1	Idaho State University
2	Staff Council Meeting
3	October 18, 2016
4	Faculty Senate Conference Room, 301 Rendezvous
5	Minutes
6	
7	Present: Mia Benkenstein, Debra Bird, Kathy Bloodgood, Brad Broschinsky, Laura Call, Ryan Faulkner, Brian Kraft,
8	Dan Marley, Doug Milder, Ben Mills, Michelle Munoz, Sharra Nelson, Stefanie Shadduck, Sandy Shea, Joseph
9	Simonson, Cody Sparrow, Connie Tillotson, Julie VanLeuven, James Yizar
10	
11	Excused: Brian Atkinson, Cooper Bybee, Allyson Johnson, Mary Guyton, Eric Mickelsen, Chelsie Rauh, Cheryl
12	Zimmer
13	
14	Call to Order
15	James Yizar called the meeting to order at 1:33pm
16	
17	Guests: Dave Blakeman (Faculty Senate Co-Chair)
18	James visited a Faculty Senate meeting in the past to give a brief overview of what Staff Council does. The
19	hope is to bring Faculty Senate and Staff Council together to have a large event that all can attend. Dave
20	introduced himself and explained that Faculty Senate meets mostly to discuss policies that pertain to
21	faculty. Sharra asked if Faculty Senate would like to participate in a Staff Council Meet and Greet event.
22	Dave thought it sounded exciting to be a part of an event with Staff Council.
23	
24	Brian Sagendorf (Director of Human Resources)
25	Brian spoke about the Fair Labor Standards Act that was recently changed and how it will affect ISU staff
26	members. The FLSA establishes who is eligible for overtime pay versus someone who is exempt from
27	overtime pay and eligible to be paid a salary that does not fluctuate with a change in hours. There are
28	tests to determine if someone is exempt from the overtime provision. One test is they have to be paid
29	the same amount regardless of the number of hours worked. Currently, the minimum weekly salary is
30	\$455. One exception to the minimum salary test applies to teachers and academic administrative
31	professionals.
32	
33	The federal government recently increased the minimum salary to \$913 per week. Every three years this
34 25	amount will be adjusted to equal the 40 th percentile of earnings from the lowest census region. This
35	increase affects 131 positions at ISU. Most of these positions will have their classification changed to non-
36	exempt and will be eligible for overtime pay. The effective date is December 1, 2016. ISU is currently
37	notifying the staff members who are affected by the change.
38 39	Idaha Stata Cada must also ha takan into assaunt. Stata sada statas that all nan avampt amplayaas'
39 40	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
40 41	vacation at 7.4 hours per pay period with a 240 hour maximum. Those positions that will be changed to
41	non-exempt will accrue vacation based on years of service. This is between 3.7 and 6.5 hours per pay
42	period and between 192 to 336 hours maximum. The State Board is proposing a new policy to the
43 44	legislature to grandfather employees regarding the accrual of vacation hours.
45	legislature to granulatiler employees regarding the accruation vacation nours.
46	Minutes:
40 47	Minutes. Minutes from the September 20, 2016 meeting were approved.
48	windles nom the September 20, 2010 meeting were approved.
49	Treasurer Report
4J 50	Our current balance is \$4,292.50. Expenses from the Homecoming Tailgate were \$1,136.41.
51	our current bulance is physics. Expenses nom the nonceoning fungate were physics.
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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. Update on Fair Labor Standards Act effective December 1 st on overtime and compensatory pay James thinks we may get calis from our constituents regarding the change in ESA. 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 4 th . Different departments donate baskets to raise money for scholarships. The ideas is to have a flest 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 25 th . Compensatory Days and Christmas shut down week meeting James has a meeting scheduled November 2 th with the Provost, Brian Sagendorf, and General Counsel about compensatory days earned and the Christmas shut down. 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. His will be discussed as we go through betternal Committee responsible for updating the Staff Council website and its soci	1	
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48Nothing to Report49		
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1	Employee Recognition – Mia Benkenstein & Chelsie Rauh
2	Mia would like to start getting more people on the committee. The dates are set. Pocatello's lunch will
3	be on March 29 th , Idaho Falls will be on March 28 th , and Meridian's will be on March 31 st .
4	
5	Executive Committee – James Yizar
6	Nothing to Report
7	
8	Professional Development – Sandra Shea & Brad Broschinsky
9	Sandra said there were eight applications. They used the score sheets from the Lex drive that have been
10	used in the past. Awards were made to Cameron Staley, Jamie Howerton, Marianne Cowgill, and Mark
11	Stuckey.
12	
13	Retiree Recognition – Connie Tillotson
14	There are two new retirees. Connie sent some cards around for everyone to sign.
15	
16	Scholarship – Cheryl Zimmer & Allyson Johnson
17	Not Present
18	
19	External Committees
20	
21	Campus Beautification – Julie VanLueven
22	This committee will be changing into another committee. Sharra is waiting for more information.
23	
24	Campus Recreation Advisory Board –
25	Has not met. Doug will talk with Bill MacLachlan to see if this committee will continue.
26	Discusition Decar Faciliarea
27	Diversity – Ryan Faulkner
28	Ryan said this committee might be changing.
29	Derling Advisory Deerd - Michelle Munes 9. Course Tillsteen
30 31	Parking Advisory Board – Michelle Munoz & Connie Tillotson
32	Nothing to Report
33	Darking Anneals - Prion Kroft, Doug Milder, Pan Mills & Joseph Simonson
33 34	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
35	
36	company.
37	President's Cabinet – James Yizar
38	The president has been spending time in Boise so the Provost has been leading the meetings. Some
39	initiatives brought up were the community college concept in Idaho Falls, program availability,
40	fundraising, relationships with legislators, and the RISE complex.
41	runuraising, relationships with legislators, and the Rise complex.
42	The external audit is complete. The results were favorable and more information should be released
43	soon.
44	
45	Safety – Cooper Bybee & Dan Marley
46	Dan spoke with Jennifer Parrot and let her know that he and Cooper would like to be on the committee.
47	He is working with her to find out if a meeting will be held.
48	
49	Special Budget Council – Sharra Nelson & James Yizar
50	Nothing to Report

1	Sustainability – Ben Mills
2	Nothing to Report
3	
4	University Library – Eric Mickelsen & Brad Broschinsky
5	Not Present
6	
7	Announcements
8	Risky Business Week, November 7 th – 11 th
9	ISU United Way Campaign, November 2016
10	ISU Women's Club Holiday Fair, November 4th
11	
12	Adjourn
13	Motion to adjourn made and seconded. Motion passed. Meeting adjourned at 3:23 pm. The next Staff
14	Council meeting will be November 15, 2016 in Faculty Senate Conference Room from 1:30 pm – 3:30 pm.
15	
16	Respectfully Submitted,
17	Stefanie Shadduck