

**Idaho State University
Staff Council Meeting
October 18, 2016
Faculty Senate Conference Room, 301 Rendezvous
Minutes**

Present: Mia Benkenstein, Debra Bird, Kathy Bloodgood, Brad Broschinsky, Laura Call, Ryan Faulkner, Brian Kraft, Dan Marley, Doug Milder, Ben Mills, Michelle Munoz, Sharra Nelson, Stefanie Shadduck, Sandy Shea, Joseph Simonson, Cody Sparrow, Connie Tillotson, Julie VanLeuven, James Yizar

Excused: Brian Atkinson, Cooper Bybee, Allyson Johnson, Mary Guyton, Eric Mickelsen, Chelsie Rauh, Cheryl Zimmer

Call to Order

James Yizar called the meeting to order at 1:33pm

Guests: Dave Blakeman (Faculty Senate Co-Chair)

James visited a Faculty Senate meeting in the past to give a brief overview of what Staff Council does. The hope is to bring Faculty Senate and Staff Council together to have a large event that all can attend. Dave introduced himself and explained that Faculty Senate meets mostly to discuss policies that pertain to faculty. Sharra asked if Faculty Senate would like to participate in a Staff Council Meet and Greet event. Dave thought it sounded exciting to be a part of an event with Staff Council.

Brian Sagendorf (Director of Human Resources)

Brian spoke about the Fair Labor Standards Act that was recently changed and how it will affect ISU staff members. The FLSA establishes who is eligible for overtime pay versus someone who is exempt from overtime pay and eligible to be paid a salary that does not fluctuate with a change in hours. There are tests to determine if someone is exempt from the overtime provision. One test is they have to be paid the same amount regardless of the number of hours worked. Currently, the minimum weekly salary is \$455. One exception to the minimum salary test applies to teachers and academic administrative professionals.

The federal government recently increased the minimum salary to \$913 per week. Every three years this amount will be adjusted to equal the 40th percentile of earnings from the lowest census region. This increase affects 131 positions at ISU. Most of these positions will have their classification changed to non-exempt and will be eligible for overtime pay. The effective date is December 1, 2016. ISU is currently notifying the staff members who are affected by the change.

Idaho State Code must also be taken into account. State code states that all non-exempt employees' vacation time be accrued in the same manner as classified staff. Currently all non-classified staff accrue vacation at 7.4 hours per pay period with a 240 hour maximum. Those positions that will be changed to non-exempt will accrue vacation based on years of service. This is between 3.7 and 6.5 hours per pay period and between 192 to 336 hours maximum. The State Board is proposing a new policy to the legislature to grandfather employees regarding the accrual of vacation hours.

Minutes:

Minutes from the September 20, 2016 meeting were approved.

Treasurer Report

Our current balance is \$4,292.50. Expenses from the Homecoming Tailgate were \$1,136.41.

Old Business:

Revised Emergency Poster

James took the concerns about the readability of the poster to Public Safety. They have redone the poster so it is legible. James has saved it to the Lex drive in the Announcements/Materials folder.

Shirts from Homecoming Distribution

Polo shirts were handed out at today's meeting. Shirts for Idaho Falls have been mailed and Laura will deliver Meridian's shirts this week.

New Business:

Update on Fair Labor Standards Act effective December 1st on overtime and compensatory pay

James thinks we may get calls from our constituents regarding the change in FLSA. He said to try to do your best answering their questions but you may need to refer to HR because they will be the most familiar with the change.

Holiday Basket

Debra explained the Holiday Women's Craft Fair will be held on November 4th. Different departments donate baskets to raise money for scholarships. The idea is to have a Rest and Relax Coke basket. Since we cannot fund this out of Staff Council funds, we are asking for a voluntary donation of \$10. Debra would like any donations by October 25th.

Compensatory Days and Christmas shut down week meeting

James has a meeting scheduled November 2nd with the Provost, Brian Sagendorf, and General Counsel about compensatory days earned and the Christmas shut down.

What to do with outdated or no longer functioning external committees

This will be discussed as we go through External Committee reports.

Creation of new executive committee position to do CMS for Staff Council

It was proposed and approved, with 18 votes, to add an additional Executive Committee member who will be responsible for updating the Staff Council website and its social media pages.

Executive Council's outreach campaign to university staff members

Because we have a hard time getting representation from certain groups, Mia thinks it would be a good idea to attend department meetings in those areas to discuss what Staff Council is. She thinks this could help with interest level. It could also help gain support from supervisors to encourage participation in Staff Council.

Internal Committees

Bylaws – James Yizar

Nothing to Report

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

Have not met since last month. Everyone thought the homecoming event was nice.

Election – Sharra Nelson

Nothing to Report

Employee Recognition – Mia Benkenstein & Chelsie Rauh

Mia would like to start getting more people on the committee. The dates are set. Pocatello's lunch will be on March 29th, Idaho Falls will be on March 28th, and Meridian's will be on March 31st.

Executive Committee – James Yizar

Nothing to Report

Professional Development – Sandra Shea & Brad Broschinsky

Sandra said there were eight applications. They used the score sheets from the Lex drive that have been used in the past. Awards were made to Cameron Staley, Jamie Howerton, Marianne Cowgill, and Mark Stuckey.

Retiree Recognition – Connie Tillotson

There are two new retirees. Connie sent some cards around for everyone to sign.

Scholarship – Cheryl Zimmer & Allyson Johnson

Not Present

External Committees

Campus Beautification – Julie VanLueven

This committee will be changing into another committee. Sharra is waiting for more information.

Campus Recreation Advisory Board –

Has not met. Doug will talk with Bill MacLachlan to see if this committee will continue.

Diversity – Ryan Faulkner

Ryan said this committee might be changing.

Parking Advisory Board – Michelle Munoz & Connie Tillotson

Nothing to Report

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

The parking office is participating in a 90-day trial of contracting out parking appeals to an outside company.

President's Cabinet – James Yizar

The president has been spending time in Boise so the Provost has been leading the meetings. Some initiatives brought up were the community college concept in Idaho Falls, program availability, fundraising, relationships with legislators, and the RISE complex.

The external audit is complete. The results were favorable and more information should be released soon.

Safety – Cooper Bybee & Dan Marley

Dan spoke with Jennifer Parrot and let her know that he and Cooper would like to be on the committee. He is working with her to find out if a meeting will be held.

Special Budget Council – Sharra Nelson & James Yizar

Nothing to Report

Sustainability – Ben Mills

Nothing to Report

University Library – Eric Mickelsen & Brad Broschinsky

Not Present

Announcements

Risky Business Week, November 7th – 11th

ISU United Way Campaign, November 2016

ISU Women's Club Holiday Fair, November 4th

Adjourn

Motion to adjourn made and seconded. Motion passed. Meeting adjourned at 3:23 pm. The next Staff Council meeting will be November 15, 2016 in Faculty Senate Conference Room from 1:30 pm – 3:30 pm.

Respectfully Submitted,
Stefanie Shadduck