

1 Idaho State University

2 **Staff Council Meeting**

3 **January 17, 2017**

4 **Faculty Senate Conference Room, 301 Rendezvous**

5 **Minutes**

6  
7 **Present:** Allyson Johnson, Brad Broschinsky, Brian Atkinson, Brian Kraft, Chelsie Rauh, Cheryl Zimmer, Connie  
8 Tillotson, Cooper Bybee, Dan Marley, Doug Milder, Eric Mickelsen, James Yizar, Joseph Simonson, Kathy  
9 Bloodgood, Mary Guyton, Mia Benkenstein, Michelle Munoz, Sandy Shea, Sharra Nelson, Stefanie Shadduck

10  
11 **Excused:** Cody Sparrow, Laura Call, Ryan Faulkner

12  
13 **Absent:** Ben Mills, Debra Bird, Julie VanLeuven

14  
15 **Call to Order**

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

17  
18 **Guests:** Karina Mason-Rorris, Director of Disability Services

19 Karina is visiting different group of faculty and staff around campus to present information about what  
20 services the Disability Services (DS) office provides. The DS office provides accommodations to those with  
21 disabilities for all faculty, staff, students, and the public.

22  
23 DS works with ITRC and Facilities for some accommodations. They provide accommodations for all  
24 campuses. If employees need an accommodation, they need to contact the DS office. The process is  
25 interactive and is required by the Americans with Disabilities Act and Section 504 of the Rehab Act.

26  
27 A request for an accommodation does not have to be formal. If an employee discloses an issue  
28 informally, that can be considered a request for an accommodation. Accommodations cannot remove an  
29 essential job function. Accommodations can also be requested for interviewees.

30  
31 Documentation is needed from a healthcare provider who is knowledgeable about the disability unless  
32 the disability is visible. If the disability is visible, we are not allowed to ask for documentation but we can  
33 ask for functioning limitations.

34  
35 Karina is in the process of writing policy. The draft policy currently includes information about the law  
36 and less about procedures. She is also discussing the possibility of having a small committee to look at  
37 any employee accommodations that are declined by the DS office. Karina will be speaking to Faculty  
38 Senate as well for representation on this committee. If anyone is interested in serving on this committee,  
39 please let James know. No prior knowledge about disabilities is needed. The DS office will provide  
40 training.

41  
42 **Minutes:**

43 Minutes from the December 20, 2016 meeting were approved.

44  
45 **Treasurer Report**

46 Our current balance is \$2,951.11. A travel card purchase for \$350.01 for airfare was taken out of the Staff  
47 Council account. Connie cannot see the details so she asked the UBO for more details.

48  
49 Marianne Cowgill received a Professional Development award for \$350. The total that was paid from the  
50 Staff Council account was \$356.77. A motion was made that any expense over the amount awarded is the  
51 responsibility of the awardee. The motion was approved.

52

**Old Business:****Employee 2017 Recognition**

The dates have been set for the three luncheons. The dates are as follows:

- Idaho Falls – Monday, March 27<sup>th</sup>
- Pocatello – Wednesday, March 29<sup>th</sup>
- Meridian – Friday, March 31<sup>st</sup>

Mia is working with Katie Hammond to get a list of the employees receiving year of serve awards for a slideshow presentation. James said to check with Lewis Eakins about possibly being able to use Bengal Card photos for the slideshow. Mia also has a meeting scheduled with Chartwells to discuss the menu. James reminded Mia to arrange for a vehicle for travel to Idaho Falls and Meridian.

**New Business:****HR mandatory trainings for 2017**

James reminded staff to check their Talent Management System in BengalWeb for mandatory trainings. He would like everyone to remind their constituents. It is his understanding that the trainings will be part of the evaluation process at the beginning of next year.

**Winter Social**

This will be talked about later in the meeting.

**Employee Classification**

Mia, Sharra, and James will meet with HR to make sure the appropriate number of representatives are elected in the correct categories.

**Byrd's Note to Keep you Informed**

James started posting notes last semester on the Staff Council website to keep staff informed. He asked many staff members at the Holiday Party if they liked the notes and if they thought they were beneficial. Only one staff person had seen the notes. James asked if he should continue the notes. A suggestion was made to include a link to the notes in the Campus Announcements email that is sent to all ISU staff. James will email the information to Connie and she will submit the information.

**Lex Drive Demonstration**

In order to access the Lex Drive, you must have the drive mapped to your computer or the Lex Drive Utility installed. Mia gave a demonstration of how to find information in the Staff Council folder. This will eventually change as we transition to Box. Box is accessed using a web browser. The CMS officer will grant access to Box. Joseph will schedule a meeting with Tony Lovgren and the Executive Staff Council members to discuss the transition.

**Internal Committees****Bylaws – James Yizar**

Nothing to Report

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

The committee would like the winter social be the ISU basketball game on February 18<sup>th</sup>. The Rec Center will provide the food before the game. The committee would like to know what Staff Council would like to do for a giveaway. An option is to provide t-shirts from New Day Products. The committee would ask the ISU Credit Union to help cover the cost. Another option is to ask the ISU Credit Union if they could provide VISA gift cards. The committee will ask the credit union to purchase t-shirts. The budget for all campuses is \$500. Meridian will plan on having another pizza party.

**Election – Sharra Nelson**

Nothing to Report

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

This was discussed earlier in the meeting.

**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**

There have been four retirees since October.

**Scholarship – Cheryl Zimmer & Allyson Johnson**

Nothing to Report

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

Nothing to Report

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

The meeting was canceled last week because there were only three appeals. The external company is not yet looking at appeals.

**President's Cabinet – James Yizar**

Meetings have been on hold. A meeting will be held next Monday. Issues that will be discussed are how policies are implemented. A discussion will be held specifically about the policy for snow day notifications.

**Institutional Effectiveness and Assessment Council (IEAC) – James Yizar**

The Special Budget Council is now called the Institutional Effectiveness and Assessment Council (IEAC). The Staff Council member who will be on this council is the current president.

**Announcements**

Third Wednesday of the month wear Staff Council Gear.

Mia also announced there will be Green Dot Trainings tomorrow.

Celebrate Idaho State will be held on February 1<sup>st</sup> in the POND Student Union. The first 500 kids will get a free t-shirt.

**Adjourn**

Motion to adjourn made and seconded. Motion passed. Meeting adjourned at 3:23 pm. The next Staff Council meeting will be February 21, 2017 in Faculty Senate Conference Room from 1:30 pm – 3:30 pm.

Respectfully Submitted,  
Stefanie Shaddock