

**Idaho State University
Staff Council Meeting
March 15, 2016
Faculty Senate Conference Room, 301 Rendezvous
Minutes**

Present: Brian Atkinson, Mia Benkenstein, Laura Call, Ryan Faulkner, Barry Hulet, Brian Kraft, Mary Kratz, Doug Milder, Michelle Munoz, Sharra Nelson, Chelsie Rauh, Stefanie Shadduck, Syd Sharp, Connie Tillotson, Kim Wright, James Yizar

Excused: Brad Broschinsky, Debra Combs, Emily Frandsen, Allyson Johnson, Peggy Larsen, Natalie McHugh, Eric Mickelsen, Jeanette Rose, Julie VanLeuven

Absent: Michelle Campbell, Craig Joseph, Ben Mills

Call to Order

Sharra Nelson called the meeting to order at 1:38pm

Minutes:

Minutes from the February 16, 2016 meeting were approved.

Treasurer Report

The current balance is \$12,458.68. Vests, certificate paper, and scholarships totaling \$1,503.32 are pending. That may decrease by \$310 because HR may cover the cost of the certificate paper. Also balloons, and table decorations for the Staff Council luncheon may be paid for by HR.

New Business:

An informal headcount was done to see who will be attending the luncheons in Idaho Falls and Meridian. Connie will call Enterprise to find out about renting a vehicle.

Connie asked if the Change in Employee Compensation (CEC) report could be posted to the Staff Council website. She said it is a public document. The document discusses State of Idaho salaries compared to market salaries. There were concerns about the size of the document. There were also concerns that no one would see it if it was posted on the website. Connie will check with Julie to see if a post could be made to News and Notes.

Internal Committees

Bylaws – Sharra Nelson

Nothing to Report

Events/Marketing – Mary Kratz, Laura Call, Stefanie Shadduck, Mia Benkenstein

The spring social was successful. About 150 staff and guests were at the game. Doug said the Rec Center received good exposure. He said the Rec Center spent about \$600 on food but he sold some memberships.

Election – Syd Sharp

Syd said more nominations are needed in Service & Maintenance, Skilled Crafts, and Technical & Paraprofessional. He will be sending out another call at the end of the week.

Employee Recognition – James Yizar, Brian Atkinson, Bradley Broschinsky

An electronic invitation was emailed to everyone and posted to staffmemos. As of today, we have 250 responses for the luncheon. James is estimating there will be about 450 attendees with 50 in Idaho Falls, and 40 in Meridian. Brian A. is collecting responses for Meridian.

1 There will be 139 staff recognized but we only have 130 sheets of certificate paper. James ordered 500
2 more sheets from The Paperworks Place for \$310. Connie will pick up gifts and certificate paper from
3 New Day. James will take care of the gifts from the bookstore after spring break. Volunteers are still
4 needed for the Pocatello luncheon. The president will not be at any of the luncheons. Jim Fletcher may
5 attend in Pocatello, Lyle Castle may attend in Idaho Falls, and Bessie Katsilometes will attend in Meridian.

6
7 We will be leaving at 10:00am to travel to Idaho Falls and 7:00am to travel to Meridian. If you are
8 volunteering in Pocatello, please be at the ballroom at 10:30am. Everyone will meet behind the Museum
9 building by the Mail Center for both Idaho Falls and Meridian trips.

10
11 Placement of sign-in tables was discussed. We will not take pictures of the staff members who will be
12 recognized. This may be looked at again next year.

13
14 **Executive – Syd Sharp**

15 Nothing to Report

16
17 **Professional Development – Eric Mickelsen**

18 Professional development awards were awarded to Janna Graham, Jennifer Miesch, Kristen Yates, and
19 Tracy Collum. All will receive \$250 toward professional development.

20
21 **Retiree Recognition – Connie Tillotson**

22 There are two retirees to send cards to. Connie still has some signed cards so she will take them to HR so
23 they can be mailed.

24
25 **Scholarship – Julie VanLueven**

26 Not present

27
28 **External Committees**

29
30 **Campus Beautification – Emily Frandsen**

31 Not present

32
33 **Campus Recreation Advisory Board – Craig Joseph**

34 Not present

35
36 **Diversity – Ryan Faulkner**

37 The committee was divided into 3 groups; faculty, student, and communication. Ryan was assigned to the
38 communication group. The VP for Marcom was at the last meeting to discuss a better way to advertise
39 diversity events. A Facebook page was talked about but it was decided to not create one. Some
40 Facebook pages were found but they are not up-to-date. The last meeting for this year is next month.
41 Henry asked for everyone on the committee this year to come back next year. He would like to see
42 progress continue.

43
44 **Parking Advisory Board – Doug Milder**

45 Nothing to Report

46
47 **Parking Appeals – Brian Kraft & Debra Combs**

48 Appeals are caught up. The appeals committee meets about three hours per week and process 25-35
49 appeals.

50
51 **President's Cabinet – Sharra Nelson**

52 The association with the Idaho College for Osteopathic Medicine was announced.

1
2 It was also announced that ISU will be the only institution in Idaho that will offer the tuition lock program
3 to incoming students. It will be based on GPA and credit requirements. A tuition increase of 2.5% was
4 requested. This is one of the lowest increases requested. ISU is also adding additional scholarships to
5 help students who are running out of financial aid.

6
7 The projections are showing an increase in overall fall enrollment. Fall international student projections
8 are showing a decrease due to fewer Saudi Arabian students. Saudi Arabia has changed their scholarship
9 guidelines which will affect many institutions across the United States, not just ISU.

10
11 **Safety – Natalie McHugh**

12 Nothing to Report

13
14 **Special Budget Council – Sharra Nelson & Syd Sharp**

15 Presentations were given by the Office of Research, Facility Services, Academic Affairs, Student Affairs,
16 University Advancement, and Athletics. They presented on what their budget is and if they need an
17 increase. The proposals will go to the president for approval.

18
19 **Sustainability – Ben Mills**

20 Not present

21
22 **University Library – Peggy Larsen**

23 Not present

24
25 **Old Business:**

26 **Vest for new members**

27 Vests should be here by Friday.

28
29 **Announcements**

30 No announcements.

31
32 **Adjourn**

33 Motion to adjourn made and seconded. Motion passed. Meeting adjourned at 3:05 pm. The next Staff
34 Council meeting will be April 19, 2016 in Faculty Senate Conference Room from 1:30 pm – 3:30 pm.

35
36 Respectfully Submitted,
37 Stefanie Shaddock