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**Idaho State University**  
**Staff Council Meeting**  
**April 21, 2015**  
**Faculty Senate Conference Room, 301 Rendezvous**  
**Minutes**

**Present:** Allyson Johnson, Barry Hulet, Ben Mills, Brian Atkinson, Brian Kraft, Connie Tillotson, Emily Frandsen, James Yizar, Jeanette Rose, Julie VanLeuven, Kim Wright, Michael Taylor, Natalie McHugh, Peggy Larsen, Ryan Faulkner, Sharra Nelson, Stefanie Shadduck, Syd Sharp, Weston Whitworth

**Excused:** Ann Howell, Chris Wagner, Chris Wilson, Jillian Stambaugh, Michael Alvord, Susanne Forrest

**Absent:** Craig Joseph, Omar Raudez

**Call to Order**

Syd Sharp called the meeting to order at 1:34pm

**Minutes:**

Minutes from the March 17, 2015 meeting were approved.

**Treasurer Report**

Only one expense has gone through since the last meeting, \$61.04 for the trip to Idaho Falls. The current balance is \$10,347.32.

**New Business:**

**1. Ombuds Program**

Brian Sagendorf spoke about the expanded Ombuds Program. The university has used the Ombuds Program for faculty as an informal problem resolution process. The president has asked that the Ombuds Program be expanded for all employees. The program is voluntary and is not part of the formal grievance process. A formal grievance may be filed after speaking to an ombuds.

The program will have a broad network of ombuds contacts. It will consist of faculty and staff, and will be gender and ethnically diverse. Stacey Marshall will coordinate the program. Stacey will solicit volunteer nominations. Those nominations will be reviewed by Affirmative Action, HR, and respective VPs. Successful nominations will be appointed by the president. Stacey will provide training for appointed ombuds.

The anticipated start of the program is September 2015. HR is hoping that selection, training, and orientation of the Ombuds Committee will occur over the summer semester. Initially the appointment will be for two years with an annual review. There will be no limit to the committee's size. Ombuds may be selected from outreach campuses.

**2. Merit Increases**

Syd asked Brian to explain what the State Board of Education approved for merit increases this year. Brian explained, as a directive from the legislature, any time there are merit dollars to distribute, agencies are to develop a merit matrix. The merit matrix takes into account the performance rating and compa-ratio. The compa-ratio is what the pay rate currently is compared to the midpoint of the pay grade.

This year there is a 3% pool of merit dollars. For classified staff, employees below the midpoint of their pay grade will receive the following increases:

- a. Meets expectations – 2%
- b. Exceeds expectations – 3%
- c. Consistently exceeds or Excellent – 4%

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2 If the staff member is above the midpoint of their pay grade, they will receive the following increases:

- 3 a. Meets expectations – 1%  
4 b. Exceeds expectations – 2%  
5 c. Consistently exceeds or Excellent – 3%

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7 Non-classified staff and faculty do not have a pay grade structure so they will not receive increases based on  
8 a merit matrix. ISU also has an equity pool of money that will be used to close market and gender equity  
9 gaps.

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11 **Internal Committees**

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13 **Bylaws – Mike Taylor**

14 Nothing to Report

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16 **Events – Allyson Johnson**

17 There will be a tailgate and food drive at the softball game today at 4:00pm.

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19 **Election – Weston Whitworth**

20 Elections are over. Weston has emailed the results to all staff council members. He has not sent out the  
21 results campus wide.

22  
23 Internal elections will occur at the meeting in May. It is important that everyone come to vote.

24  
25 **Employee Recognition – Mike Taylor**

26 Mike estimates the total expense for the luncheon and gifts will be \$10,900. HR will be covering \$9854  
27 and Staff Council will pay the balance. Attendance was higher than last year. Everyone seemed to enjoy  
28 the lunch.

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30 **Marketing – Emily Frandsen**

31 Nothing to Report

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33 **Professional Development – Craig Joseph**

34 Not present

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36 **Retiree Recognition – Natalie McHugh**

37 Next month Natalie will bring more cards to sign.

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39 **Scholarship – Brian Kraft**

40 Brian tried contacting the foundation office but has not heard back. He will contact them again to find  
41 out if any transfers have been made.

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43 **External Committees**

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45 **Campus Beautification – Sharra Nelson**

46 Nothing to Report

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48 **Campus Recreation Advisory Board – Connie Tillotson**

49 Direct TV service has been added to the cardio equipment. New strength training equipment is supposed  
50 to be ordered next week. The old equipment will be sent to Meridian. The committee will not meet again  
51 until next fall.

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**Diversity – Peggy Larsen**

The committee should have a final copy of a mission statement by staff council's next meeting. Peggy will try to bring a copy with her.

**Parking Advisory Board – Ann Howell**

Not present

**Parking Appeals – James Yizar**

Appeals have increased because students are trying to clear the holds on their accounts. James would like everyone to remind their colleagues that parking permits are required on campus. Permits are also only valid for the lot they were purchased for.

**President's Cabinet – Syd Sharp**

The SBOE met in Moscow. A 3.3% tuition increase was approved for ISU. The SBOE has asked that a Higher Ed task force be created.

The Bengal Pharmacy in Challis was approved. Reno, NV was chosen as the location for the Big Sky basketball tournaments.

The recommendation for the president's house was submitted. Syd cannot say what decision was recommended. A press release should follow with more information.

**Safety – Barry Hulet**

Votes were held concerning changes to the ERP and Co-op programs. Both passed.

Safety walks were started about 1 ½ months ago. Central campus has been covered. Offsite safety walks should be complete on Thursday.

Connie asked about the new safety app. Mike Taylor said the app was popular with parents at the new student orientation. It is not known how many students use or will use the app.

**Special Budget Council – Syd Sharp**

Nothing to Report

**Sustainability – Chris Wilson**

Not present

**University Library – Ryan Faulkner**

Not present

**Old Business:**

No old business

**Announcements**

No announcements

**Adjourn**

Motion to adjourn made and seconded. Motion passed. Meeting adjourned at 2:28 pm. The next Staff Council meeting will be May 19, 2015 in Faculty Senate Conference Room from 1:30 pm – 3:30 pm.

Respectfully Submitted,  
Stefanie Shaddock