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Idaho State University
Staff Council Meeting
April 18, 2017
Faculty Senate Conference Room, 301 Rendezvous
Minutes

Present: Brian Atkinson, Brian Kraft, Chelsie Rauh, Cheryl Zimmer, Cody Sparrow, Connie Tillotson, Cooper Bybee, Dan Marley, Doug Milder, Eric Mickelsen, Julie VanLeuven, Kathy Bloodgood, Mary Guyton, Mia Benkenstein, Sharra Nelson, Stefanie Shaddock

Excused: Brad Broschinsky, James Yizar, Joseph Simonson, Michelle Munoz, Sandy Shea

Absent: Allyson Johnson, Ben Mills, Debra Bird, Ryan Faulkner

Call to Order

Mia Benkenstein called the meeting to order at 1:42pm

Minutes:

Minutes from the March 21, 2017 meeting were approved.

Treasurer Report

Our current balance is \$2,234.78. There is \$500 being held for professional development. Also, \$414.86 was charged to Staff Council's index and will be transferred to human resources because it is an Employee Recognition expense. This brings the balance to \$2,149.64. We still need to plan for expenses related to the softball game and binders for new staff council members.

Old Business:

2017 Employee Recognition Luncheon Assessments

We have heard only positive comments about this year's luncheon. Staff liked the photo slideshow so that will continue each year. We were under budget this year by about \$900. We will purchase pins for next year with these funds. A survey was sent last year to get feedback about the luncheon. We may send one this year in May.

Graduation and Staff Council

Allyson is not at today's meeting. Mia will have James contact her to see if Staff Council needs to help.

New Business:

Elections are here and we need your help

We have not received many nominations for open positions. We have 13 open positions and have received 9 nominations, and still have 7 positions without nominations. Sharra will email the list of groups of staff members to Staff Council members and extend the deadline for nominations to May 1st.

Discussion followed about why we are having problems getting nominations. The thought is staff members are busier because of budget cuts and positions not being filled and they do not have the time to commit to Staff Council. Also, the number of external committees that Staff Council has representation on has dropped.

Reply letter to Dr. Ellis regarding sexual harassment

James wanted to make sure everyone saw the letter that he sent to Dr. Ellis regarding sexual harassment at ISU. All council members said they saw it.

1 **Discuss Chartwells and the catering issues for events**

2 Mary was asked by her constituents to see if other departments are having issues with Chartwells
3 catering. The issues are, missing items from the order, the wrong size of item (small coffee instead of
4 large), or incorrect food being delivered. Chartwells has not been refunding for their mistakes. Sharra
5 suggested they start taking pictures. Another suggestion was to contact Cindy with Chartwells to let her
6 know the concerns.

7

8 **Internal Committees**

9 **Bylaws – James Yizar**

10 Not present

11

12 **Events/Marketing – Mary Guyton, Brian Atkinson & Chelsie Rauh**

13 The softball social will be next Wednesday. The announcement was sent to all faculty and staff. We will
14 have hot dogs and water available. There will be free admission and a raffle will be held.

15

16 **Election – Sharra Nelson**

17 This was covered earlier in the meeting.

18

19 **Employee Recognition – Mia Benkenstein & Chelsie Rauh**

20 Nothing to Report

21

22 **Executive Committee – Mia Benkenstein**

23 Thank you cards were signed for Chartwells. Stacey Gibson attended the meeting to answer questions
24 about ISU's sexual harassment policy.

25

26 **Professional Development – Sandra Shea & Brad Broschinsky**

27 Not present

28

29 **Retiree Recognition – Connie Tillotson**

30 Three people have retired. Connie said we still have enough cards.

31

32 **Scholarship – Cheryl Zimmer & Allyson Johnson**

33 The scholarship is \$750 per year and dependents apply through the scholarship office. I Love ISU will be
34 campaigning for donations in the fall. The Staff Council scholarship is able to receive funds through I Love
35 ISU. Kallee Valentine has asked Staff Council to provide staff at the I Love ISU booth.

36

37 A motion passed to offer two scholarships, one for classified and one for non-classified dependents, using
38 the funds that are already being used to fund classified scholarships. The balance of the account will be
39 checked to find out how much more needs to be raised.

40

41 **External Committees**

42 **Disability Services Committee – Kathleen Bloodgood, Joseph Simonson & Eric Mickelson**

43 Not meeting yet.

44

45 **Institutional Effectiveness and Assessment Council (IEAC) – James Yizar**

46 Nothing to Report

47

48 **Parking Advisory Board – Michelle Munoz & Connie Tillotson**

49 There was no quorum at the last meeting. Jaime Lloyd will get a group together to review the quality of
50 T2's appeal process.

1 **Parking Appeals – Brian Kraft, Doug Milder, Ben Mills & Joseph Simonson**
2 Nothing to Report

3
4 **President’s Cabinet – Sharra Nelson**
5 There will only be one more meeting this year. The email was sent today about summer hours.

6
7 **Announcements**
8 Starting the Wednesday following commencement, Staff Council members can see Eric Gordon for their
9 photograph.

10
11 Third Wednesday of the month wear Staff Council Gear.

12
13 **Adjourn**
14 Motion to adjourn made and seconded. Motion passed. Meeting adjourned at 3:14 pm. The next Staff
15 Council meeting will be May 16, 2017 in Faculty Senate Conference Room from 1:30 pm – 3:30 pm.

16
17 Respectfully Submitted,
18 Stefanie Shaddock