

Staff Council Agenda

Date: Jan. 11, 2023

Location: Zoom

Zoom: <https://uidaho.zoom.us/j/81867983508>

1. Call to Order & Welcome [1 min] - Crystal
2. Attendance [3 mins] – Renee – 23/27 we have a quorum.
3. Approval of Minutes [3 mins] - Crystal
 - a. Dec. 2022 - Approved
4. Staff Member of the Month: Congrats Daniel Urrutia , Res Hall/System Coord., with Housing & Residence and Life.
5. Reports [20 mins]
 - a. Staff Compensation Committee [5 min] -Omni – Met with leadership regarding CEC recommendations which included merit.
 - b. Staff Council Working Group reports [2 min]
 - i. Awards & Recognition – Cari – approaching nomination deadline January 27th, please send out the link, please share out the email that will fourth coming.
 - ii. Wellness – Arlette – Ongoing purpose and need of this committee? Or should the committee disband and reallocate efforts elsewhere.
 - c. Human Resources [2 min] – Brandi – Annual Evals are currently in process, same process as last year.
 - d. Employee Training [2 min] – Elissa – Information will be fourth coming
 - e. Faculty Senate [2 min] – Charles – Haven’t meet, but prior meetings focused on APM 30:16 technology procurement (fulfillment, costs, etc.);
 - f. Elections & University Committees [1 min] – Erika – Needing someone to take the mantle for this committee.
 - g. SC Leadership Report [1 min] – Crystal – Help with direction and where Staff Council is going; OIT communications for the state is currently being built.
6. Parking Lot and Good of the Order breakout sessions [60 mins] - Staff Council Leadership Team Feedback provided by Staff Council Members about Staff Council in breakout sessions:
 - a. Purpose
 - i. What are we hoping to accomplish by being on Staff Council?
 - To be a voice,
 - liaison for constituents in our areas,
 - take part in solving problems and shared governance
 - help out.
 - ii. What do you think Staff council was going to be?
 - Direction was never given possibly new members roles and responsibilities,
 - functionality overview guidance and directions.
 - b. Challenges
 - i. How Can we get more council participation from seated members?
 - Advertise; Meet your Staff Council event,
 - Basics of truly understanding the position,
 - possible mentor/mentee system;
 - reevaluate current members;

- meetings in-person vs. zoom.
- ii. What are the major challenges for making it to Staff Council meetings?
 - Meeting time;
 - workload impacts;
 - Reasonable expectations for Staff planning.
 - Supervisors buy-in.
 - Positions that aren't in an office all or part of the time (traveling, site visits, physical labor jobs)
- iii. What is the major challenge for participating within the meetings?
 - Not knowing the full content presented;
 - possibly having presentations ahead of time to have input.
 - Topic interest
 - Large groups restrict more in-depth contributions/takes up everyone's time to hear one person speak
 - Hesitation with speaking up depending on meeting's attendees and knowing it's recorded
 - Fun
 - Other ways to provide input: surveys, chat, breakout rooms
- c. Impact –
 - i. Do you report back to constituents?
 - Use to and haven't been doing it as often.
 - Who are the constituents?
 - Talking points getting them out to all staff.
 - We should be more visible
 - Nametags
 - Attend events
 - ii. What are constituents' issues?
 - We need to work/improve upon asking these questions (provide verbiage for specific questions to ask constituents).
 - Folks don't know how Staff Council can help them.
 - iii. Did you let your constituents know you're on-Staff Council?
 - Yes.
 - iv. What topics or impacts do you want to see addressed by Staff Council?
 - Kudo program, award recognitions,
 - survey to constituents to see topics needed.
 - Connecting with Senior Leadership effectively.
 - Elevate Staff efforts to a visible place of value.
 - Compensation gaps hurt us all.
- d. Directions
 - i. What topics or impacts to work on moving forward?
 - Focus on current memberships,
 - focus on visibility to UI and our constituents,
 - review current committees see what's working and not working;
 - Bring back the retreat;
 - Possible Staff Council committee for conversations with internal UI units to review processes/procedures i.e. Report out and action items - Staff Council Leadership Team
 - Write job Staff Council descriptions
 - Update the website

- Find a way to be involved in policy updates, reporting line changes/restructuring as/before they are created
 - Find way to connect with Staff and be that voice for solutions.
7. Close [1 min] – Crystal – Adjourned 10:58AM

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 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.