

**Idaho State University  
Staff Council Meeting  
August 16, 2016  
Faculty Senate Conference Room, 301 Rendezvous  
Minutes**

**Present:** Brian Atkinson, Mia Benkenstein, Brad Broschinsky, Laura Call, Debra Combs, Ryan Faulkner, Brian Kraft, Mary Guyton, Doug Milder, Ben Mills, Sharra Nelson, Chelsie Rauh, Stefanie Shadduck, Sandy Shea, Joseph Simonson, Cody Sparrow, Connie Tillotson, Julie VanLeuven, James Yizar, Cheryl Zimmer

**Excused:** Allyson Johnson, Eric Mickelsen, Michelle Munoz

**Absent:** Cooper Bybee, Dan Marley

**Call to Order**

James Yizar called the meeting to order at 1:30pm

**Introduction of Council Members:**

All Staff Council members introduced themselves.

**Minutes:**

Minutes from the May 17, 2016 meeting were approved.

**Treasurer Report**

The current balance is \$11,868.07. Two scholarships are pending. Pending scholarships are for Jennifer Parrott for \$400 and Tracy Collum for \$250. Expenses for 2015-2016 are as follows:

- Meet and Greet - \$983.33
- Scholarships - \$2119.86
- Basketball Game Social - \$498.83
- Recognition Luncheon - \$8,327.99 (HR paid \$8,085.30, Staff Council portion - \$242.69)

**Old Business:**

**Filling vacant positions**

Vacant positions remain for Skilled Crafts and Clerical & Secretarial. Sharra will send out a list of all ISU staff members who are classified as Skilled Crafts. Kathleen Bloodgood and Rhonda Mahl tied for the next highest votes in the past election for Clerical & Secretarial. Staff council members voted to break the tie. Sharra will contact Rhonda Mahl to offer her the open position. If Rhonda is not interested, Sharra will offer the position to Kathleen Bloodgood.

**Committee assignments**

Sharra sent out a survey to staff council members about committee assignments. She will send a list so everyone knows what committee they are on.

**New Business:**

**Access to Lex Drive for new members**

Everyone should have access to the Lex drive. Email Sharra if you do not have access.

**Update directory and webpage**

Connie said Kim Wright is still willing to help until a new person is found to make updates. Connie can update the directory. Mia said an email was received that the staff council webpage is ready to be converted to the new Content Management System.

**Byrd's note to membership and how to post them**

James will be posting an outline of notes on the staff council webpage. These notes will include non-confidential items discussed during president's cabinet meetings. Please utilize these notes and let your constituents know where they can find this information.

**Homecoming 2016 T-shirts activity**

Staff Council discussed providing a nice long-sleeve shirt for staff council members for the fall homecoming event. The shirts will cost between \$10 and \$30.

**Fall 2016 events planned**

The fall Meet N Greet event will be a Homecoming event in Pocatello. A basketball event is also being considered. The events committee will work with Idaho Falls and Meridian to plan activities at their campuses.

**Internal Committees (Appointments listed below may not be accurate)****Bylaws – James Yizar**

Bylaws need to be developed to address the procedure when elections result in a tie. Anyone who would like to help should contact James.

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

The homecoming tailgate party, football game, and parade float are being planned for September 24th. Help is needed at the events. Kimberly Thomson has volunteered to help with the events.

**Election – Sharra Nelson**

Sharra will include a picture and bio about the nominated person during elections next year. Elections will be done through a google form.

**Employee Recognition – Mia Benkenstein & Chelsie Rauh**

The date has not yet been decided on. Mia will contact the president's office to find a date when he can attend the luncheon.

**Executive Committee – James Yizar**

Committee assignments were made. We want to focus on communicating with our constituents.

**Professional Development – Sandra Shea & Brad Broschinsky**

Nothing to Report

**Retiree Recognition – Connie Tillotson**

There are three retirees. Connie will bring more cards to sign.

**Scholarship – Carol Zimmer & Allyson Johnson**

Julie VanLueven and Brian Kraft will give information to Cheryl and Allyson about the staff council scholarship. We would like to have a scholarship drive this year for both the classified and non-classified scholarships. Scholarship information is on the new Box system.

**External Committees (Appointments listed below may not be accurate)****Campus Beautification – Julie VanLueven**

Nothing to Report

**Campus Recreation Advisory Board –**

Sharra has not heard back to see if this committee will be meeting.

**Diversity – Ryan Faulkner**

Nothing to Report

**Parking Advisory Board – Michelle Munoz & Connie Tillotson**

Nothing to Report

**Parking Appeals – Brian Kraft, Doug Milder, Ben Mills & Joseph Simonson**

Debra said this committee is a 3 hour commitment every other week. Laura said there may be some changes with this committee. Brian said the 10 days to appeal a citation rule is now being enforced. This has cut down on the amount of time needed for appeals. Brian said they are almost caught up.

**President's Cabinet – James Yizar**

James went to the first meeting yesterday. The president spoke about the restructuring which moved Dr. Woodworth-Ney into an Executive VP position. This will allow the president to focus more on ISU's mission and outreach centers.

Federal agencies came to campus over the summer because of some past issues with diversity and Title IX. So far reports back have been ok.

General Counsel has fewer staff members. They are asking for patience.

INL is increasing education grants with the office of research. This will hopefully lead to more opportunities for students.

New Student Orientation begins this week with March through the Arch being this Sunday.

Enrollment numbers are down 7.5% but nothing is official until 10<sup>th</sup> day. New and transfer student numbers are up.

There is a change in tuition waivers. There will be more in-state waivers for students. This is happening more for students from Utah because Utah does the same thing for Idaho students.

There are 40 new faculty members. James questioned how many new staff members we have this year and if there is a way to welcome new staff.

**Safety – Cooper Bybee & Dan Marley**

Nothing to Report

**Special Budget Council – Sharra Nelson & James Yizar**

Nothing to Report

**Sustainability –**

Sharra has not been able to find out anything about this committee

**University Library – Eric Mickelsen & Brad Broschinsky**

Nothing to Report

**Announcements**

Orientation Week Monday August 15 – Sunday August 21

School Begins Monday August 22, 2016 Welcome Back Orange and Black

1 Idaho Falls New Student sendoff Celebration  
2 Remodeled Cafeteria in Turner please check it out  
3

4 **Adjourn**

5 Motion to adjourn made and seconded. Motion passed. Meeting adjourned at 2:42 pm. The next Staff  
6 Council meeting will be September 20, 2016 in Faculty Senate Conference Room from 1:30 pm – 3:30 pm.  
7

8 Respectfully Submitted,  
9 Stefanie Shaddock