

Staff Council Agenda

Date: April 12, 2023

Location: Zoom

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

1. Call to Order & Welcome [1 min] - Crystal
2. Attendance [3 mins] – Cari – Quorum 17/27
3. Approval of Minutes [3 mins] - Crystal
 - a. March 2023 - approved
4. Staff Member of the Month: [3 min] – Tami – Rebecca Frost, Assistant Registrar to UI.
5. P3 Housing **9:15 a.m. PT** [30 mins] Toni Broyles and Brian Foisy – Research, student success, and telling our story. A significant success is our freshman enrollment. Adding housing for faculty, staff, and postdocs and undergrads on campus.
6. Soft Docs **9:45 a.m. PT** [30 mins] Kenwyn Richards – Replacement of Stellant as well as faculty summer salary contracts. Migration of files are still being processed.
7. Job Families **10:15 a.m. PT** [30 mins] Michael Lambert, Lodi Price, Robin Schumacker – More information can be found: uidaho.edu/job-families; questions can be submitted to: HR-Classcomp@uidaho.edu . Developed for Recruitment processes and enhancing the workflow to help reduce some of those processes. Research and IT are fully online now. Position descriptions/titles are being adjusted due to posting areas for better recruitment capabilities. Transparency regarding
8. Reports **10:45 a.m. PT** [10 mins]
 - a. Staff Compensation Committee [1 min] -Omni – No report
 - b. Staff Council Working Group reports [1 min]
 - i. Awards & Recognition – Cari – Excellence awards on May 4th please RSVP; appreciation and longevity will be shipped by the end of the week.
 - ii. Communications Workgroup – Ryan – No report
 - c. Human Resources [2 min] – Brandi – currently undergoing CEC review.
 - d. Employee Training [2 min] – Crystal – FY23 Supervisor presidential training completed.
 - e. Faculty Senate [2 min] – Charles & Bob – OIT policy regarding phones; TA COGS guidelines concerns; APM 30.16 computer lifespan policy; budget model changes.
 - f. Elections & University Committees [1 min] – Erika- several vacancies need filled from committees, to staff council vacancies. Reports will be ran and reviewed. Leadership roles and involvement is encouraged.
 - g. SC Leadership Report [1 min] – Crystal – Reserve time for Accounts Payable, and the President will be coming May as an open forum. Take advantage of these opportunities.
9. Parking Lot and Good of the Order [5 mins] - Staff Council Members – 1) Comp time feedback /best practices (tempo, struggles, management of accruals, possible changes to elections, etc.) 2) Policy being drafted/edited and how faculty/staff distributions are managed.
10. Close [1 min] – Crystal – 11:00 am adjourned

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.