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**Idaho State University  
Staff Council Meeting  
February 21, 2017  
Faculty Senate Conference Room, 301 Rendezvous  
Minutes**

**Present:** Ben Mills, Brad Broschinsky, Brian Atkinson, Brian Kraft, Chelsie Rauh, Cody Sparrow, Connie Tillotson, Cooper Bybee, Dan Marley, Doug Milder, James Yizar, Joseph Simonson, Kathy Bloodgood, Mary Guyton, Mia Benkenstein, Michelle Munoz, Ryan Faulkner, Sandy Shea, Sharra Nelson, Stefanie Shaddock

**Excused:** Allyson Johnson, Cheryl Zimmer, Eric Mickelsen, Laura Call

**Absent:** Debra Bird, Julie VanLeuven

**Call to Order**

James Yizar called the meeting to order at 1:34pm

**Minutes:**

Minutes from the January 17, 2017 meeting were approved.

**Treasurer Report**

Our current balance is \$3,307.89. This is a corrected balance. There were two charges listed for Marianne Cowgill on February's report. The second charge has been removed. Pending charges are \$1,000 for the spring development award and \$1000 for the spring social.

James spoke with Brian Hickenlooper. He asked about having carryover funds to award a summer development award. Brian's suggestion was to not carryover funds.

**Old Business:**

**2017 Luncheons Budget Reduction Effective Immediately**

The Employee Recognition luncheon budget has been reduced by Human Resources. HR usually contributes \$10,000 to the luncheon, but this year they will only contribute \$8,400.

**Employee Classification Grouping and Representation**

Human Resources has changed employee classification groupings. Staff Council changed the groupings to match HR's. There is also a concern with electing representatives at the outreach campuses. Since the bylaws were changed it is harder for the outreach campuses to elect representatives because their populations are smaller.

Sharra will lead a subcommittee to take a look at the bylaws to see if a change can be made before this year's election. If there is a major change, the president will need to approve it.

**New Business:**

**Draft strategic plan review by the ISU campus from FEB 15-24**

James asked that we take the time to review the draft of the strategic plan and submit feedback. There is a link to the plan on the Staff Council website.

**Staff Council Website Restructuring**

Joseph has changed the format of the Staff Council website. It has been streamlined so information can be found more easily. Joseph would like everyone to look at the committee pages and provide updates if necessary.

1 **Summer Meetings for Staff Council Members/Committee**

2 Mia asked if there is interest in having summer meetings for the committees. The Events and Professional  
3 Development committees thought summer meetings should continue for them.

4  
5 **Staff Council Photos**

6 Mia will submit a work order to the ISU photographer to have photos taken for Staff Council. Please wear  
7 your Staff Council shirt and vest when having your photo taken.

8  
9 **Add a Staff Council Representative to the ISU CARES Committee**

10 The ISU CARES Committee is adding a staff representative. Sandy Shea volunteered to be the  
11 representative.

12  
13 **Internal Committees**

14 **Bylaws – James Yizar**

15 Nothing to Report

16  
17 **Events/Marketing – Mary Guyton, Brian Atkinson, Laura Call & Chelsie Rauh**

18 Meridian is having a pizza party on February 22<sup>nd</sup> for their spring social. So far 25 people have said they  
19 are attending. Idaho Falls will not have a spring social.

20  
21 **Election – Sharra Nelson**

22 A call for nominations will occur two times before March 31<sup>st</sup> and elections will be held no later than April  
23 15<sup>th</sup>.

24  
25 **Employee Recognition – Mia Benkenstein & Chelsie Rauh**

26 With the budget being reduced, the executive committee looked at ways to reduce costs. The decoration  
27 budget will be reduced and decorations that can be reused for multiple years will be considered. Food  
28 costs can not be reduced. The menu will include beef or chicken and the dessert will be crème brulee.  
29 The gift list has been revised. We will also look at purchasing from New Day, possibly in bulk, to reduce  
30 costs. Mia asked if we should continue the tradition of ordering ISU pins and rockers with years of  
31 service. It was decided to continue the tradition.

32  
33 **Executive Committee – James Yizar**

34 Nothing to Report

35  
36 **Professional Development – Sandra Shea & Brad Broschinsky**

37 All files are on the Lex drive. A decision should be made soon by the committee.

38  
39 **Retiree Recognition – Connie Tillotson**

40 There are no new retirees.

41  
42 **Scholarship – Cheryl Zimmer & Allyson Johnson**

43 Not present

44  
45 **External Committees**

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

47 This is a new committee with new appointees.

48  
49 **Institutional Effectiveness and Assessment Council (IEAC) – James Yizar**

50 The Strategic Planning Draft is out for review. Please submit your comments by Friday.

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

2           James brought up an issue about the parking lot by the president’s office. Parking permits are expensive  
3           in this area. Sometimes it is hard to find a spot because people park in the lot without the correct permit.  
4           A parking arm might help because it would only allow entry to those with the correct permit. The staff  
5           council advisory board and appeals committees will meet to create a proposal.  
6

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

8           Nothing to Report  
9

10          **President’s Cabinet – James Yizar**

11          Negotiations between T-Mobile and the hospital are still ongoing. The building will come down when the  
12          T-Mobile cell towers are functioning at their new location.  
13

14          **Announcements**

15                 Third Wednesday of the month wear Staff Council Gear.  
16

17          **Adjourn**

18                 Motion to adjourn made and seconded. Motion passed. Meeting adjourned at 3:12 pm. The next Staff  
19                 Council meeting will be March 21, 2017 in Faculty Senate Conference Room from 1:30 pm – 3:30 pm.  
20

21          Respectfully Submitted,  
22          Stefanie Shaddock