

**Idaho State University
Staff Council Meeting
Minutes**

**Location: Faculty Senate Office, Rendezvous, Room 301;
Idaho Falls, CHE 303; Boise, Upstairs Conference Room**

Date: December 9, 2008

Time: 1:30 – 3:30

Present: JoAnn Hertz, Dawn Imel, Carole Gull, Joann Trimmer, Carma Madsen, Julie Vanek, Mark Norviel, Lori Johnson, Lance Erickson, Ronda Mahl, Jennifer Groom, Ali Crane (D.L., Boise), Karen Larsen (D.L., I.F.), Gary Rowe (D.L., I.F.)

Guests: Lisa Haeberle, Janaan Haskell

Excused: Donna Yates, Angela Askey, Natalie Hardy, Shanna Neeser, Jay McMillan

Not Present: Deb Gerber, Rob Mottishaw, Ray Hart, William Wiench, Paul Wiersma

Guest Presentation: JoAnn introduced Janaan Haskell and Lisa Heberli. Lisa is a graduate student with the Center for Economic Education, and Janaan works for the Financial Wellness Center. They are both under the Intermountain Center for Educational Effectiveness under the direction of Susan Jenkins. They presented the opportunity for the ISU community to development debt management awareness and financial planning. Astute financial planning is especially important in the current economic downturn. Business Officer for the College of Education, Deb Gerber, suggested the proposed financial workshops be brought to the Staff Council for discussion. Lisa and Janaan reviewed their mission statement and the basic steps that will increase financial literacy. Staff Council members agreed that it was important to promote awareness, provide information and network. This could in turn improve student retention at ISU. Other discussion followed and included workshop costs, timelines, H.R. oversight, professional credit, distance site inclusion, and retirement versus current earner needs. COPE and CEC could possibly help fund these sessions if the package costs could be determined. Janaan and Lisa will attend the next Staff Council meeting scheduled for January 27 to review the progress of their proposal.

I. Approval of Minutes of 10/28/08. Motion to approve was made by Lori and seconded by Ronda. Motion passed with 1 abstention.

II. Committee Reports

a. Budget Subcommittee

Julie met with Bonnie Frantz, Rob Mottishaw and Deb Gerber several weeks ago to review the type of reports and information she the treasurer should be tracking. They discussed the monies each group (CEC and COPE) had available and how to spend it. JoAnn would like a subcommittee to investigate how best to spend the combined monies on employees. Julie will lead this group and discuss ideas for spending the combined COPE/CEC budget. Under consideration are award/recognition events such as an ISU staff picnic, or a milestone dinner. It will include Dawn Imel, Deb Gerber and distance representative Ali Crane. They will submit a written report at the Jan.27 meeting.

b. By-Laws Subcommittee

Mark reported that they have met once. They talked about what is left to do with the draft. A second meeting was canceled. The next meeting on Dec.16 conflicts with another Open Forum. It was decided that this meeting will be left as scheduled with members regrouping immediately following the forum. JoAnn led discussion of past and

upcoming budget scenarios and believes the present administration will give us as much notice as possible regarding any budget decisions leading to staff layoffs.

c. Faculty Advisory Committee

Carole attended the Faculty Advisory Council meeting. MAPP (Manual of Administrative Policies and Procedures) drafts of Children in the Workplace and several new policies for faculty were discussed. Faculty perceptions and policy ramifications need to be clarified. The Children in the Workforce policy has been drafted as a result of widespread problems found during an internal audit. Council members agreed that sharing this fact alone with the campus community would be very helpful. JoAnn will meet with Lee Krebbiel to discuss how best to get this information out and let people know how much of a problem this really is on campus. JoAnn encouraged members to read and submit their comments and those of their constituents to Carole before Jan. 23.

d. President's Cabinet, Open Forum, Provost Search

JoAnn asked members for questions dealing with any of these issues. Dawn asked about the current ISU VP levels. There are 3 Vice Presidents covering for the open Provost position. JoAnn will bring an organization chart to the next meeting. As far as the budget, we have to wait until February when legislators meet for additional information. JoAnn would like members to attend the Provost Candidate receptions and email her regarding their impressions and comments on the candidates. Resumes have been posted online for review.

III. CEC Business

a. PC Kiosks for Classified Staff

Employment information and timesheets are electronic and Dawn is in charge of PC Kiosk installation for classified staff. New kiosks for buildings 18 (main M&O building), and 19 (Grounds building) are currently being installed. Facilities have large staff to accommodate. Costs were higher than anticipated. The ERP Team may be able to cover for the extra amount needed. JoAnn asked Dawn to check on whether a bulletin board is there to post notices on. HOLT arena state that they will not need a kiosk to check their employees' bengalweb accounts. There have been a few full-time faculty and temp and full-time staff that did not have computer accounts. The Rendezvous building and the Student Union building have also requested kiosks. Idaho Falls says they are ok and have a station. Boise is operational for now and will be moving into a new building soon. JoAnn asked to kiosk location guides drafted and posted on the website to document all kiosk locations.

b. Other

Dawn has received emails from people who are concerned that there is nothing to stop their supervisors from making changes to their electronic timesheet without them knowing about it. There is conflicting information regarding this procedure. It would make sense to make a printout to document what they submitted. Carole has had questions regarding the fact that employees cannot have access to their confidential employment information. Morale and trust issues need to be addressed. One other concern is that the combined Staff Council will not represent classified staff fairly.

JoAnn reminded Dawn and Bonnie to audit meeting Staff Council meeting attendance. Non-attending, unexcused CEC and COPE members should be replaced.

IV. COPE Business

a. Minutes

COPE minutes were approved within the Staff Council minutes.

b. Committee Reports

i. Safety Committee

Ronda reported that the Safety Committee voted to replace the pads on the defibrillator machines on campus. Mark noted that the machines were funded by grants but ongoing maintenance was not. Campus departments cannot afford these expenses and the Safety Committee will pay for ongoing parts and batteries.

ii. Facilities and Campus Planning Committee

Mark reported on the Facilities and Campus Planning Committee. Cutouts designed for ramps for wheelchair access were not included in the new construction areas. Rendezvous access is very problematic for wheelchair mobility. A second big problem is campus wide. Recovery station locations need to be identified so first responders will know where to check for anyone who cannot use the stairwells. Signage is needed to identify these areas.

V. New Business

a. Staff Council Directory Information

Ray Hart asked JoAnn to see if there could be a dedicated phone number assigned to the Staff Council Executive membership. Apparently Ray has been getting a lot of phone calls, questions and comments regarding current S.C. business. JoAnn asked Mark and Julie if they could look into setting up a designated phone number that current Staff Council executives would always be available at. Mark brought up the online directory on his laptop and noted that Ray is not listed as current president. Julie will call Ray and see what the problem is.

b. Rendezvous Suite Names

Joann Trimmer explained that the Rendezvous conference rooms need names. Campus Planning Committee is the group to take this to. JoAnn asked Dawn to take this to that committee and report back to this group.

VI. Goals

Council members have suggested that this group assist in increasing enrollment and provide support and help to create a large voice for the university's "medical" mission and determine ways the university can retain staff in the face of economic hardship. Deb Gerber would like this group to explore that in the event there is a reduction in force in FY2010, what might this group be able to do to assist administration in the process, and how best to assist the staff who may be affected. This will be on the next agenda. JoAnn asked members for goal comments. Lori suggested we work on the faculty and staff trust issues we discussed earlier in the meeting. These are important relationships. Professional development workshops can be discussed after Julie's subcommittee reviews and recommends how to spend the Staff Council combined budget. Discussion relating to professional development followed.

Motion to adjourn was made. Motion was seconded and passed. Meeting adjourned 3:45 pm

Next meeting: January 27, 2009, 1:30 – 3:30 ; Pocatello, Senate Office, Rendezvous, Room 301; Idaho Falls, CHE 303; Boise, Upstairs Conference Room

Respectively submitted:
Jennifer Groom (for Angela Askey)