

Staff Council Minutes

Date: Oct. 14, 2020

Location: Zoom

Zoom: <https://uidaho.zoom.us/j/93449125346>

- 1) Call to Order [1 min] - Chad
2. Attendance [3 mins] - Cari – quorum established
3. Approval of Minutes [5 mins] - Chad
 - a. May 2020 - Approved
 - b. Sept 2020 -Approved
4. Staff Member of the Month [3 min] - Tami
 - a. Elise Kokenge – Administrative Assistant II, Natural Resources & Society and Environmental Science – Attended
 - i. “Elise always has a positive attitude, no matter what else is happening at the university. When I get in touch with her about an issue and she doesn't know the answer, she is quick to find out and get back to me. She displays empathy for other people's circumstances and places a high priority on accuracy and thoroughness, which shows clearly in the quality of her work. I always smile when my phone rings and it's Elise on the other end of the line.”
5. DFA Presentations [40 min]
 - a. Kashable loan benefit – Brandi Terwilliger
 - i. The UI has been partnered with Corestream for several years to offer a suite of voluntary benefits to UI employees that wouldn't be able to be offered otherwise. Kashable is one of these voluntary benefits. This benefit was added due to high employee demand for a loan program through UI. Due to the current budget situation, UI cannot currently offer an in-house loan. This is the solution that was found. 15 employees have already taken advantage of the benefit. There is no kick-back or monetary incentive for the UI; it is an opportunity for an employee to take out a loan that is paid back through payroll deduction.
 - ii. Financial counselling is available through the UI Employee Assistance Program “EAP.”
 - b. Annual evaluation form update – Brandi Terwilliger
 - i. Seeking feedback regarding a possible change to the narrative annual evaluation form. The form currently requires a VP (or designee) executive review and signature. This requires extensive time for each VP/designee during evaluation season. Current options for feedback are:
 - a. Make no changes
 - b. Only require VP signature if evaluation is above or below “meets expectations”
 - c. Remove VP signature requirement altogether
 - ii. Chad will email the options to the Council, along with the form in question, with a due date for feedback. Please speak with your colleagues. Feedback will then be forwarded on to Brandi to discuss with UI leadership. Brandi will return to the Council with the outcome of discussion with leadership.
 - c. University finances update – Brian Foisy

- i. This discussion will be added to the next Staff Council agenda. There are official timelines for enrollment data that are still upcoming that will affect financial reports.
- 6. Proposed 2020/2021 focuses [20 min] - Chad
 - a. Operations manual
 - i. Priority #1 due to recently re-written and approved bylaws. Emily will chair this committee.
 - b. COVID Survey #2
 - i. Previously collected survey data is out of date. New data is needed to be able to accurately advise leadership. Goal of November send date. Recommendation made to add questions involving staff awards/morale and self-care/mental health.
 - c. Staff awards/morale
 - i. COVID happened right during awards season and the planned University Awards event was cancelled. There is some work to be done with this committee; unsure of what was purchased or remaining funds. The committee makeup has changed and is in need of a chair and several new members. An opportunity to re-evaluate the current work of the committee and see what path it should take. President Green is very interested in this effort.
 - d. Self-care/mental health
 - i. How do we help our staff? Committee will be formed, seeking volunteers.
 - d. Compensation- budget
 - i. Market-based compensation – continue advocating for this initiative once the budget situation has stabilized.
 - i. Job descriptions – Despite moratorium on changes to job descriptions, President Green is willing to discuss changes for employees who have had additional duties added to their current role that would significantly change their job description. This would, most likely, include a re-evaluation of current market rate.
- 7. Reports [10 mins]
 - a. Healthy Vandals update – Emily
 - i. Healthy Vandals Campaign – there has been some complacency seen amongst the students regarding COVID precautions. Committee is focusing on reminding the UI community about the campaign. Asking staff to help re-promote the campaign by refreshing signs in offices if they are looking worn.
 - ii. Only 30% of staff requested to take a surveillance COVID test did. If you receive an email inviting you to take a test for surveillance purposes, please do so. Invitations for surveillance testing for next week have already been sent.
 - iii. Flu shot clinic scheduled for Oct. 19 is now full. Working on adding additional campus clinics in the near future. Reminder that you can get a flu shot for free at any local pharmacy through your UI plan.
 - b. COVID advisory committee - Elaina
 - i. The committee is requesting that UI leadership add greater detail to the UI COVID page. Information to include testing protocols, which groups are being selected for surveillance testing, etc.
 - ii. The committee is requesting of UI leadership that a dashboard be added to the UI COVID website. Chad has been invited to speak this Friday at the next

committee meeting regarding the building of the dashboard. Many universities are implementing dashboards, they are a tool for families of students to check in quickly on the campus COVID situation.

- iii. Looking for significant guidance on what to do regarding spring semester timelines. Determining the best path forward for testing and mitigation strategies.

c. Faculty Senate - Charles

NOTE: If you are not receiving Faculty Senate talking points and you work in a college, please reach out to Charles or Ben

- i. Preferred names - There is much work that would have to be done to allow this to happen on the technical side. Dan Ewart helped answer questions. Faculty would like to test using preferred names starting with BBLearn. Moving forward with is widely viewed favorably.
- ii. Morale – Faculty are struggling with the lack of their own ability to decide how to teach their classes (virtual vs. in person). The topic of staff being expected to work in person was brought up as well.
- iii. Election Day holiday – ASUI is campaigning to make Election Day a UI holiday. If approved, the change would not happen this year.
- iv. Spring Semester – discussion of survey results regarding spring semester

options.

d. Elections – Erika

- i. Received numbers of staff composition from HR after ORIP/VSIP elections went into effect. Staff Council is comprised of 1 council member for every 50 staff members. This has resulted in 1 new seat for exempt staff, a reduction of 10 seats for classified staff and a reduction of 1 seat for maintenance/skilled craft/services staff. There will be a ballot sent out to fill the 1 exempt staff seat. A decision was made regarding the 10-seat reduction, these seats will not be filled as council members leave. Once we have vacated these 10 seats, we will begin re-filling.
- ii. Teams page – New Elections and Committees tab at the top. It is kept up to date with vacancies. Currently we have 1 vacancy for maintenance/skilled craft/services with an interested staff member. 1 exempt vacancy and still have a vacancy for the Idaho Fall Center. Christina will reach out to Idaho Falls staff to see if there is a staff member interested in serving on the Council.
- iii. UI Wide Committees - Committee on Committees is working on including staff & students in their annual survey for employees that are interested in serving on UI wide committees. This survey will be sent to all faculty, staff and students annual asking the recipient to select which committees they are interested in serving on. When there is a vacancy on a committee, COC will select a member on file from this survey
 - a. Currently a vacancy on the University Security and Compliance Committee (must be a sitting Staff Council member)

8. Parking Lot Topics [2 mins] - Chad

9. Good of the Order [5 min] - Chad

- a. Please participate in COVID testing

10. Close [1 min] - Chad - 10:38 a.m.

Meeting Guidelines

1. The monthly agenda will be posted in Teams (UI-Staff Council) under the general channel and agenda tab. A copy of the agenda will also be emailed before each meeting and posted to Staff Council's website.
2. Each agenda item will be assigned an estimated time limit. All council members are encouraged to hold the agenda item owner accountable to time and topic integrity.
3. Discussions will spur questions and topics not on the agenda. Those items will be recorded in the topic parking lot section of the agenda and meeting minutes. Items in the parking lot will be reviewed by the Staff Council officers. If the items align with the parameters of Staff Council's mission, they will be added to the next month's agenda as new business.
4. Presentations and subsequent Q&As will be time limited. If more time is needed, items may be posted in the parking lot and presenters may be invited to future meetings. The desired outcome is a presentation specific to topics that align with Staff Council's purpose.
5. If training or long-form presentations are relevant to staff, Staff Council is happy to facilitate brown bag lunches or other such meetings.
6. Committee chairs may request time to present updates. The agenda will no longer allow for round robin reports.