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

**Present:** Brian Atkinson, Mia Benkenstein, Kathy Bloodgood, Brad Broschinsky, Cooper Bybee, Laura Call, Ryan Faulkner, Allyson Johnson, Brian Kraft, Mary Guyton, Dan Marley, Eric Mickelsen, Doug Milder, Ben Mills, Michelle Munoz, Sharra Nelson, Chelsie Rauh, Stefanie Shadduck, Sandy Shea, Joseph Simonson, Cody Sparrow, Connie Tillotson, Julie VanLeuven, James Yizar, Cheryl Zimmer

**Excused:** Debra Bird

**Call to Order**

James Yizar called the meeting to order at 1:31pm

**Minutes:**

Minutes from the August 16, 2016 meeting were approved.

**Treasurer Report**

Connie found out that Staff Council did not receive the full annual transfer amount of \$6590 like we have in the past due to the large carryover budget we had last year. The amount for our annual transfer was \$1156.00. Our current balance is \$5549.11. We have expenses from last year's professional development awards of \$884.96 to spend from this year's funds. Pending expenses for this period are \$22.49 for Kathy Bloodgood's vest and the vests ordered for the Homecoming Tailgate.

**Old Business:**

**Migration from Lex Drive to Box**

ISU is moving from the Lex Drive to Box. James would like to transition Staff Council files to Box. Julie explained how different permissions could be given to different people so that only some people could view certain folders. Connie said there is also the option to make certain folders view only so that files could be viewed but not changed. The consensus was that all members would like to have access to view all folders on Box. Only those on certain committees will have editing rights to their committee folder.

**Update on directory and webpage**

James would like all members to look at their profile on the Staff Council webpage to make sure that their picture and information is correct.

**Byrd's notes to keep you informed on Staff Council webpage**

Informal updates are on the webpage under Minutes. If anyone would like something included in the notes, let James know.

**Fall Meet-N-Greet Events for Pocatello, Idaho Falls, and Meridian**

Pocatello – The Homecoming parade and tailgate will be on September 24th. The ISU Credit Union will pay for the food. Chelsie said she will pick-up the candy. The budget for candy will be \$250. Mary gave the times to be on campus to be able to help during the parade or at the tailgate. More information will be sent out to those who are interested in helping.

Idaho Falls – Nothing has been planned. Brad thinks he can keep his expenses around \$100.

Meridian – Brian has planned a pizza party for September 23rd. So far, 25 people have said they will attend. He thinks he can keep expenses around \$100.

**New Business:**

1 **Christmas shutdown for staff employees**

2 James explained some constituents asked a Staff Council member why they have to use their vacation or  
3 take leave without pay during the Christmas shut down. The concern is about new employees not having  
4 enough time earned and not being paid during the shutdown. Ben spoke with the payroll office and gave  
5 them some examples of universities who added comp time to staff member's accounts so that vacation  
6 days did not need to be used. Payroll said ISU spends \$500,000 per day for payroll. Payroll thinks the  
7 likely hood of administration providing extra comp days is not likely due to cost.

8  
9 Doug reminded all members that the original reason for the shutdown is for energy savings. James said  
10 there was a significant savings the first year. He suggested that we might want to get updated figures to  
11 see if it still is a savings. Sharra said she thinks we need to be careful how we bring up this topic because  
12 we do not want administration to decide to keep the university open. Many staff council members  
13 agreed.

14  
15 Ben will keep gathering information about this issue to see if we want to ask for a policy change.

16  
17 **Emergency Procedures Posters for Public Safety**

18 James passed around posters from Public Safety so they may be posted in staff council member's areas.  
19 He will also send an electronic version by email.

20  
21 **New Employee Orientation Presentations**

22 Mia spoke about the presentation she gives at about Staff Council at New Employee Orientation. She is  
23 looking for volunteers to train this year to take over presentations next year. The presentation lasts 10  
24 minutes every other month. She gives information about our meetings, how members are elected, and  
25 why the university has Staff Council. She also hands out a card with information about Staff Council and a  
26 pin.

27  
28 **Facebook communication or discussion tool**

29 James said we are starting to utilize the Staff Council Facebook page. He is encouraging photos during the  
30 Fall Meet-N-Greet at all locations.

31  
32 **Internal Committees**

33 **Bylaws – James Yizar**

34 Some non-material changes need to be made to the bylaws. Because they are adjustments and not major  
35 changes, we can vote as a council and not have to send the adjustments for a vote by all university staff.

36  
37 **Events/Marketing – Mary Guyton, Brian Atkinson, Laura Call & Chelsie Rauh**

38 Everything was discussed during old business.

39  
40 **Election – Sharra Nelson**

41 Looking in to categories changing some. Elections will not be until later this year.

42  
43 **Employee Recognition – Mia Benkenstein & Chelsie Rauh**

44 Mia would like to start planning early this year. Let Mia know if you are interested in helping.

45  
46 **Executive Committee – James Yizar**

47 The meeting time and place was changed. The biggest topic was the change in budget that was discussed  
48 in the Treasurer's Report. James is asking all members to make sure any Staff Council expenses are made  
49 in a cost effective manner.

50  
51 **Professional Development – Sandra Shea & Brad Broschinsky**

52 Announcements went out and the committee has received two applications.

1 **Retiree Recognition – Connie Tillotson**

2 There are three retirees. Connie has enough cards to send out.

3  
4 **Scholarship – Cheryl Zimmer & Allyson Johnson**

5 Brian Kraft said he thinks it would be best for Cheryl and Allyson to learn the history about the Staff  
6 Council scholarship fund. They will plan on meeting.

7  
8 **External Committees**

9  
10 **Campus Beautification – Julie VanLueven**

11 Nothing to Report

12  
13 **Campus Recreation Advisory Board –**

14 Sharra has not heard back to see if this committee will be meeting.

15  
16 **Diversity – Ryan Faulkner**

17 Nothing to Report

18  
19 **Parking Advisory Board – Michelle Munoz & Connie Tillotson**

20 Nothing to Report

21  
22 **Parking Appeals – Brian Kraft, Doug Milder, Ben Mills & Joseph Simonson**

23 Doug said the meetings have been shortened to two hours per week. Brian asked that those who  
24 received an invitation to reply only to the meetings they will attend so that everyone can see who is  
25 attending which meeting.

26  
27 Sandy said it was brought up at the Vice President's meeting that departments will be responsible to  
28 provide day passes to high donors, guests collaborating on research projects, high-level people coming to  
29 campus, etc. A number of complaints have been received from people who have gotten parking citations.

30  
31 Doug asked if an email could be sent out reminding departments that they can purchase a pack of 25 day  
32 passes with an index code for \$50.

33  
34 **President's Cabinet – James Yizar**

35 James said the smoking policy will be enforced. Sharra said the President is encouraging staff members to  
36 take pictures of people they see smoking. Staff should then forward the photos to Public Safety where  
37 the individuals can be identified and cited.

38  
39 The RISE complex was discussed along with programs closing due to grant funding going away.

40  
41 **Safety – Cooper Bybee & Dan Marley**

42 Nothing to Report

43  
44 **Special Budget Council – Sharra Nelson & James Yizar**

45 Nothing to Report

46  
47 **Sustainability – Ben Mills**

48 Nothing to Report

49  
50 **University Library – Eric Mickelsen & Brad Broschinsky**

51 Nothing to Report

52

1 **Announcements**

2 Homecoming week is September 19-24 and parade and game is on the 24th

3

4 **Adjourn**

5 Motion to adjourn made and seconded. Motion passed. Meeting adjourned at 3:14 pm. The next Staff  
6 Council meeting will be October 18, 2016 in Faculty Senate Conference Room from 1:30 pm – 3:30 pm.

7

8 Respectfully Submitted,

9 Stefanie Shaddock