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Idaho State University
Staff Council Meeting
January 22, 2015
Faculty Senate Conference Room, 301 Rendezvous
Minutes

Present: Allyson Johnson, Ben Mills, Brian Kraft, Chris Wagner, Chris Wilson, Connie Tillotson, Craig Joseph, Emily Frandsen, Jillian Stambaugh, Julie VanLeuven, Michael Alvord, Michael Taylor, Natalie McHugh, Peggy Larsen, Ryan Faulkner, Sharra Nelson, Stefanie Shadduck, Susanne Forrest, Syd Sharp, Weston Whitworth

Excused: Brian Atkinson, James Yizar

Absent: Ann Howell, Barry Hulet, Jeanette Rose, Kim Wright, Omar Raudez

Call to Order

Syd Sharp called the meeting to order at 12:36pm

Guest Speakers: Brian Sagendorf and Ray Ludwig from the Office of Human Resources

Brian Sagendorf spoke about the implementation of the new Talent Management System (TMS). One module of TMS was implemented last year. Search committees began using it to review applications. The second module will be used for performance evaluations. The performance evaluation system has been moved from a paper evaluation to an electronic version. TMS works with Banner so that all Banner information is pre-populated into the system. Also, all information entered will be available in subsequent years. The next module, which is scheduled to launch in March, will be a learning management system. The learning management system will assign and track training online. Brian explained how to access the system and user guides.

Connie spoke about employee concerns that the self-evaluation time frame was too short. Brian acknowledged that the timeframe was too short. Next year the self-evaluation will be opened one to two weeks before the holiday break. Susanne asked why the self-evaluation cannot be opened earlier in the year as a note-taking tool. Brian explained that HR must generate the system manually each year. Ray explained that once the system is created, if an employee terminates their employment or if there is a new hire, the information must be removed or added manually for each employee. Mike Taylor asked if the self-evaluation could be opened as soon as December 1st. He heard from employees who said it took them up to six hours to complete because the departments asked for specific areas to be addressed. Susanne asked if the self-evaluation will become mandatory. Brian said unless senior administration says to make it mandatory, the self-evaluation will stay an optional step. Julie asked if there will be a time when a supervisor evaluation will be included. Brian said there are no plans for a supervisor evaluation at this time.

Minutes:

Minutes from the December 16, 2014 meeting were approved with the following amendment:

Page 2 line 45, should also include that many employees are concerned with the cost that this purchase would entail.

Treasurer Report

The current balance is the same as last month, \$12,006.29. Everything has posted. Michael received the bills from Allyson for the Staff Council Winter Social next week. These totals are not included in the current balance.

New Business:

No new business.

Internal Committees

Bylaws – Mike Taylor

The president's cabinet will meet on Monday. Syd will present the new bylaws at that time. Weston said elections cannot be effectively held without the new bylaws.

Events – Allyson Johnson

The Staff Council Winter Social will be held January 28th from 2:00pm – 4:00pm. Allyson said Julie received permission to send the announcement out by email to all staff members. She asked that staff council representatives help get the information out to other staff members. Mike Taylor said there will be a surprise at the social which should entice more staff members to attend the event.

Election – Weston Whitworth

Nothing to Report

Employee Recognition – Mike Taylor

Mike said gifts and prizes are being gathered. There will be prizes for each location.

Rick Cheatum from the ISU Credit Union could not attend the staff council meeting today. He asked Mike to read an email on his behalf. Rick's email stated that the credit union has been promoting credit union services to ISU students over the years. They would like to become more involved with staff council. The credit union would do this by supporting events we have by staffing booths, offering occasional prizes, and cross-promoting events with their social media outlets. What he would like back is the opportunity to set-up tables to talk with staff about credit union membership and more utilization of the credit union's services. Mike explained that not only can the credit union provide staffing but they also have a budget to assist us paying for things. The ISU Credit Union would like to make a long-term commitment with staff council.

Mike reminded everyone the dates for the luncheon are as follows.

- Idaho Falls - Tuesday, March 31st
- Pocatello - Wednesday, April 1st
- Meridian - Friday, April 3rd

If anyone would like to travel to the Meridian luncheon, please let Mike know so that the correct size of vehicle may be reserved.

Marketing – Emily Frandsen

The winter social and the professional development scholarship has been advertised. Emily thinks the scholarship should be advertised one more time before the deadline on February 1st.

Professional Development – Craig Joseph

Craig asked how to get the deadline changed on the website. The information on staff council's website still lists information for last year. Syd thinks Kim Wright is the person to contact to make changes.

Two applications have been received. One person who received a scholarship last spring asked if she could use the money for something this summer. The committee decided this would not be appropriate. Weston suggested that a statement be added to the application that says funds awarded must be used within the same semester and if funds are needed for a different semester, another application needs to be submitted.

Retiree Recognition – Natalie McHugh

Natalie will bring more cards to the next staff council meeting for everyone to sign.

1 **Scholarship – Brian Kraft**

2 Brian looked through past staff council minutes and found that the first pledge cards for the non-classified
3 drive were sent out February 14, 2012. Any deposits before this date Brian categorized as classified staff
4 donations. Any deposits after this date, Brian sorted the contributions by employee type. He assumed
5 that non-classified contributed to the non-classified drive. Any contributions by students and faculty were
6 tracked back to a spreadsheet Brian was given by the foundation.

7
8 The current balance for the scholarship is \$14,139.30. Brian didn't see the donation from Ali Crane so he
9 contacted Ali for more information. Ali forwarded Brian some emails to help track down the funds. They
10 are working together to have the funds transferred. Brian estimates after the transfer that the account
11 should be about \$17,976. Brian hopes to have more concrete numbers for the next meeting.

12
13 Weston asked if the scholarships will stay in the same fund. Brian said he thinks the foundation would like
14 to see the donations separated into 2 funds. Susanne said she would like to see it stay as one fund
15 because we are one staff council which functions as one unit. Connie asked if the revenue could be kept
16 separate with internal coding. Brian said we could do that but without solid numbers it would be hard to
17 separate the funds. He also does not want to go against what had been said in the past.

18
19 **External Committees**

20
21 **Campus Beautification – Sharra Nelson**

22 Nothing to Report

23
24 **Campus Recreation Advisory Board – Connie Tillotson**

25 Connie reached out to Bill MacLachlan, chair of the committee. He said they plan to meet in February.
26 They are still looking for representatives from Reed Gym, Athletics, a faculty member, and 2-3 students
27 from ASISU.

28
29 **Diversity – Peggy Larsen**

30 Nothing to Report

31
32 **Parking Advisory Board – Ann Howell**

33 Not Present

34
35 **Parking Appeals – James Yizar**

36 Mike Alvord said they are almost caught up with appeals.

37
38 Public Safety is in the bidding process to remove the meters and install parking booths (payment
39 machines) for electronic payments.

40
41 **President's Cabinet – Syd Sharp**

42 A research policy was approved. All research projects should go through grants and research. Grants and
43 research will make sure multiple submissions are not being made by the university. When multiple
44 departments are submitting for the same funding, all submissions are rejected.

45
46 Vice President Fletcher asked Syd to be on the housing committee. This committee will meet to make a
47 decision on whether to fix the current president's house, purchase or build a new house, or to provide a
48 stipend. There will be 15 members on this committee which will include faculty, staff, students, and
49 members of the community. Jim Fletcher and Kent Tingey will chair the committee.

50
51 **Safety – Barry Hulet**

52 Not Present

53

1 **Special Budget Council – Syd Sharp**

2 Tuition and fee increases are being considered. Student fees, as a part of tuition, have not been increased
3 in the last seven years. The legislature and the State Board of Education don't feel that tuition should be
4 increased.

5
6 The 3% increase in salaries was discussed as well as the agencies paying for any increase in health
7 insurance premiums. There are no specifics about salary increases but it sounds like there will be an
8 increase.

9
10 **Sustainability – Chris Wilson**

11 Nothing to Report

12
13 **University Library – Ryan Faulkner**

14 The library is continuing to work on their bylaws.

15
16 The construction projects were discussed. A quiet study area will be built on the third floor because of
17 the construction. Due to safety concerns some of the front windows will be replaced.

18
19 The library received some one-time funding. Some of the money has been used to cover inflated costs of
20 materials. The remainder will be used to replace the library computers on the first floor.

21
22 **Old Business:**

23 Susanne asked if anything has been done about the smoking policy. Weston said he has not heard
24 anything. Syd said it will have to go through the president's cabinet to be approved and it has not been
25 voted on.

26
27 **Announcements**

28 No announcements.

29
30 **Adjourn**

31 Motion to adjourn made and seconded. Motion passed. Meeting adjourned at 2:00 pm. The next Staff
32 Council meeting will be February 17, 2015 in Faculty Senate Conference Room from 1:30 pm – 3:30 pm.

33
34 Respectfully Submitted,
35 Stefanie Shaddock