

**Idaho State University  
Staff Council Meeting  
December 20, 2016  
Faculty Senate Conference Room, 301 Rendezvous  
Minutes**

**Present:** Brad Broschinsky, Brian Atkinson, Brian Kraft, Chelsie Rauh, Cody Sparrow, Cooper Bybee, Doug Milder, Eric Mickelsen, James Yizar, Joseph Simonson, Mary Guyton, Mia Benkenstein, Michelle Munoz, Ryan Faulkner, Stefanie Shadduck

**Excused:** Allyson Johnson, Cheryl Zimmer, Connie Tillotson, Debra Bird, Julie VanLeuven, Laura Call, Sandy Shea, Sharra Nelson

**Absent:** Ben Mills, Dan Marley, Kathy Bloodgood

**Call to Order**

James Yizar called the meeting to order at 1:32pm

**Minutes:**

Minutes from the November 15, 2016 meeting were approved. Joseph asked if any progress had been made in getting Lynn Robbins her missing Years of Service shirt that she did not receive last year. James said he was told this has been taken care of and a shirt has been ordered. James will follow up to make sure there is nothing else that needs to be done.

**Treasurer Report**

No Report This Meeting

**Old Business:**

**ISU CARES discretionary leave idea**

Joseph talked with Stacey Marshall in HR and she spoke with Brian Sagendorf. They said at this time they cannot back the discretionary leave program. They referred us to Brian Hickenlooper and Laura Woodworth-Ney. The issues they have with the program is they think it overlaps with the ISU CARES program and the wording used for the leave (administrative leave). Byrd thinks it does not overlap; it is in addition to ISU CARES because it is a leave program.

Mia heard the way to make this happen is with supervisor approval. Byrd is concerned that we could not execute this fairly because it would be up to different supervisors in different departments to allow the employee to leave without noting it on their timesheet. Mia suggested that Joseph and his constituent find out how this was done at his prior institution.

**United Way Campaign activities**

Mia said our carnival booth tied for the most creative booth award. The bowling team came in 5<sup>th</sup> place. All participant names were entered into a drawing. Mary won a one-year membership to the Rec Center. Brian Kraft won half of an oil change.

**Strategic Plan: Vision Statement**

James said as Staff Council we were asked to submit comments from our constituents. Only three comments were submitted. James said when we have opportunities to participate in university-wide initiatives that we, as elected individuals, need to participate in the process. Even if our constituents do not participate, we need to as their representatives.

## **New Business:**

### **Institutional Effectiveness and Assessment Council's (IEAC) Steering Committee Invitation**

James was invited to be a part of the IEAC Steering Committee. This committee discusses how to operate the university more effectively, how to create strategic planning regarding facilities and space design, and program enrollment.

### **Appointment of Record Coordinator**

The secretary position will add Records Coordinator as part of their duties. Because this is Stefanie's last year as secretary, James would like to see someone work with her during spring semester so they can take over the position next year.

### **Replacement of Lex Drive with Box**

Mary does not know a lot about the switch to Box from the Lex drive. She was given an overview by the College of Technology's IT department. She said we will need to figure out how Staff Council will switch to Box. James would like to start the transition to Box next semester.

## **Internal Committees**

### **Bylaws – James Yizar**

Nothing to Report

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

The next meeting will be in January to discuss the spring event.

### **Election – Sharra Nelson**

Not Present

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

Mia said there will be a meeting to discuss the recognition luncheon this afternoon. She has posted a list of classified and non-classified employees on the Lex drive.

### **Executive Committee – James Yizar**

Nothing to Report

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

The announcement was sent out for the spring award.

### **Retiree Recognition – Connie Tillotson**

Not present

### **Scholarship – Cheryl Zimmer & Allyson Johnson**

Not present

## **External Committees**

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

Nothing to Report

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

The PO is almost ready to submit for the external company to start completing the parking appeals. Some appeals will be handled in the parking office and will not be sent to the external company.

**President's Cabinet – James Yizar**

The Gale Life Science building was discussed. The plan is to bring it to code and make updates so that it meets the needs for Health Professions. It was determined the cost was too high to demolish the building and rebuild. A significant donation would need to be made to rebuild.

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

Nothing to Report

**Announcements**

Third Wednesday of the month wear Staff Council Gear

**Adjourn**

Motion to adjourn made and seconded. Motion passed. Meeting adjourned at 2:26 pm. The next Staff Council meeting will be January 17, 2017 in Faculty Senate Conference Room from 1:30 pm – 3:30 pm.

Respectfully Submitted,  
Stefanie Shadduck