

Staff Council Minutes

Date: Dec. 11, 2019

Location: Paul Joyce Lounge

1. Call to Order - Chad
2. Attendance – Quorum determined - Diane
3. Approval of Minutes – approved -Chad
4. Staff Member of the Month: Michael Placke - Tami
5. Current Business - Chad
 - a. Follow up on talking points; feedback please – Chad
 - i. General feedback was positive – people liked it - similar to Faculty Senate,
 - ii. Open rate 42% - just less than Newsletter, but similar rate. Need to download images to show open.
 - iii. Will continue to watch and try to improve.
 - iv. Idaho Falls had several voice their opinion – really appreciated the talking points
 - v. Newsletter did include pictures – talking points doesn't include – some like photos. That newsletter took a great deal of time - what is the purpose? What about twice a year? Someone else do it? Idaho Falls volunteer? Social submissions should be more on social media.
 - vi. Privacy – some people are getting off of Facebook.
 - b. Staff Awards discussion – Ian-
 - i. Over several years we have tried to do more for off-campus staff – funds for own ceremony. Still 1100 staff that don't come to awards ceremony. Also budget constraints. We want to use money wisely and responsibly. Working with President's office – will include w/Faculty awards – combined ceremony. What can we do to reach each individual Staff member?
 - ii. Tentative day when this happens – April – May?
 - iii. How does it not take 6 hours? Reduce number of awards. Hand deliver gifts?
 - iv. Photo instead of having people walk across stage? Faster.
 - c. Sponsoring staff member of the month – Cari
 - i. President's office will not order supplies for staff member of the month. Sponsors that Cari has found are the Hub, and the Rec. Center. What is the future of the program?
 - ii. External sources? Community sponsors – someone to reach out? There is a spreadsheet of contacts. Where? Need to be sure that sponsors know that there is limited exposure.
 - iii. Consider a paid day off?
 - iv. Just nice to be recognized. – also current gifts are only for those on campus.
 - v. Post a poster with all the names quarterly around near the office of the people that received them. – Also on digital displays? Tri-State?
 - vi. Have an on campus and off campus staff member of the month?
 - vii. Special email signature?
 - viii. Can set up gift accounts where people can donate money? Kris says there is a staff account gift account that can be used and had ~\$500 in it.

- d. Furlough and voluntary separation Q&A – Wes
 - i. Voluntary furlough – 703 voluntary hours taken. \$30K
 - ii. Furlough is to be used up until June 13th? Still have to arrange time off, just difference in how it is paid.
 - iii. No consideration of mandated furloughs
 - iv. What if you are on soft money? Doesn't affect gen ed, but there is a cash flow consideration.
 - v. Does furlough affect benefits? Health insurance is the same. Does affect retirement, etc.
 - vi. Will not put pressure on people to do it. It is voluntary.
 - vii. Voluntary separation/early retirement 160 or so applications so far. If all that happens, we will have a savings of 8-9M.
 - viii. Deadline is Friday next week. 45 days to consider offer.
 - ix. Information to managers about # of applications may be available as soon as Friday or Monday.
 - x. Once managers find out, is there a process to replace mission critical positions.
 - xi. When will we know about success or not of this initiative? Later.
 - xii. Structure of implementation. If an employee takes this, is it paid out centrally, or from dept. budget? Trina or Brian will need to answer.
- e. The strategies discussed at the last retreat are in process. Time to select the next item - Chad - move to Parking lot

6. Committee Reports

- a. Update in Provost's budget taskforces - Darren and Amber and Jennifer
 - i. Joint committee – Faculty and Staff - 2 meetings – 130 items, scale from 0-5 0 being important, 5 not to be considered. See spreadsheet with color coding. Information that this taskforce provided will go on to the President. All will still be considered. There are a great deal of thought and innovative with new or novel ideas. Written by the chair – words not necessarily the committee's words.
 - ii. Will additional items be considered? Those are being rolled forward, but not being ranked by this group.
 - iii. This is a consultary document - to be used in the decision making process.
 - iv. Time was too short and many comments were biased.
- b. Faculty Senate report - Charles and Ben
 - i. Everyone gets talking points.
 - ii. What did faculty say about the budget taskforce report? Many individual comments. Report is advisory that will go forward. Who is on committee that will make decisions? A lot of unknowns.
- c. Bylaws Committee – Emily
 - i. Met - goal to have something for SC to look at in Spring - to approve next year. Diane Whitney will need to check.

7. Parking Lot Topics – Chad –

- a. Jan. 8 next meeting.
- b. Vendor bids for facilities due on Jan 8. Would be good to discuss. Probably more likely for the Feb. meeting
- c. Bookstore – Texas Book Co. RFP accepted. One employee lost job. Three year contract. \$160K commission/year.

8. Good of the Order - Chad

- a. Staff intake form – Chad – now on SC homepage
- b. Updated Staff Council website – Chad – still in progress

- c. Holiday concert Friday Dec. 13 7 p.m. at Kibbie Dome.
- d. Recommendation for which evaluation form to use? No. Must use one of the options. Narrative form is new, but not required. This is a test for which one is preferred by supervisors.
- e. Cari and Chad will meet with the President on Monday. What do you want to report? Comment from Financial group report. Some wage inflation is perceived in higher ranks. Salaries are higher, not just more administration positions.
- f. New and upcoming freshmen – like to make sure that dependent and staff educational tuition benefits not go away.
- g. Task ranking – executive to faculty ratio or staff? How many VPs do you need?

9. Close - Chad