

**Idaho State University
Staff Council Meeting
Minutes**

Location: Pocatello, Library B-16/ Broadcast to Boise, and Idaho Falls

Date: September 23, 2008

Time: 3:00 pm – 4:00 pm

Present: Lori Johnson, Lance Erickson, Bonnie Frantz, Mark Norviel, Debra Gerber, Angela Askey, Rob Mottishaw, Carol Gull, Jenny Groom, Ronda Mahl, Shanna Neeser, Carma Madsen, Dawn Imel, Julie Vanek, Jay McMillin, Karen Larsen, Donna Yates, and JoAnn Hertz.

Excused: Joann Trimmer

I. Call to Order: The meeting was called to order by JoAnn Hertz, staff council president, at 3:00 p.m.

II. Approval of Minutes - The minutes from the June 24, 2008 meeting were emailed to staff council members on July 3rd. An email vote was taken and the minutes were accepted unanimously.

III. New Business

a. Guest Presentations

- i. Mr. David Miller and Mr. Brian Sagendorf from Human Resources spoke to the group about the new performance evaluation procedures, staff compensation and benefit issues. An email was sent to all University employees regarding performance evaluations. For non-classified and classified employees, evaluations will now all be due in February. In the past, evaluations were done on/around the anniversary of the original hire date. This will allow for more consistency in the process.

Dawn expressed the concern that this may pose problems in getting evaluations completed since many managers are trying to do too many reviews in a short time frame. Also, concerns were expressed that due to time constraints evaluation statements are copied from one year to another. Brian explained that training for managers will be conducted and they will be encouraged to draft evaluations ahead of time and meet with employees in February.

The new system will follow a management by objective philosophy. Objectives should be measurable and in line with the departments goals and objectives and strategic plan.

At the end of FY 2010 a new performance management system will be implemented through People Admin. This is in conjunction with the ERP project. The University is planning to purchase an applicant tracking system module for prospective employees, a position control management system, and performance management system. Brian stressed that this will be the last year for paper evaluations. Next year, evaluations will be completed online. The new system will allow for easier monitoring and reporting ability.

Ronda asked how new employees on probation will be evaluated. Brian explained that once the employee completes their probationary period, an evaluation will be due the February following. He did comment that they will work with Department heads on a case by case basis.

For classified staff there is a new category on the evaluation. An excellent category has been added so it is now a 5 tier evaluation system. All ratings that a manager gives an employee will have to be reviewed with their supervisor and/or vice president before it is presented to the employee. The Vice Presidents will be charged with monitoring this so that performance on campus is being truly recognized. Realistically not everyone can be in the top category. This will impact merit increases. David and Brian stressed that this is internal to ISU.

Training for managers will be done November - January to insure they understand the evaluation procedures.

Ronda asked if faculty evaluations were also changing. David said they will still use the existing process and will be on the same schedule/cycle.

Brian discussed benefit changes, explaining that he has not heard much regarding active employees. The changes that are proposed by the legislature that could potentially impact retirees were reviewed. It has been proposed that as of Jan. 1, 2010, current retirees who are Medicare eligible would be removed from the current insurance and would have to switch to a Medicare supplement. They would use sick leave entitlement if any was left over. For future retirees, if they were to retire early (under 65) there would be an insurance option. The current premium is \$570/mos. and a 12-15 % increase per year is expected. New employees hired after January 1, 2009, would not have a group health insurance option if they retire early. This will be on the agenda this next legislative session. Information will be shared as it becomes available.

- ii. Dr. David Delehanty, Faculty Senate Chair discussed the options of faculty senate and staff council working together. He reviewed the ISU Faculty Governance structure. He stressed that faculty are very interested in staff and want to work together on issues that affect both faculty and staff. They cannot speak on our behalf but can work with us. He reviewed some policies that staff and faculty have both worked on. Dr. Delehanty recommended that the staff council chair be a part of the faculty senate advisory council.

An email dated 9/30/08 from Catherine welcomed JoAnn to the Faculty Senate's Advisory Council. A representative from the Staff Council now has an official non-voting ex-officio seat on the Faculty Senate's Advisory Council. The Advisory Council meets on the following Mondays at 4:00 p.m. in the Faculty Senate Conference Room: October 20, November 17, February 23, March 30, and April 27. In addition, an invitation to attend the Faculty Senate meetings was extended. The meeting schedule is posted on the Senate's website: www.isu.edu/fsen. Catherine advised that they could revisit adding a non-voting Staff Council rep to the Senate's roster later in the year.

- iii. Cali Bell and Marjanna Hulet provided an overview of Tiger I and Bengal Web. Bengal Web is still in the early stages of development and it will continue to

evolve. On December 1st, Bengal Web will go live. Web time entry will begin on December 1st for the Nov. 10-22 pay period. No more paper time sheets or printed direct deposit sheets will be done for employees. By next spring, direct deposit for all employees, including students will be available. Cali explained that there are Tiger Guides in various departments who will be able to answer questions and provide assistance about the new technology. They are looking for a staff council representative to be a guide. Carole Gull and others agreed to assist as they are already Tiger Guides in their respective offices.

b. COPE and CEC campus committee representation and membership

There are several campus committees that have a CEC and COPE representative. It was discussed if this was a duplication of efforts or if one representative should just attend. This person could report to the staff council about each meeting. Ronda stressed that a staff representative would make sense but if could potentially affect bylaws for the other committees as some specify one COPE and one CEC representative. Dawn believes there is still enough difference of opinions between COPE and CEC so it would be best to have one from each group attend the meetings. Carole asked how many committees allow a CEC or COPE representative to have a vote. It could fall back to the committees and whether one or both entities have a voting right. Rob stated it is good to have two as they can back each other up. This way, if one cannot be there we still have a representative in attendance. It was decided that Dawn and Bonnie would itemize all committees that have a COPE or CEC representative and then through email, we will vote if one or more representatives is needed.

JoAnn announced that Deb Gerber will serve as the staff council representative on the ISU Budget Council.

b. Website Maintenance Issues like records management, updates, etc. were discussed.

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Secretary will insure that all minutes are current and posted to the correct sites. Carol Gull will contact Laird to determine what services are being paid and what this covers. She will report at the next meeting.

IV. Old Business

a. Division/Committee Reports

- i. Dawn and Bonnie both passed on discussing any reports for COPE and CEC due to time constraints.

b. ByLaws

- i. The Staff Council Bylaws were discussed. It was proposed by Mark that if moving to one governance structure, they be revised to reflect this. This would eliminate all distinctions between CEC and COPE groups that appear in the current set of bylaws. The current draft still shows a separation between the two groups. Following discussion it was decided that Mark will pull together the bylaws committee (Julie Vanek, Carole Gull, Carma Madsen, Dawn Imel and JoAnn Hertz) and they will review the existing bylaws and ratify as needed. Deb Gerber discussed the possibility of approving the current version of the bylaws with a sunset date so there is something to operate from while revisions are taking place. Mark moved that JoAnn send out the current version of the bylaws and an email vote would be conducted. Motion was seconded by Dawn and passed unanimously. When the sub-committee has re-drafted the bylaws, they

will be presented and reviewed by the full council and discussed before any final decisions are made. On or before the sunset date, staff council members will: 1) vote for a continuance of the approval for version I; 2) permanently approve version I; or, 3) approve version II.

On Friday, September 26th, Deb Gerber made a motion to approve Version I of the bylaws for use as an operating document until May 15, 2009 at which time the sunset date will expire. Dawn Imel seconded the motion. The motion passed unanimously through email votes.

c. List Serves

- i. Dawn and Bonnie asked for the Council's input regarding the CEC and COPE List serves and if they should be eliminated or used. CEC has a link on their website for people to sign up. Scott Jepsen originally developed the COPE list serve for email communications. It was not maintained and now is drastically out dated. If it is decided to use the COPE listserv it will need a major overhaul and updating. Use was discussed and it was decided that the use of the list serves be suspended temporarily to allow Bonnie and Dawn to investigate further.

V. Announcements

- a. Jo Ann reminded everyone about the Fall General Assembly scheduled for September 30th from 4-5:30 p.m.
- b. Carole Gull informed everyone that Mr. Fletcher's video is now on the staff council website under the minute's link.
- c. Carol Gull spoke to Reese Jensen regarding an audit website. She found out that this is the only way to be totally anonymous. Unless malicious intent is suspected and an investigation or court process, then you would no longer be anonymous.
- d. JoAnn will continue to send the staff council minutes when they are completed.
- e. JoAnn explained that President Vailas has been talking to the state board of education about the establishment of a medical degree at ISU. We have the infrastructure and resources already in place. The goal is to be allowed to submit to the appropriate bodies an application for pre-accreditation for a medical degree.
- f. Human Resources has hired a customer service trainer, Stacy Marshall. ISU Cares is a new program being developed to help establish better customer service at ISU. Rewards and incentives will be given to people exhibiting good customer service. More information will be forthcoming.
- g. Budget reductions were briefly discussed. Departments were asked to recalculate their budgets based on a 1%, 2% and 2.5% reduction. Money appropriated for capital expenditures would be targeted before salaries and programs. Each department will have their budget reduced 1% with an additional 1.5% being held back if needed.
- h. Ronda provided a brief report from the safety committee meeting. She has viewed a shots fired video and encouraged everyone to watch it. She will email the link. It is a good piece to help inform staff how to handle situations. She mentioned a public address system is being researched for campus and funds were expanded for a reverse 911 system.

Meeting adjourned

A motion to adjourn the meeting was made by Dawn Imel and seconded by Lori Johnson. The meeting adjourned at 4:35 p.m. with a unanimous vote.

Next meeting – October 28, 2008 from 2:30-4:30 p.m. IF – CHE 208, Pocatello - Library B16 and Boise
– Conference Room 1

Respectfully submitted,
Angela Askey