Idaho State University

Staff Council Meeting
January 17, 2017
Faculty Senate Conference Room, 301 Rendezvous
Minutes

Present: Allyson Johnson, Brad Broschinsky, Brian Atkinson, Brian Kraft, Chelsie Rauh, Cheryl Zimmer, Connie Tillotson, Cooper Bybee, Dan Marley, Doug Milder, Eric Mickelsen, James Yizar, Joseph Simonson, Kathy Bloodgood, Mary Guyton, Mia Benkenstein, Michelle Munoz, Sandy Shea, Sharra Nelson, Stefanie Shadduck

Excused: Cody Sparrow, Laura Call, Ryan Faulkner

Absent: Ben Mills, Debra Bird, Julie VanLeuven

Call to Order
James Yizar called the meeting to order at 1:32pm

Guests: Karina Mason-Rorris, Director of Disability Services
Karina is visiting different group of faculty and staff around campus to present information about what services the Disability Services (DS) office provides. The DS office provides accommodations to those with disabilities for all faculty, staff, students, and the public.

DS works with ITRC and Facilities for some accommodations. They provide accommodations for all campuses. If employees need an accommodation, they need to contact the DS office. The process is interactive and is required by the Americans with Disabilities Act and Section 504 of the Rehab Act.

A request for an accommodation does not have to be formal. If an employee discloses an issue informally, that can be considered a request for an accommodation. Accommodations cannot remove an essential job function. Accommodations can also be requested for interviewees.

Documentation is needed from a healthcare provider who is knowledgeable about the disability unless the disability is visible. If the disability is visible, we are not allowed to ask for documentation but we can ask for functioning limitations.

Karina is in the process of writing policy. The draft policy currently includes information about the law and less about procedures. She is also discussing the possibility of having a small committee to look at any employee accommodations that are declined by the DS office. Karina will be speaking to Faculty Senate as well for representation on this committee. If anyone is interested in serving on this committee, please let James know. No prior knowledge about disabilities is needed. The DS office will provide training.

Minutes:
Minutes from the December 20, 2016 meeting were approved.

Treasurer Report
Our current balance is $2,951.11. A travel card purchase for $350.01 for airfare was taken out of the Staff Council account. Connie cannot see the details so she asked the UBO for more details.

Marianne Cowgill received a Professional Development award for $350. The total that was paid from the Staff Council account was $356.77. A motion was made that any expense over the amount awarded is the responsibility of the awardee. The motion was approved.
Old Business:

Employee 2017 Recognition

The dates have been set for the three luncheons. The dates are as follows:

- Idaho Falls – Monday, March 27th
- Pocatello – Wednesday, March 29th
- Meridian – Friday, March 31st

Mia is working with Katie Hammond to get a list of the employees receiving year of service awards for a slideshow presentation. James said to check with Lewis Eakins about possibly being able to use Bengal Card photos for the slideshow. Mia also has a meeting scheduled with Chartwells to discuss the menu. James reminded Mia to arrange for a vehicle for travel to Idaho Falls and Meridian.

New Business:

HR mandatory trainings for 2017

James reminded staff to check their Talent Management System in BengalWeb for mandatory trainings. He would like everyone to remind their constituents. It is his understanding that the trainings will be part of the evaluation process at the beginning of next year.

Winter Social

This will be talked about later in the meeting.

Employee Classification

Mia, Sharra, and James will meet with HR to make sure the appropriate number of representatives are elected in the correct categories.

Byrd's Note to Keep you Informed

James started posting notes last semester on the Staff Council website to keep staff informed. He asked many staff members at the Holiday Party if they liked the notes and if they thought they were beneficial. Only one staff person had seen the notes. James asked if he should continue the notes. A suggestion was made to include a link to the notes in the Campus Announcements email that is sent to all ISU staff. James will email the information to Connie and she will submit the information.

Lex Drive Demonstration

In order to access the Lex Drive, you must have the drive mapped to your computer or the Lex Drive Utility installed. Mia gave a demonstration of how to find information in the Staff Council folder. This will eventually change as we transition to Box. Box is accessed using a web browser. The CMS officer will grant access to Box. Joseph will schedule a meeting with Tony Lovgren and the Executive Staff Council members to discuss the transition.

Internal Committees

Bylaws – James Yizar

Nothing to Report

Events/Marketing – Mary Guyton, Brian Atkinson, Laura Call & Chelsie Rauh

The committee would like the winter social be the ISU basketball game on February 18th. The Rec Center will provide the food before the game. The committee would like to know what Staff Council would like to do for a giveaway. An option is to provide t-shirts from New Day Products. The committee would ask the ISU Credit Union to help cover the cost. Another option is to ask the ISU Credit Union if they could provide VISA gift cards. The committee will ask the credit union to purchase t-shirts. The budget for all campuses is $500. Meridian will plan on having another pizza party.
Election – Sharra Nelson
Nothing to Report

Employee Recognition – Mia Benkenstein & Chelsie Rauh
This was discussed earlier in the meeting.

Executive Committee – James Yizar
Nothing to Report

Professional Development – Sandra Shea & Brad Broschinsky
The announcement was sent out for the spring award.

Retiree Recognition – Connie Tillotson
There have been four retirees since October.

Scholarship – Cheryl Zimmer & Allyson Johnson
Nothing to Report

External Committees
Parking Advisory Board – Michelle Munoz & Connie Tillotson
Nothing to Report

Parking Appeals – Brian Kraft, Doug Milder, Ben Mills & Joseph Simonson
The meeting was canceled last week because there were only three appeals. The external company is not yet looking at appeals.

President’s Cabinet – James Yizar
Meetings have been on hold. A meeting will be held next Monday. Issues that will be discussed are how policies are implemented. A discussion will be held specifically about the policy for snow day notifications.

Institutional Effectiveness and Assessment Council (IEAC) – James Yizar
The Special Budget Council is now called the Institutional Effectiveness and Assessment Council (IEAC). The Staff Council member who will be on this council is the current president.

Announcements
Third Wednesday of the month wear Staff Council Gear.

Mia also announced there will be Green Dot Trainings tomorrow.

Celebrate Idaho State will be held on February 1st in the POND Student Union. The first 500 kids will get a free t-shirt.

Adjourn
Motion to adjourn made and seconded. Motion passed. Meeting adjourned at 3:23 pm. The next Staff Council meeting will be February 21, 2017 in Faculty Senate Conference Room from 1:30 pm – 3:30 pm.

Respectfully Submitted,
Stefanie Shadduck