy Larsen

Not present

Old Business:

Sharra asked if anyone is willing to present to new employees about Staff Council. Mia said she would.

Announcements

No announcements

Adjourn

Motion to adjourn made and seconded. Motion passed. Meeting adjourned at 3:02 pm. The next Staff Council meeting will be November 17, 2015 in Faculty Senate Conference Room from 1:30 pm – 3:30 pm.

Respectfully Submitted,
Stefanie Shadduck