

**Idaho State University  
Staff Council Meeting  
November 16, 2010  
1:40 pm – 3:30 pm  
Faculty Senate Conference Room, 301 Rendezvous  
Minutes**

**Present:** Connie Gomez, Carma Madsen, Melisa Moon, Bill MacLachlan, Julie Vanek, Jean Swassing, Byron Miles, Ali Crane (D.L. Meridian), Joann Trimmer, Amy Goodman

**Excused:** Rose Jones, Heidi Oliver, Carole Tolley, Dawn Imel

**I. Call to Order**

Connie called the meeting to order at 1:40 pm.

**II. Minutes**

Minutes of 10/19/10 were approved by email and are on the website now.

**III. Guest Speaker Diana Schow – Report on Professional Development Scholarship**

She works in the Office of Sponsored Programs. They assist faculty and staff submit proposals for external funding. It is a lengthy process and if it is awarded, their office negotiates the awards. Right now Diane Horrocks is the person who negotiates the awards, but they are trying to hire someone to assist her. They are trying to make sure that everyone has more knowledge about the process. This award helped her take an 8 week online course on Federal Contracting and Subcontracting Awards and Agreements. It was an introductory course but very thorough and required a lot of work. She received a certificate for the course. It introduced her to and taught her how to wade through the regulation clauses. It is very important at the proposal stage to know the requirements. It helped her to know what is ok or not ok. It benefits her in her current position but also will help her if she were to go into a different position. She really appreciates it and she sent a thank you card to Dawn. Connie encouraged her to spread the word about the Professional Development funds. Ali asked if we could put something out on our website about it. Jean could do it in Carole's absence but she needs access. We will put a blurb with a quote on our website, News and Notes, and Staff Memos. We have a committee to establish guidelines and make future awards. The committee is Byron, Jean, and Heidi. They are going to establish some guidelines and look at the application to make sure it meets what we want it to do. We could start promoting it after the first of the year. We will do half each semester and if no one applies for fall it will all go for spring. At this point, it will all be for the Spring 2011 semester. The guidelines are on the website.

**IV. Old Business**

**a. Employee Recognition Reception Funding**

Connie still needs to meet with Jim Fletcher

**b. Other Old Business**

None

**V. New Business**

**a. ISU Financial Challenge Policy – Document from David Squires and Tony Forrest**

It applies to tenure or tenure-track faculty. Supposed to be a protection for all in case of Financial Exigency (Bankruptcy) but there isn't much of anything in there for staff. Read through it and if there are any comments, let Connie know and she will submit it to them. She will ask Mr. Fletcher about it

**b. Goals and Objectives**

Executive Committee discussed it. Connie will revise what Bonnie had originally done. If there are any ideas of things to work on, please let Connie know.

**c. Procedures for Requesting Funding from Staff Council**

CPR Training – Do we have procedures in place for people to ask for funding? It is on the website. There was an incident in Idaho Falls where a student called after taking pills. They were taken to Counseling and Testing but no one there knew CPR. There should be someone on campus who could teach it. We want to make sure that Idaho Falls can receive this training since that is where this incident happened. There is someone in College of Technology who does off campus training. Any department could put in a request for funding for CPR Training. There is a new technique that only involves compression but not the breathing so it would be worthwhile to think about.

**d. Other items**

Communiversy Program Event - There was an event in the fall in the downtown area. They want to have another one in the spring on campus. It will be on Saturday April 16 from 11 am to 3 pm on the quad or in the sub if it is bad weather. They are trying to set up around the perimeter of the quad. There will be tables, booths, and displays from the different programs and areas on campus. There will be free lunch for everyone who attends provided by Chartwells and Culinary Arts. They are going to do bus tours and building tours. They are hoping for about 5,000 people. We talked in Executive Committee about having a table and providing information about things we have accomplished throughout the year. This could be an extension of the Fall Meet and Greet. We could have some giveaway items. Maybe have some giveaways for staff and separate stuff for the community. Maybe we could have more of a service role in this, possibly doing outreach to staff. It shows the community that we as employees care and are here for a purpose. There are many things on campus that people in the community are not aware of. It is a chance to educate people about who we are and what we are doing. Need to have t-shirts or vests that say Staff Council for these types of events. We need to promote it better to our constituency. We have staff members who are involved in the community (Rotary, coaching, etc.). We would like to do an email to staff asking them what type of community involvement they have. We would need to clear it with Mr. Fletcher and the central committee in charge of this event.

**VI. Committee Reports**

**a. Presidents Cabinet – Connie Gomez**

New internship program because work study funds have been cut. Troy Kase in Student Employment is managing it. Any department on campus can request to have funding for an internship. Both Mayors and Senators from the Pocatello/Chubbuck area have agreed to bring in an intern. Also, international students can benefit from this, since they can't apply for federal financial aid. They have been talking about the reduction of the stimulus money and budget shortfall that FY12 will be very difficult and we need to be prepared for that. There was discussion about letting go of the football coach over the weekend. Apparently, the article in the paper wasn't very flattering. Monetarily this is not a big hit, the negativity from the bad PR was the bigger hit. They are working with several different entities that are trying to locate a coach that has a winning record within the Big Sky group. Football isn't the only thing but it is important for alumni and boosters who want to contribute money. There is going to be an alumni recruiting thing in Boise on November 17. They had one in Idaho Falls and only 2 people showed up.

**b. Budget Report – Byron Miles**

Nothing new

**c. Special Budget Committee – Deb Gerber**

Not here

- d. **Faculty Advisory Council – Byron Miles**  
Byron has no information about this
- e. **Safety – Connie Gomez, Heidi Oliver**  
Safety walks around campus. If we see anything let them know
- f. **Multicultural Committee – Matt Burch**  
Not here
- g. **Faculty Senate Campus Planning Council – Carole Tolley**  
Not here
- h. **Facility Access Standing Sub-Committee – Julie Vanek**  
They have never contacted her with a meeting
- i. **Affirmative Action Grievance Committee – No Rep Currently Requested**
- j. **COPE Grievance Committee – Appointed March 2008 Angela Askey 3 yr term, Blake Beck 3 yr term, Shelby William 3 yr term. August 2010 Ali Crane 3 yr term, Rick Pongratz 3 yr term**  
Is it still an active committee?
- k. **Parking Advisory Board – Carma Madsen, Melisa Moon, Connie Gomez**  
They finished the bylaws. If you don't know that you are not attending, they will boot you off.
- l. **Parking Appeals – Carma Madsen, Melisa Moon**  
There were 2 hours worth of appeals. Faculty and staff owe lots of money. In Oregon, they will boot your car. We have the boots here, but don't use them. Students will have a hold on their stuff so they have to take care of the tickets.
- m. **University Library Committee – Bill McLauchlan**  
They are working on bylaws. Wishlists for journals and abstracts. The university is trying to become a higher level Carnegie Research institution, but they need to get more stuff and can't afford it. They are trying to do an Adopt a Journal program because they are so expensive
- n. **CEC Scholarship Committee – Julie Vanek**  
Nothing new. It will be announced in spring for the next year. Not sure if it was awarded all in fall or if it was split between semesters. It is for the child of a **current** employee, not retired

**VII. Adjourn**

Motion to adjourn made and seconded. Motion passed. Meeting adjourned 2:55 pm. The next Staff Council Meeting will be December 14, 2010 in Faculty Senate Conference Room 1:30 pm – 3.30 pm.

Respectfully Submitted,  
Amy C. Goodman