

**Idaho State University
Staff Council Meeting
April 19, 2011
1:41 pm – 3:14 pm
Faculty Senate Conference Room, 301 Rendezvous
Minutes**

Present: Connie Gomez, Bill MacLachlan, Ali Crane (D.L. Meridian), Heidi Oliver, Amy Goodman, Joann Trimmer, Julie Vanek, Kasi Beorchia, Byron Miles, Melisa Moon, Rick Pongratz, Matthew Burch, Deb Gerber, Tammy Fletcher (D.L. Idaho Falls)

Excused: Carma Madsen

I. Call to Order

Connie called the meeting to order at 1:41 pm.

II. Read and approve minutes from 03/08/11

Minutes were approved. The minutes from the February meeting still need to be approved. We will do that in the May meeting.

III. Old Business

- **Communiversality – Connie Gomez**

Connie asked about manning the Communiversality table on April 26. Byron had said that he could be there to set up. Melisa and Kasi said they could work it. They are making the decision the Friday before if it will be outside or inside. We don't have to provide our own table. We discussed signage and what we will have on the table. We could get a sign that we could possibly use for other events as well. We could have a laptop with our webpage up and the Powerpoint from the Meet and Greet playing. There was some discussion about our role. Byron confirmed that he could set up. Melisa said that she would help him. It was moved, seconded, and passed that we use up to \$100 from our budget to get a sign for the table. Melisa will take care of getting the sign. It will just simply say Idaho State University Staff Council. We discussed having stuff to give out (candy, flyers). It was moved, seconded, and passed that we use up to \$100 from our budget to get candy for the table (200) and print flyers (100). Melisa is going to purchase it on her p-card and get reimbursed from our account.

IV. New Business

- **Executive Committee Elections – Ali Crane**

Connie will move into Past President position. Ali will move into the President position. We need to elect a President-elect (Classified), Treasurer, Secretary, and At Large members. Heidi Oliver was nominated and unanimously accepted for the position of President-elect. Byron Miles was nominated and unanimously accepted for the position of Treasurer. Amy Goodman was nominated and unanimously accepted for the position of Secretary, Matt Burch and Jean Swassing were nominated and unanimously accepted for the Classified Members At Large. Bill McLaughlin and Melisa Moon were nominated and unanimously accepted for the Non-Classified Members At Large. Matt asked about the Executive Committee meetings. The Executive Committee has met on a weekly basis while we were planning events. There were some emergency meetings, but otherwise the meetings are as needed. The Executive Committee probably won't meet very much until August.

- **Changes to Scholarship for dependents of Classified Employees – Pauline Thiros**
We changed the name of the scholarship that we offer to dependents of Classified Employees.; however, when the name was changed, there was a change made to the selection. In the past, it was selected by a committee which was chosen by the President of Staff Council. It was changed to say that the Associate Director of Scholarships would choose a committee which would include the President of Staff Council to make the selection. Pauline stated that we could do it either way and she would be happy to change it back if that is what we wanted or we could leave it the way it reads now. After some discussion it was unanimously accepted to leave the agreement the way it reads now.

V. Committee Reports

- **Presidents Cabinet – Connie Gomez**
Tuition and budgetary issues – Scott Turner is under the impression that enrollment is on a downward turn – There is a mass effort to make calls to students who have applied and been admitted but haven't enrolled yet – In state new freshman admissions are down slightly – the fear is that all the stuff that has been in the news has impacted our enrollment - Out of State applications and admission are up as well as international admissions – After the tuition has been determined we will know more
- **Budget Report – Byron Miles**
We still need the funds from Mr Fletcher and HR for the Employee Recognition Reception. Byron will send an email to the appropriate people. We have spent \$7,153 so far this year. There is probably more coming out from the Employee Recognition event . All receipts will be given to Byron. Hopefully by next meeting, it will all be straightened out
- **CEC Scholarship Committee – Julie Vanek**
Amy Goodman brought the applications. There are 9 applications – only 4 eligible. Since we decided to leave the selection the way it is. It will be taken back to the office to have Craig convene the committee. There really is not a deadline, the money just has to be spent by 2/1/12. Hopefully it will be decided by the next meeting. Both Connie and Julie would like to be copied on the award letter.
- **Election Committee – Ali Crane**
We should have results certified by April 30. There was a question about voting more than once. Someone could vote multiple times, but it would only count the most recent one. Connie will send it out on Staff memos. The people elected will be invited to come to our May meeting.
- **Employee Recognition Committee – Heidi Oliver**
Connie thanked Heidi for all her work. Heidi has received a lot of emails with positive feedback. We need to slow down a little reading the names. Separate the certificates better at least on the 5 years. The check-in slowed things down a bit. Someone had told several participants that were attending an HR workshop that they could have their meals to go. Heidi spent quite a bit of time getting that together. We need to talk with HR so that this doesn't happen again. We need to figure out a better way to give the certificates and prizes so that people won't get so crowded on the stage. We could get the alphabet dividers for at least the five years so it might go a little smoother. The Meridian and Idaho Falls luncheons went well. Connie was told at the last minute that Dr. Olson was a vegan so that was an issue in Idaho Falls.
- **Facility Access Standing Sub-Committee – Julie Vanek**
Inactive – Julie is working on the committees and trying to figure out which ones are still active. She will finish that and email it to Connie and Ali. This particular one is a sub-committee of a faculty senate committee.

- **Faculty Advisory Council – Byron Miles**
On hold
- **Multicultural Committee – Matt Burch**
Inactive or disbanded – It hasn't met since 2005
- **Parking Advisory Board – Carma Madsen, Melisa Moon, Connie Gomez**
Meeting cancelled
- **Parking Appeals – Carma Madsen, Melisa Moon**
There is one appeal that didn't get approved and will go to the parking board
- **Special Budget Committee – Deb Gerber**
Nothing new
- **Safety – Connie Gomez, Heidi Oliver**
Proposal from Meridian for bystander CPR – mouth free training that will probably be approved – End of September or first of October – not the breathing just the compression part
- **University Library Committee – Bill McLaughlin**
Budget for journals – He will not be able to attend the meeting this Friday, it is at Elmer's – Rick might be able to attend – They are trying to raise money for the journals since we are now a high level research institution – In the budget presentations a journal for Physics was almost \$4.000 – Sandy Shropshire sent out a list of all periodicals to each of the colleges asking them to review and prioritize them to see if there were any they could eliminate

VI. Adjourn

Motion to adjourn made and seconded. Motion passed. Meeting adjourned 3:14 pm. The next Staff Council Meeting will be May 17, 2011 in Faculty Senate Conference Room 1:30 pm – 3.30 pm.

Respectfully Submitted,
Amy C. Goodman