

**Idaho State University  
Staff Council Meeting  
November 17, 2015  
Faculty Senate Conference Room, 301 Rendezvous  
Minutes**

**Present:** Barry Hulet, Brian Atkinson, Brian Kraft, Chelsie Rauh, Connie Tillotson, Craig Joseph, Debra Combs, Doug Milder, Emily Frandsen, Eric Mickelsen, James Yizar, Julie VanLeuven, Kim Wright, Mary Kratz, Mia Benkenstein, Michelle Campbell, Sharra Nelson, Stefanie Shadduck, Syd Sharp

**Excused:** Laura Call, Ryan Faulkner, Allyson Johnson, Peggy Larsen, Ben Mills, Michelle Munoz

**Absent:** Brad Broschinsky, Natalie McHugh, Jeanette Rose

**Call to Order**

Sharra Nelson called the meeting to order at 1:44pm

**Minutes:**

Minutes from the October 20, 2015 meeting were approved.

**Treasurer Report**

The current balance is \$14,150.61. A reservation of \$1,000 was budgeted for the Employee Recognition Luncheons. There were no expenses for this period.

**New Business:**

No new business

**Internal Committees**

**Bylaws – James Yizar**

Nothing to Report

**Events – Mary Kratz & Laura Call**

Staff Council will have a booth at the United Way Carnival called *Destinies are Revealed*. A volunteer is needed to help staff the booth from 11:00am – 1:00pm on Friday, November 20<sup>th</sup>. Please dress like a gypsy or fortune teller to match the theme. Doug said he is available.

James said he has been asked why the university pushes United Way as opposed to other fundraising activities. He said there seems to be pressure from the institution for all staff to donate. Barry said we should refer staff to Stacey Marshall in Human Resources if they have questions. Barry said Stacey has said in the past that we should not feel pressured, only encouraged.

**Election – Syd Sharp**

Nothing to Report

**Employee Recognition – James Yizar, Brian Atkinson, Bradley Broschinsky**

Employee Recognition week is March 28<sup>th</sup> – April 1<sup>st</sup>. Pocatello's luncheon is scheduled on Wednesday, March 30<sup>th</sup> and Meridian's luncheon is scheduled on Friday, April 1<sup>st</sup>. Idaho Falls' luncheon has not been scheduled but it is usually held on Tuesday during the same week.

**Executive – Sharra Nelson**

The committee discussed the possibility of inviting Brian Sagendorf to our next meeting to explain how performance evaluations are done. Sharra asked how everyone feels about asking their constituents if they have opinions or feedback about the evaluation process. We could then bring concerns to Brian at our next meeting. After some discussion it was decided the issues are transparency of the evaluation process and how the ratings are given. Sharra will invite Brian to our meeting.

**Marketing – Stefanie Shaddock, Mia Benkenstein**

Kim Wright has updated the directory pages on the Staff Council website. Pictures of the United Way Staff Council bowling team have been posted to the Facebook page.

**Professional Development – Eric Mickelsen**

Three staff members applied for the professional development award. The staff members are Jennifer Parrott, Jamie Howerton and Jody Finnegan. The award will be split 3 ways, Jamie and Jody will both be awarded 30 percent each and Jennifer will be awarded 40 percent. The funds will be transferred to the department so the award will not be taxable to the employee.

**Retiree Recognition – Connie Tillotson**

We are up-to-date through the end of October.

**Scholarship – Julie VanLueven**

Nothing to Report

**External Committees****Campus Beautification – Emily Frandsen**

Nothing to Report

**Campus Recreation Advisory Board – Craig Joseph**

Nothing to Report

**Diversity – Ryan Faulkner**

Sharra read notes that Ryan posted to the Lex drive. The mission statement was reviewed and approved. Four working groups were created to expand diversity opportunities on campus.

**Parking Advisory Board – Doug Milder**

Nothing to Report

**Parking Appeals – Brian Kraft & Debra Combs**

The appeals committee meets each week and completes 20 – 25 appeals each meeting. Last week 33 appeals were completed with only 30 remaining.

**President's Cabinet – Sharra Nelson**

Funding for the university has gone down due to a decrease in enrollment and credit hours. James asked if ISU is still an adult learning university or a university for traditional students. Craig said ISU has not defined what type of university they are. They are more of an "all things for everyone" type of university.

Craig explained that ISU has recently switched to a CRM (Constituent Relationship Management) system for recruiting. A CRM allows recruiting to be more personal.

**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**

Nothing to Report

**Old Business:****Vest for new members**

Connie contacted the Orange and Black store to order vests for new members. The vests have been discontinued. She was given contact information for New Day Products. The vests should be ordered soon.

**Storage**

Sharra contacted Lowell Richards in the Student Union. She is waiting to hear back from him regarding storage.

**Announcements**

No announcements

**Adjourn**

Motion to adjourn made and seconded. Motion passed. Meeting adjourned at 2:53 pm. The next Staff Council meeting will be December 15, 2015 in Faculty Senate Conference Room from 1:30 pm – 3:30 pm.

Respectfully Submitted,  
Stefanie Shaddock