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Idaho State University
Staff Council Meeting
August 18, 2015
Faculty Senate Conference Room, 301 Rendezvous
Minutes

Present: Allyson Johnson, Ben Mills, Brad Broschinsky, Brian Atkinson, Brian Kraft, Chelsie Rauh, Connie Tillotson, Doug Milder, Eric Mickelsen, James Yizar, Julie VanLeuven, Kim Wright, Laura Call, Mary Kratz, Mia Benkenstein, Michael Taylor, Peggy Larsen, Sharra Nelson, Stefanie Shadduck, Syd Sharp

Excused: Craig Joseph, Debra Combs, Michelle Campbell, Natalie McHugh, Ryan Faulkner

Absent: Barry Hulet, Emily Frandsen, Jeanette Rose

Call to Order

Mike Taylor called the meeting to order at 1:32pm

Guest Speaker: Brian Sagendorf, Human Resources, Ombuds Program

Brian Sagendorf spoke about the Ombuds Program. Last spring a call for nominations was held and 12 nominations were received from staff. Brian asked that we talk about the nominations and provide feedback. Brian will take the nominations and Staff Council's feedback to the nominee's respective VPs for any last minute concerns or questions. Brian, Stacey Marshall, and the Affirmative Action office will review the applications with the president.

Brian said there is a diverse group of applicants from across campus. Brian said they may start with a small group of four to six ombuds. This fall and spring semester will be used as a trial period. The initial term would be for two years but would be negotiable. Orientation will be held in late September or early October. After orientation, a campus wide announcement will be sent.

A motion was made, seconded, and passed to approve all names submitted to staff council for the ombuds position.

Minutes:

Minutes from the May 19, 2015 meeting were approved.

Treasurer Report

The current balance is \$15,360.60. One item is pending for repayment of \$100 to Donna Parker, a scholarship recipient. Expenses include \$2.40 for postage, and \$22.00 for Dreamweaver software.

New Business:

Orientation for new members

Overview of Staff Council & Goals: Mike provided an overview of what staff council does. We represent both classified and non-classified staff. We provide an active role in the governance structure and provide professional development for staff members. All members are voted in.

If you will be absent, let the president know ahead of time. A call for agenda items will be emailed 5 days prior to the meeting. We follow the open meeting laws of the state of Idaho. Any staff member may attend, they may not participate, only observe.

One goal for staff council is to raise awareness about the evaluation process and the evaluation system. A second goal is to provide scholarships for both classified and non-classified staff. The third goal this year is to possibly provide a motivational speaker.

Roberts Rules of Order: Mike reviewed what Roberts Rules of Order are and how they are used in staff council meetings. He provided a handout for members to review.

1 **Committees:** Staff Council has both internal committees and representatives on external committees.

2 Mike went through the list of committees and introduced who is on each committee.

3 **Vests/Binders:** Staff Council will provide vests and binders to new members.

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5 **Internal Committees**

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7 **Bylaws – Sharra Nelson**

8 Nothing to Report

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10 **Events – Mary Kratz & Laura Call**

11 Nothing to Report

12
13 **Election – Syd Sharp**

14 Nothing to Report

15
16 **Employee Recognition – Sharra Nelson, Brian Atkinson, Bradley Broschinsky**

17 Nothing to Report

18
19 **Marketing – Stefanie Shaddock, Mia Benkenstein**

20 Nothing to Report

21
22 **Professional Development – Eric Mickelsen**

23 Nothing to Report

24
25 **Retiree Recognition – Connie Tillotson**

26 Nothing to Report

27
28 **Scholarship – Julie VanLueven**

29 Nothing to Report

30
31 **External Committees**

32
33 **Campus Beautification – Emily Frandsen**

34 Nothing to Report

35
36 **Campus Recreation Advisory Board – Craig Joseph**

37 Nothing to Report

38
39 **Diversity – Ryan Faulkner**

40 Nothing to Report

41
42 **Parking Advisory Board – Doug Milder**

43 Nothing to Report

44
45 **Parking Appeals – James Yizar**

46 Nothing to Report

47
48 **President’s Cabinet – Sharra Nelson**

49 President Vailas explained the duties of the president’s cabinet. Basic information was given, such as
50 housing is full and faculty are back on campus. This year’s State of the University address will be
51 Wednesday, September 30th at 6:00pm in the Bistline Theater. A formal announcement will be sent.

52
53

1 **Safety – Natalie McHugh**

2 Nothing to Report

3

4 **Special Budget Council – Mike Taylor, Syd Sharp**

5 Nothing to Report

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7 **Sustainability – Ben Mills**

8 Nothing to Report

9

10 **University Library – Peggy Larsen**

11 Nothing to Report

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13 **Old Business:**

14 Mike informed staff council that his contract with ISU ended in July. Currently Mike is not a university
15 employee. David Alexander, from General Counsel, said it was up to staff council about how we handle
16 this situation. James made a motion to extend Mike’s term of presidency to our next meeting in
17 September. If Mike is unable to obtain a position with ISU then the position of president will be offered
18 to Sharra. If Sharra does not accept the offer, we will elect a new president as the bylaws state.

19

20 After some discussion, the motion was made, seconded, and approved.

21

22 **Announcements**

23 March through the Arch will take place on August 23rd at 5:00pm. The march will come down Red Hill
24 instead of MLK.

25

26 Welcome Back Orange & Black will take place on August 24th from 4:00pm – 7:00pm in Old Town.

27

28 Mike asked that those on the event committee meet about scheduling the Staff Council Meet & Greet.

29

30 **Adjourn**

31 Motion to adjourn made and seconded. Motion passed. Meeting adjourned at 2:37 pm. The next Staff
32 Council meeting will be September 15, 2015 in Faculty Senate Conference Room from 1:30 pm – 3:30 pm.

33

34 Respectfully Submitted,

35 Stefanie Shaddock