

**Idaho State University  
Staff Council Meeting  
December 15, 2015  
Faculty Senate Conference Room, 301 Rendezvous  
Minutes**

**Present:** Barry Hulet, Ben Mills, Brian Atkinson, Connie Tillotson, Debra Combs, Doug Milder, Eric Mickelsen, James Yizar, Julie VanLeuven, Laura Call, Mia Benkenstein, Michelle Munoz, Peggy Larsen, Ryan Faulkner, Sharra Nelson, Stefanie Shaddock

**Excused:** Brian Kraft, Chelsie Rauh, Mary Kratz, Syd Sharp

**Absent:** Allyson Johnson, Brad Broschinsky, Craig Joseph, Emily Frandsen, Kim Wright, Michelle Campbell, Natalie McHugh, Jeanette Rose

**Call to Order**

Sharra Nelson called the meeting to order at 1:38pm

**Minutes:**

Minutes from the November 17, 2015 meeting were approved.

**Treasurer Report**

The current balance is \$14,150.61. There were no expenses for this period. Three scholarships are pending for a total of \$1000.

**Guests: Brian Sagendorf and Ray Ludwig, Human Resources**

Brian gave a quick explanation of the timeline for performance evaluations. He then asked if anyone had questions.

Mia asked if the self-evaluation was important to complete. Brian said he thought the self-evaluation is a valuable tool but it is optional. Mia asked about employees who do not have computer access to complete the self-evaluation. Ray said they can come to HR and they will provide a computer or they can use a computer in a computer lab. The self-evaluation may be completed as a document and attached. The self-evaluation period will close when it is turned over to managers on January 4, 2016.

Mia asked if there is a managerial course to help new managers develop managerial skills. Brian said a new performance management course is being developed. When it is ready it will be accessible online through the Talent Management System and will be mandatory for certain individuals.

The rating scale was discussed. Meets Expectations is generally not seen as a good rating. Brian said employees should not see Meets Expectations as a negative. He said if an employee receives a Meets Expectations, it is because they are meeting the expectations of their supervisor which is good. Peggy asked if it is true that someone above the manager can change the rating given by the manager. Brian said that is correct. Others in the management chain are responsible for ensuring consistency with the rating scale.

Brian explained that raises are determined by the legislature. They also approve how raises are handed out. Legislative intent and state code require a matrix based on ratings and the compa-ratio be used to distribute merit dollars. The compa-ratio is what the employee's pay rate currently is compared to the midpoint of the pay grade. Brian explained this is why employees with the same rating can receive different raises. If one employee is at or above the midpoint they will receive a lower percentage raise than someone below the midpoint.

Debra asked if it was true that some departments are given a certain number of ratings. Brian said it may happen that an entire department will receive all of the same rating. He said it is determined by the performance of the individuals and the management chain as to what ratings are handed out. Sharra asked if each VP is given the total number of each rating that can be given to the employees. Brian said the president instructs the VPs each year that he wants consistency across the units.

Doug asked about the number of ratings that are used. ISU has six tiered rating system with Meets Expectations being in the lower half. Brian said he understands that we are in an educational setting and employees try to equate that to an A, B, C, D, or F grade. Brian hopes that is a stigma that can be broken down over time. James asked if Brian could share the pros and cons of having a six tiered evaluation system and if we could either decrease them or have more ratings under the Meets Expectations. Brian explained that ISU has modified our rating system. The state requires a four tier system with Does Not Meet, Meets, Exceeds, and Solid Sustained. It was approved for ISU to add the Excellent and Needs Improvement ratings. ISU wanted to provide more differentiation. The Excellent rating was added to reward those who are doing exceptional things through the year. ISU also thought that a rating was needed between Does Not Meet and Meets to provide more of an opportunity for managers to provide feedback on areas that need improvement.

Brian said he thinks the biggest issue is communication between the employee and their manager throughout the year and not just during the performance evaluation period. Ray pointed out that there is a supervisory training series. During this training, it is discussed that communication about an employee's performance should be occurring throughout the year.

A question was asked about goals. Brian said they are optional but he encourages they be set for each employee across all levels. Brian also explained that after the manager submits the evaluation that HR reviews the evaluation before it goes through the management chain. HR is looking for things that may not be appropriate to say in an evaluation. Some things that would cause an evaluation to be returned would be references to someone's age, religion, or race. Also, it is not required that an employee sign their evaluation. By signing, an employee is only acknowledging that the evaluation was reviewed with them, not if they agree with it.

#### **New Business:**

No new business

#### **Internal Committees**

##### **Bylaws – James Yizar**

Nothing to Report

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

The winter social is being planned for the end of January or beginning of February. Laura asked for the purpose of the winter social. Sharra said it is a time to mingle, network, and ask questions. The budget was discussed. Sharra said Syd has more information about the budget. Giveaways were discussed. Debra said we could order shirts for \$2 or \$3 that can be designed by the staff. James thinks the socials should be more than the staff getting together. He thinks it should be something the staff can be a part of like the tailgate we have in the spring. There is a men's basketball game on February 25<sup>th</sup>. Debra and James will find out if we can get donated or a discount on tickets.

Doug said he would sponsor the food prior to the game in the in multipurpose room in the Rec Center. He would consider this a promotional event so the staff can see the Rec Center. The Rec Center staff will be available to give tours.

James asked if we have the winter social be a basketball game in Pocatello, what should be done for Meridian. Barry asked if ISU would be playing any games against BSU. James said there was a recent game in Boise so there are no other scheduled games in the near future. Doug suggested trying to do something when the women's softball team plays in Boise this spring.

#### **Election – Syd Sharp**

Not present

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

James met with Stacey and Katie in HR. Katie said she will run a list in January of those who should be receiving service awards. The list is then sent out for corrections. James is unsure if we have enough time to take pictures after we get the final list. Mia asked if we could start taking pictures in January when the first list is created. James asked if anyone has a list of the names of people who were recognized last year so he could get an idea of the number of people who will be recognized this year.

#### **Executive – Sharra Nelson**

We met with Brian and Ray. All information covered was talked about earlier in this meeting.

#### **Marketing – Stefanie Shaddock, Mia Benkenstein**

Everything was covered with the Events committee.

#### **Professional Development – Eric Mickelsen**

Jody Finnegan attended her conference and submitted her write-up. Sharra asked Eric to post it to the Staff Council Lex drive so that anyone on staff council could access and read it.

Sharra asked about the spring professional development award. Eric said the application is available on the webpage.

#### **Retiree Recognition – Connie Tillotson**

Connie is waiting for the next retiree report so that she can send out more cards.

#### **Scholarship – Julie VanLueven**

Nothing to Report

### **External Committees**

#### **Campus Beautification – Emily Frandsen**

Nothing to Report

#### **Campus Recreation Advisory Board – Craig Joseph**

Not present

#### **Diversity – Ryan Faulkner**

Ryan was unable to attend the last meeting. It is Ryan's understanding that committees and subcommittees would be finalized. Meetings will be held on the second Monday of each month.

**Parking Advisory Board – Doug Milder**

Nothing to Report

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

Debra said they are caught up with appeals.

**President’s Cabinet – Sharra Nelson**

Sharra said a VP of Health Sciences will be hired. Connie explained that from what she understands, Dr. Hatzenbuehler will be above the new VP and the new VP must be an MD.

The dual enrollment is up 10 percent from last year.

The holiday party in the ballroom was well received. They will probably continue to hold it there in the future.

There will probably be a CEC. They will not know how much until after it is approved.

The 27<sup>th</sup> payroll is causing some budget issues because the university has to fund it.

**Safety – Natalie McHugh**

Not present

**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**

Examples of vests are available to look at if staff council members want to provide feedback. Sharra said we are going to try to have a men’s and women’s cut.

**Storage**

Sharra has not heard back from Lowell. She will email him again.

**Announcements**

No announcements

**Adjourn**

Motion to adjourn made and seconded. Motion passed. Meeting adjourned at 3:24 pm. The next Staff Council meeting will be January 19, 2016 in Faculty Senate Conference Room from 1:30 pm – 3:30 pm.

Respectfully Submitted,  
Stefanie Shaddock