

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

Present: Allyson Johnson, Barry Hulet, Ben Mills, Brad Broschinsky, Brian Atkinson, Brian Kraft, Connie Tillotson, Craig Joseph, Debra Combs, Doug Milder, Emily Frandsen, Eric Mickelsen, James Yizar, Jeanette Rose, Julie VanLeuven, Kim Wright, Laura Call, Mary Kratz, Mia Benkenstein, Michael Taylor, Michelle Campbell, Ryan Faulkner, Sharra Nelson, Stefanie Shaddock, Syd Sharp

Excused: Chelsie Rauh, Natalie McHugh, Peggy Larsen

Call to Order

Mike Taylor called the meeting to order at 1:10pm

Guest Speaker: Lewis Eakins, Director of Public Safety

Director Eakins introduced himself and spoke about the mission and his vision of public safety. The mission is to create a safe environment for students, faculty, and staff. His vision is to build upon what has already been established. He is developing good relationships with law enforcement agencies and faculty/staff. He believes staff can be the eyes and ears of public safety.

Sharra explained that President Vailas found out the new smoking policy had not been signed so he signed it. Sharra asked Director Eakins how the policy will be enforced. Director Eakins said the no smoking policy is being enforced. It is difficult, with a limited staff, to enforce the policy. If a staff member sees someone smoking, they should contact public safety.

Connie asked what the penalties are when someone is found smoking. Currently, public safety officers are warning offenders. The president would like everyone cited. Officers will soon be transitioning to citations. The citation amount is \$35.

Mia asked if we should confront smokers. Director Eakins said he would like staff to only go as far as letting the smoker know that smoking is not allowed on campus. He does not want anyone to be confrontational. He said it is ok to say nothing and call public safety.

Connie asked how the issue of enforcement will be handled if someone is smoking on the sidewalk (city property). Director Eakins said citations will not be issued if the person is on city property. Smoking on the sidewalks will not be encouraged because this creates a littering problem.

Doug asked about enforcement with e-cigarettes and vaping. Director Eakins said e-cigarettes and vaping are not allowed and will be enforced under the policy.

Brian Kraft asked about enforcing the policy if someone is in their car in a parking lot. Director Eakins said the policy will be enforced in parking lots even if the person is in their car.

Director Eakins asked if everyone knew what to do if there is an active shooter. Many people said no. Director Eakins asked if Staff Council could help get something scheduled to train staff. He would like to train staff in their department meetings. The training would last approximately 10 minutes.

Minutes:

Minutes from the August 18, 2015 meeting were approved.

Treasurer Report

The current balance is \$15,306.62. One item is pending for repayment of \$100 plus fringe to Donna Parker, a scholarship recipient. Scholarships will be treated as wages so fringe will also be calculated as part of the expense. A requisition for \$212.77 will be created for the Pocatello Meet & Greet.

New Business:**Institutional Effectiveness & Assessment Council**

A representative has been requested from staff council for the new Institutional Effectiveness & Assessment Council. Specifically a request was made for someone from the finance area. Eric will be our representative. This council will meet weekly for six weeks and then biweekly for the rest of the semester. The council is in place to report on the strategic plan and mission fulfillment.

Internal Committees**Bylaws – Sharra Nelson**

Nothing to Report

Events – Mary Kratz & Laura Call

The Meet & Greet will be on Monday, September 28th from 2:00pm to 4:00pm in Pocatello and from 3:00pm to 4:00pm in Meridian and Idaho Falls. Flyers have been emailed and there will be door prizes.

Election – Syd Sharp

Nothing to Report

Employee Recognition – Sharra Nelson, Brian Atkinson, Bradley Broschinsky

Sharra has been looking at the Chartwell's menu.

Marketing – Stefanie Shaddock, Mia Benkenstein

Mia reached out to Emily. She thinks it is a good idea to pair with the Events committee.

Professional Development – Eric Mickelsen

Eric would like to extend the deadline to October 9, 2015 to give people the opportunity to apply.

Retiree Recognition – Connie Tillotson

Connie will reach out to Natalie McHugh to find out who to contact for the list of retirees.

Scholarship – Julie VanLueven

Nothing to Report

External Committees**Campus Beautification – Emily Frandsen**

The first meeting will be October 2nd.

Campus Recreation Advisory Board – Craig Joseph

Nothing to Report

Diversity – Ryan Faulkner

Nothing to Report

Parking Advisory Board – Doug Milder

Syd asked how the pay stations are working. Laura said they are working well.

Parking Appeals – James Yizar

The committee is working to get appeals caught up. There is confusion about where people may park for free during the first week of school. There is no free parking in the reserved or housing lots. There was also confusion during the time when meters were removed and the pay stations became operational. The pay stations are now operational, so the committee will not be as lenient in these areas.

President's Cabinet – Sharra Nelson

The smoking policy was discussed. As, explained earlier in the meeting, the president was not aware that the smoking policy had not been signed, so he signed it. Sharra asked that staff be notified that the new policy is now being enforced. James asked if any of the comments submitted during the 30 day comment period were considered. Sharra said she does not know.

There is a video on ISU's YouTube page called It's On Us - ISU. It is about shaping the culture and expectations on ISU campus.

The president was unhappy with the number of ISU alumni who showed up to the ISU/BSU football game wearing BSU attire. He asked if ISU alumni are at an alumni event that they wear ISU apparel.

Connie asked about the funds raised through the I Love ISU campaign. Sharra said they raised more than in previous years. The total raised was over \$212,000.

The pharmacy in Challis is opening this week as well as the new A&P lab in Meridian. Legislators and their spouses will be visiting the Pocatello campus this weekend.

James asked if we could inform our constituents about the State of the University event. It will be held at 6:00pm on September 30th.

Safety – Natalie McHugh

Not present

Special Budget Council – Mike Taylor, Syd Sharp

Nothing to Report

Sustainability – Ben Mills

Nothing to Report

University Library – Peggy Larsen

Not present

Old Business:

Elections

Mike has not been hired to an ISU position so the president position was offered to Sharra. Sharra accepted the position. Nominations were held for a new president elect. The president elect must be a non-classified staff member. Julie VanLueven and James Yizar were nominated. Non-classified staff voted and elected James Yizar. Committees will be adjusted. Debra Combs and Brian Kraft volunteered for the Parking Appeals committee.

Announcements

Staff Council Meet & Greet September 28th from 2:00pm – 4:00pm in Pocatello and 3:00pm – 4:00pm in Meridian and Idaho Falls.

State of the University address September 30th at 6:00pm in the Bistline Theater. The event will also have live streaming.

Adjourn

Motion to adjourn made and seconded. Motion passed. Meeting adjourned at 2:29pm. The next Staff Council meeting will be October 20, 2015 in Faculty Senate Conference Room from 1:30 pm – 3:30 pm.

Respectfully Submitted,
Stefanie Shaddock