

August 2015 meeting minutes

Wednesday, August 12, 2015

9:07 AM

Call to order at 9:00 AM

Approval of June 2015 Retreat Minutes

Motion to approve minutes by Ali Bretthauer, 2nd by Kris Freitag. Approved unanimously.

Executive Committee Reports

Vice-Chair - Lisa Miller

Guest speakers have been scheduled. Looking for additional ideas for guest speakers. Please email Lisa with additional ideas. Suggestion: Have IT come in to talk about the new software implementations and updates.

Chair – Greg Fizzell

Nothing to report

Technology – Darren Kearney

Windows 10 is not up and running, but recommend holding off as the IT department have not tested it yet. We can upgrade for free the first year for personal devices, after the one year faculty/staff has to pay to upgrade.

Off-Campus – Angie Sowers

Nothing to report

Communications – Debra Rumford

Not present; nothing to report

Secretary – Laila Cornwall

Nothing to report

Past-Chair – Ali Bretthauer

New Bylaws survey has been added to Qualtrics with changes. Will run by committee, then it will be ready to go out to all staff. To go out on September 15, 2015. Will be announced at the appreciation fair. Andrew suggested having computers set up at the fair to staff to vote.

Roll Call, Determination of Quorum

Absences: Cindy Ball, Inna Popova, Kristin Strong, Patricia Baker, Sue Branting, Creg Empey, Debra Rumford, Irma Sixtos, John Shuttleworth, Adam McKinney, Elissa Keim, Brian Mahoney. Quorum is met.

Advisory/Other Reports

Faculty Senate Rep – Andrew Brewick

No meeting held over the summer. Faculty Senate Retreat is scheduled for next week, then regular meeting after that.

Human Resources – Greg Walters

Online Skills Training for Supervisors coming along. Working on 4 modules, will possibly add a 5th module.

1. Legal & Policy
2. Selection & Hiring
3. Performance Management (Evaluation)
4. Legal Issues
5. Policy Issues

Will most likely be mandatory for all supervisors but will be available online for everyone who is interested in taking the modules.

Appreciation Fair – Amber Wilson

Theme this year is Agriculture Awareness – animal themes. Appreciation Fair Handouts - please see page 5. Planning is going well. Fees have increased this year, but is still reasonable. Great presence and a larger audience than usual.

Appreciation Fair has been changed this year to Vandal Appreciation Fair to include both faculty and staff. We are still looking to add more vendors, so if you have any suggestions please let us know. You can also contact the vendors directly and have them get in contact with us, if interested.

It will be held on Tuesday, September 15, 2015 in the International Ballroom in the Pittman Center from 10 AM – 2 PM.

There will be an “animal walk” and local radio stations will be present. Again, any suggestions or comments for participation, please let us know.

Committee Discussion – Greg Fizzell

Executive Committee

Communications – help needed with the Kudos – staff of the month program

Policy Committee – Chair: Chad Neilson

Enhanced Benefits – Laila Cornwall and Sue Branting

We will come back to this next month.

Vote: Security Compliance Committee Staff representative (New Committee)

Motion to recommend Gary Thomson to be staff rep., 2nd Laila Cornwall

Discussion: He is located in McCall and would have to call in to meetings, this was voiced as a concern.

This is a brand new committee that will be reviewing the policy in regard to the Cleary Act to start out with. Members? Just one from Staff, faculty and general council. They will meet 3 times a year and Gary Thomson would report back to Staff Council.

See Proposal for committee on page 6-7.

Votes: Yes – 19

No – 0

Abstain – 1

Motion passes.

Staff Council Presentation – Kris Freitag

Comparison of old versus new Bylaws. Please see handouts from last month's agenda. Overall summary: Changes from Staff Affairs to Staff Council is positive as it would better reflect who we are and what we represent.

Good of the Order

Janice Todish – The Budget Office paid for the Staff Retreat breakfast. We have had discussion on solicit for funding from individual departments in the past. Would like to bring this up again as we have limited funding this year.

Discussion: we would have to ask for funding for a specific purpose to be more successful. Examples: tablet for secretary to take notes, funding received from the IPO; Retreat Breakfast, funding received from Budget Office etc. Could we put together a list of "wants" to present to individual departments?

Janice Todish will put together something and will share it with the executive team.

If nothing else, break out into Strategic Planning work groups for additional work.

Meeting adjourned at 10:56 AM



**COME ENJOY FOOD, MUSIC,
VENDORS, GAMES AND PRIZES.**

**VANDAL APPRECIATION FAIR
TUESDAY, SEPTEMBER 15
BRUCE PITMAN CENTER
10AM-2PM**

ALL FACULTY AND STAFF ARE WELCOME!

REGISTER NOW!!! Tuesday, September 15, 2015

For the first time, the University of Idaho Staff Affairs Committee invited all **staff and faculty** to participate at this year's Vandal Appreciation Fair. It will be held on Tuesday, September 15, 2015 from 10:00AM – 2:00PM at the Bruce Pitman Center. This fair offers you the opportunity to promote your services, products and resources. There are a number of ways you can participate:

- **We invite you to host a booth** at our event and feature your services, products, sample(s), demonstration(s) and/or resources. Booths are \$50 and cover 2 daylong parking passes, potato bar lunch, table space with two chairs, and accessibility to plugins if necessary.
- **Donate a door prize** for our drawings throughout the event. This is a great opportunity to promote your business to the people who live, work and buy on the Palouse. Prizes and corresponding donors are broadcasted amongst fair attendees every 10-15 minutes.
- **You can be a Gold Sponsor** for the fair. This sponsorship includes a booth in the front of the main stage, special advertising, recognition over the microphone throughout the event, and your logo on the event signage. Gold Sponsorship is \$270. To enable us to accommodate advertising materials, the Gold Sponsorship rate will be due by September 1, 2015.

This year's theme is "Agriculture Awareness" in honor of our local, hardworking agriculturalists. This theme should prove to be both fun and interesting. There is a prize for the best-decorated booth, as voted by staff and faculty. In the spirit of Agriculture Awareness, the Staff Affairs Committee has decided to sponsor a game, a spinoff from the traditional cakewalk for which we are referring to as the "farm walk." Dots with differing farm animals, equipment and plant species, will be placed around the Pitman Center. When the music stops, stand on a dot and wait to hear what is drawn. In place of cakes, vendor door prizes will be announced and given to winners. We encourage everyone to be creative and have fun with your booth décor and offerings!

Due in part to limitations on space and resources, the University reserves the rights to select exhibitors who in the sole discretion of the University, best promote the goals and themes of the Vandal Appreciation Fair. Please keep in mind that space is limited, so registering in advance should help to secure your participation in the fair.

If you decide to host a booth, please complete the **online registration at www.uidaho.edu/staffappreciation no later than September 11, 2015.**

See you at the fair!

Jennifer Baillargeon-Hauck

Jennifer Baillargeon-Hauck
Staff Appreciation Chair
jenniferbh@uidaho.edu or 208-885-6156

University of Idaho
Staff Affairs Committee
www.uidaho.edu/staffaffairs

UNIVERSITY SECURITY AND COMPLIANCE COMMITTEE - Proposal

Background

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the landmark federal law, originally known as the Campus Security Act that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law is tied to an institution's participation in federal student financial aid programs and it applies to most institutions of higher education both public and private. The Act is enforced by the United States Department of Education. Possible consequences for an institution's non-compliance with the Clery Act include:

- A suspension or limiting of the institutions Title IV funding
- The Department of Education may issue a civil fine up to \$38,500 per violation
- The institution may suffer reputational loss due to negative media attention
- Failure to comply with the Clery Act can be used in various litigation matters

Justification/Rationale for establishment of the University Security and Compliance Committee

*The Clery Center for Security on Campus*¹ recommends that institutions formally charter Clery Compliance committees to ensure full compliance with the Clery Act. The formation of such a committee at University of Idaho would both ensure Clery Act compliance and aid the University Office of Public Safety's commitment to creating and maintaining a safe environment for the UI Community and those who visit. Establishing the Security and Compliance Committee would also help broaden awareness of security issues facing the University of Idaho and help enhance policies and programs that support a secure campus environment.

Proposed Charter - FSH 1640.95

The University Security and Compliance Committee (USCC) is charged with ensuring the University's compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), and planning and facilitating activities that support a safe and secure living, learning and working experience. USCC will focus on accurate disclosure (reporting of Clery crime statistics) and implementation of best practices regarding safety policies and procedures. The USCC will conduct an annual review of all reportable crimes prior to submitting crime statistics to the U.S. Department of Education. The committee will also perform a thorough review of the Annual Security and Fire Safety Report (ASFR) prior to its publication.

The USCC shall meet a minimum of three times each year. Topics will include, but not be limited to, the following:

- Review updates to the law, policies and procedures related to security and Clery Act compliance
- Ensure timely collection of Clery crime statistics from applicable jurisdictions
- Recommend enhancements to security policies
- Identify programming efforts and recommend improvements.
- Review crime and disciplinary data to avoid report duplication.
- Conduct a final review of the data elements for the ASFR and recommend policy changes.
- Confirm procedures for distributing the ASFR.

¹ *The Clery Center for Security on Campus* a nonprofit dedicated to preventing violence, substance abuse and other crimes on college and university campuses across the United States

Proposed Membership

Executive Director, Office of Public Safety & Security, Chair – Voting

Staff Affairs - Voting

General Counsel - Non-Voting

Dean of Students Office- Voting

Moscow Police Department- Voting

Two faculty members - Voting

One non-Moscow representative (faculty/staff) - voting

Title IX Coordinator - Voting

EHS Fire Safety Specialist - Voting

Two undergraduate students - voting

Graduate Student - voting

A photograph of a large, ornate brick clock tower at the University of Idaho, captured during a sunset. The sky is a mix of soft pinks, oranges, and blues. The tower features a large white clock face with black Roman numerals and a black frame. Below the clock is a large, multi-paned window. The building has intricate architectural details, including crenellated rooflines and decorative stonework.

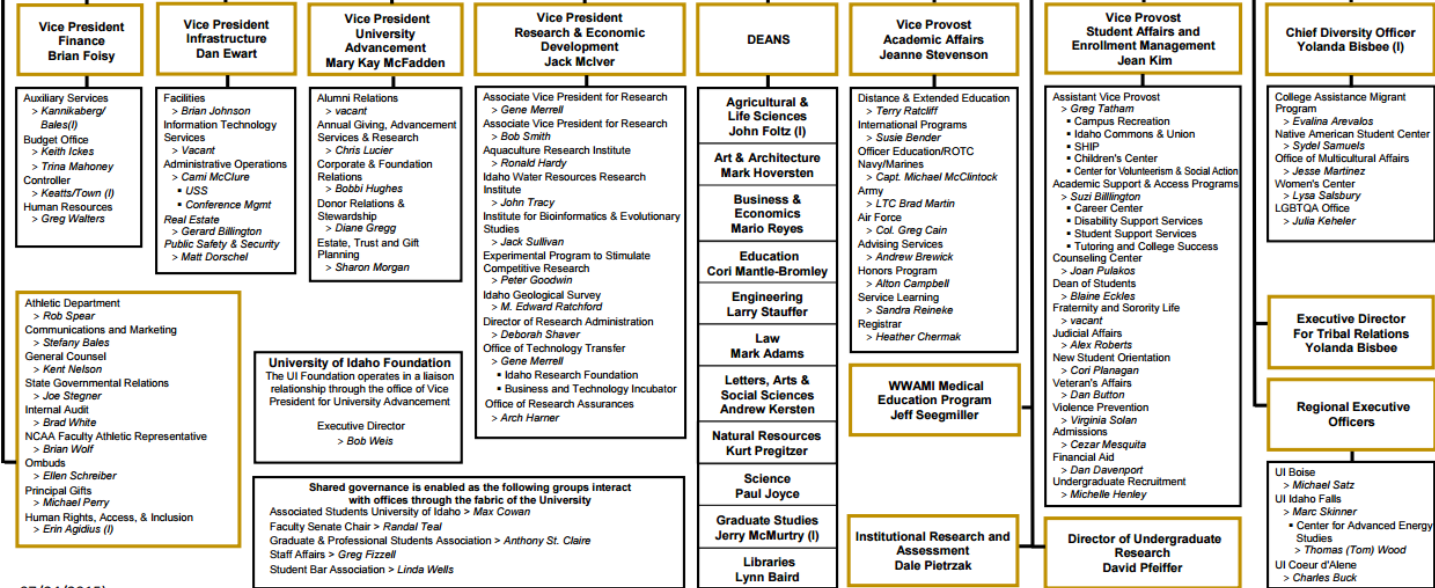
UNIVERSITY ORGANIZATIONAL STRUCTURE



**Board of Regents - State Board of Education
University of Idaho**

**President
Chuck Staben**

**Provost & Executive Vice President
John Wiencek**



rev. 07/24/2015)



BOARD OF REGENTS



Don Soltman
President



Emma Atchley
Vice President



Bill Goesling
Secretary



Linda Clark
Meridian



Debbie Critchfield
Oakley



David Hill
Boise



Richard
Westerberg
Preston



Sherri Ybarra
Superintendent
of Public
Instruction



Policy making body for all public education in Idaho and provides general oversight and governance for public K-20 education.



PRESIDENT – CHUCK STABEN

Responsible for the management of the university and all its departments, including operation of the physical plant and the administration of the university's business activities.



Three groups work with President Staben to fulfill the university's mission and achieve its goals as outlined in our strategic plan:

President's Cabinet, Provost's Council and the Administrative Roundtable.



PRESIDENTIAL CABINET



Provost and Executive Vice President
John Wiencek



Vice President of Advancement
Mary Kay McFadden



Vice President of Finance
Brian Foisy



Vice President of Infrastructure
Dan Ewart



Vice President of Research and Economic
Development
Jack McIver



University Counsel
Kent Nelson

- Report directly to the president
- Meet regularly to discuss and make decisions that relate to overall mission and vision of the institution
- Led by University of Idaho President, the cabinet makes strategic decisions and plans for the future based on input from various divisions that make up the greater university.



Special Assistant to the President
Joe Stegner



Chief Diversity Officer (Interim)
Yolanda Bisbee



Executive Director of University Communications and
Marketing
Stefany Bales



Athletics Director
Rob Spear



Vice Provost for Student Affairs and Enrollment
Management
Jean Kim



Executive Assistant to the President
Brenda Helbling



Presidential Events Director
Kevin Ketchie



PROVOST'S COUNCIL – VP'S AND EXECUTIVES



Vice President of Advancement
Mary Kay McFadden



Vice President of Finance
Brian Foisy



Vice President of Research and Economic
Development
Jack McIver



Vice President of Infrastructure
Dan Ewart



Vice Provost for Student Affairs and
Enrollment Management
Jean Kim



University Counsel
Kent Nelson

- Coordinates the activities of the vice presidents and other senior administration members.
- Responsibility to develop and recommend policy and budget priorities for consideration and action by the president.
- Develops and assures compliance with administrative directives as are reasonable and necessary to support the mission of the university.



Special Assistant to the President
Joe Stegner



Chief Diversity Officer (Interim)
Yolanda Bisbee



Executive Director of University
Communications and Marketing
Stefany Bales



Athletics Director
Rob Spear



Executive Assistant to the President
Brenda Helbling



Presidential Events Director
Kevin Ketchie



PROVOST'S COUNCIL – CONTINUED



Vice Provost
Academic Affairs
Jeanne Stevenson



Institutional
Research and
Assessment
Dale Pietrzak



Executive Director
for Tribal
Relations
Yolanda Bisbee



Director of
Undergrad
Research
David Pfeiffer



WWAMI Medical
Education
Program
Jeff Seegmiller



Regional
Executive Offices
Boise, Idaho Falls,
CD'A



PROVOST'S COUNCIL - DEANS



Agricultural and Life
Sciences
John Foltz



Art and Architecture
Mark Hoversten



Business and
Economics
Mario Reyes



Education
Corrine Mantle-Bromley



Engineering
Larry Stauffer



Law
Mark Adams



Natural Resources
Kurt Pregitzer



Libraries
Lynn Baird



Graduate Studies
Jerry McMurtry



Science
Paul Joyce



Letters, Arts and Social
Sciences
Andrew Kersten



ADMINISTRATIVE ROUNDTABLE



Associated Students
University of Idaho
Max Cowan



Faculty Senate
Randal Teal



Staff Council
Greg Fizzell

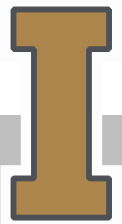


Graduate and
Professional
Students Association
Anthony St. Claire



Student Bar
Association
Linda Wells

Shared Governance



SHARED GOVERNANCE

What IS Shared Governance??

It is a delicate balance between faculty and staff participation in planning and decision-making processes, on the one hand, and administrative accountability on the other.



STAFF COUNCIL

To consider any issue that has the potential to affect the general welfare of employees

- One elected member for each 50 full-time, board-appointed staff from within each paygrade
- Statewide representation, three at large members elected to represent those not at the Moscow campus



STAFF COUNCIL OFFICERS



Greg Fizzell
Chair



Lisa Miller
Vice-Chair



Janice Todish
Treasurer



Laila Cornwall
Secretary



Debra Rumford
Media
Coordinator



Angie Sowers
On-Off Campus
Representative



Darren Kearney
Technology



Ali Bretthauer
Past Chair



NON-FACULTY EXEMPT

- Cindy Ball – Chemistry
- Ali Bretthauer – Academic Support and Access Programs
- Greg Fizzell – McCall Outdoor Science School
- Kris Freitag – Office of Sponsored Programs
- Leslie Hammes – Student Financial Aid Services
- Darren Kearney – ITS
- Chad Neilson – University Communications and Marketing
- Todd Perry – Risk Management
- Inna Popova – PSES
- Stacey Smith – Bridge Idaho/TRIO
- Kristin Strong – Campus Recreation
- Marlene Wilson – Student Affairs/ICSU



ADMINISTRATIVE, TECHNICAL, AND RESEARCH

- Jennifer Baillargeon-Hauck – English
- Patricia Baker – EHS
- Sue Branting – Computer Science
- Laila Cornwall – American Language and Culture Program
- Creg Empey – ITS
- Summer Howard - Parking



- Marty Lunt – CALS
- Lisa Miller – Auxiliary Services
- Debra Rumford – Educational Communications
- Irma Sixtos - Office of Development
- Janice Todish – Budget Office
- Amber Wilson – Human Resources



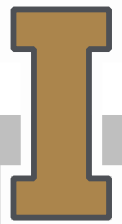
MAINTENANCE, SERVICES AND SKILLED CRAFTS



Maintenance,
Services, and
Skilled Crafts



- Lewis Paul – Facilities
- John Shuttleworth – Housing
- (2) Vacant Positions



OFF CAMPUS REPRESENTATIVES

- Debbie Caudle – Idaho Falls
- Angie Sowers – Coeur D'Alene
- Adam McKinney – Aberdeen
- Brenden McNulty - Boise



Off Campus
Representatives



ADVISORY CAPACITY (W/O VOTE)

- Andrew Brewick – Faculty Senate Rep
- Elissa Keim – Human Resources
- Brian Mahoney – Faculty Senate Rep
- Brian Foisy – VP Finance
- Greg Walters – Human Resources



QUESTIONS?

THANK YOU!



September 2015 Meeting

Wednesday, September 9, 2015

8:59 AM

Called to order at 9:02 am

Guest Presentation: Dan Ewart, VP of infrastructure

Division of Infrastructure update Sept. 2015

Reorganization:

Budget & Planning, Finance & Administration – changed to

- Division of Finance, VP Brian Foisy
 - Auxiliary Services
 - Controller
 - Budget
 - Human Resources
- Division of Infrastructure & Chief Information Officer, VP Dan Ewart
 - ITS
 - Facilities
 - Real Estate
 - Public Safety & Security
 - Administrative Operations
- Institutional Research & Assessment – now under the Provost, Director Dale Pretrzak

Infrastructure People

- Dan Ewart – VP for Infrastructure, Interim VP for Finance and CIO
 - Margo Holthaus – VP Scheduling, AAC
 - Mary George – finance, budgeting, division operations
- Brian Johnson – AVP Facilities
- Matt Dorschel – Executive Director, Public Safety and Security, including EH&S
- Gerald Billington – Real Estate
- Cami McClure – Administrative Operations, including University Support Services

Finance People

- Brian Foisy – VP for Finance
 - Debbie Eisinger, VP scheduling, AAC, Finance
- Greg Walters – Executive Director, Human Resources
- Trina Mahoney – Budget Director
- John Bales and DeeDee Kanikkeberg – Co-interim AVPs, Auxiliary Services
- Ron Town and John Keatts – Co-interim Controllers

Public safety is critical – Public Safety and Risk Management moved to building next to facilities.

Currently working on mission/vision, website, organization chart and many other startup activities. Getting those things together.

University of Idaho

Staff Council

Key initiatives

- Public Safety - video surveillance -being renewed, recommendations in the next month or so. Hope to have it much more enhanced
- Facilities and Real Estate – working on a master plan -needs assessment, need to look at more holistically
- ITS - phone system will be updated, rebalancing initiative from technology perspective
- Administrative Operations - more events on campus will increase more cross-area events on Moscow campus

We are working at getting started as a division, so these only represent a fraction of initiatives underway in these areas

Question: What happened to the CIO position? The search failed with no qualified applications, so Dan Ewart will continue to take on this role

Question: What will be included in the space analysis? Capacity of different buildings, rooms with no current technology, department and classroom needs

Question: what is the timeline on the new phones? The proposed new contract will go in front of the State board at the October meeting. Implementation will be right after that, hope to be done by June next year.

Question: What will the Department Cost be? Cost will be for headsets only, everything will be provided and most departments may see a slight increase in rates. There will no longer be move fees, will be a streamlined process - people will be generally pleased. Features include voicemail that can be sent to email, direct videophone that will increase collaborations, voiceover IP – will be stored in cloud.

Question: Bandwidth? We have the capacity right now, and hope to minimize costs as much as possible!

Question: Has the problems with videoconferencing been included? 3 ½ years, three proposals – don't have a financial solution yet. Currently looking at \$200,000 -600,000 year. Recognize it as an issue

Recognition - Staff of the month

Staff member does not want to be recognized

Strategic Plan Presentation, goal 4 - Summer Howard

Leadership and governance structure within the University of Idaho; also see September agenda packet for slides.

1. Board of Regents
2. President –

University of Idaho

Staff Council

3. Cabinet, Provost Council, Administrative Round Table

We will continue to give presentations throughout the year

Introductions of new members

Roll Call, Determination of Quorum

Absences: Ali Bretthauer, Sue Branting, Marty Lunt, Debra Rumford, John Shuttleworth, Brian Mahoney. Quorum is met.

Approval of August 2015 minutes

Motion to approve minutes by Jennifer Baillargeon-Hauck, 2nd by Darren Kearney. Approved unanimously.

Executive Committee Reports

Off-Campus Rep – Angie Sowers

Nothing to report

Communications – Debra Rumford

Not present, nothing to report

Treasurer – Janice Todish

Budget was sent out with agenda, nothing to report

Secretary – Laila Cornwall

Updated membership forms have been emailed out, please complete and email back to Laila

Technology – Darren Kearney

Nothing to report

Vice-Chair – Lisa Miller

Meeting with President and Vice-Provost to discuss internal hiring. Looked at career ladders and agreed to work on internal hires next.

Departments are now posting jobs for internal hire. Problems found – employees moving from a level 5 position to a new level 5 position has no opportunity for a pay increase.

Proposal is being put forward to allow high priority to re-evaluate and hope to have a resolution later this year.

Chair – Greg Fizzell

During the meeting with the president, staff awards was discussed – discussion went well, but no resolutions yet.

University of Idaho

Staff Council

Nomination/selection process will still be handled by Staff Counsel, ideally it would be combined with faculty awards. Longevity/retirement – the suggestion is, that it will be handled by the institution.

Fair Labor Standards Act - changes proposed by Obama. Will take affect at the new calendar year. Exempt positions must make minimum of \$50,000/yr. If it goes through, the exempt positions on campus must be changed to classified positions.

Question: Can we ask that this be communicated to staff now and not wait until last minute? This will affect leave time/retirement benefits. Law not finalized regulatory change not legal,

Question: How many will this affect? Greg Walters - \$47,000 range... We are talking about 180 employees that would be affected. It will be a couple of months before we will know more. Proposed change will only affect salary, will not affect job duties.

Exempt employees should line up with average salary levels, not responsibilities (job)

Question: Current exempt positions are sorely underpaid - thoughts on bringing salaries up? With 180 people, that could have a huge impact, however if duties are relevant, then they should be brought up. Important to speak to what you know, do not spread rumors.

The new regulation's intent is to protect the employees. Staff Council will be kept informed as we move forward. We are still looking at multiple options.

Advisory/Other Reports

Finance & Administration - Brian Foisy

Introduction - from North Dakota -no connection there. Excited be here – have already met many wonderful people. Has been here 7 days. Living on campus in the LLCs.

Believes in shared governance, which is the best way to achieve the best institutional changes. His role is not to have the answers, but pull from the knowledge of our almost 2500 faculty and staff to find the answers together.

Has an open door policy – available anytime. Sees himself as a liaison between faculty Senate and Staff Council.

Question: what have you established as your current challenge? Human Resources – do not misinterpret, this is high on priority list: faculty/staff retention, compensation, faculty staff leaving for WSU. After 7 days on the job can already feel the pressure to come up with a solution, hope to move forward.

Question: What are you excited about? That he could live on campus and be in the middle of student activity. This is a very exciting group to be around. Learning new things that will stretch him.

University of Idaho

Staff Council

Enrollment numbers - not just about bringing more students to campus, we also have to look at Staff/faculty workload, classroom space, dorms, parking spacing etc.

Human Resources – Greg Walters

Nothing to report

Professional Development – Elissa Keim

Increasing training on campus including required trainings for supervisors. The proposal is a minimum of 1 hr. 45 min. for all employees and additional 3 hr. 30 min. training for supervisors.

Currently putting together modules and hope to deploy for completion to be included in yearly evaluations in February 2016. The proposal covers the basics; repeat trainings every 3 years which is far less time commitment than peer institutions. This is a lot more than just a compliance issue, it is also a retention issue.

Question: Will we be taking classes? Or just modules? Everyone will need to engage. The desire is to be more lean/responsive - the more training the less we have to control. The goal is to cut down time by the Human Resources aspect and we need to be in compliance.

Subcommittees

Vandal Appreciation Fair – Amber Wilson

It will be held on Tuesday, September 15, 2015 in the International Ballroom in the Pitman Center from 10 AM – 2 PM, with lunch starting at 11. We do have lower vendor participation rates this year, but donations have increased. The grand prize - chainsaw

We are still looking for volunteers and request for help will go out in Today's Register. Staff Council will also have a booth and we will need help staffing it.

Message to Deans to allow Staff to participate went out through Register. Refreshing with the new theme this year!

Policy Committee

Haven't met yet

Strategic Plan Goal 2: Staff Empowerment

We are working on finalizing the questionnaire; down to eight questions and will send out via email. We hope to have the survey roll out next month

Barriers to staff involvement - means of communication barriers.

New format of website – has a lot of areas removed from directory, making it hard to find some people on campus.

Strategic Plan Goal 3: Advocate for investments in people

University of Idaho

Staff Council

The group will meet after the Vandal Appreciation Fair - around the 22nd of September. Will discuss focus group selections

Additional Chair Report Items – Greg Fizzell

14th - Staff-wide email will go out to approve new Staff Council Bylaws

15th – will have table with laptops at the fair for staff to vote

Old/New Business

Three new employees, who have only saved up 3.7 hours of vacation time. What should they do since they will not have enough time to take the required time off in the upcoming holiday season? Recommendation: contact Business Consultants in HR for a couple of solutions

Smoke free Campus Staff Council Reps selected - Patricia Baker and Kristin Strong

Good of the Order

Nothing

Meeting adjourned at 10:52 AM

October 2015 Meeting

Wednesday, October 14, 2015
8:59 AM

Called to order at 9:03 am

Recognition - Staff of the month

Kathy Garofano, Administrative Coordinator for Twin Falls Research and Extension Center

Guest Presentation: Dan Campbell, Introduction to Qualtric
Quick Start Guide was attached to last month's agenda on page 23

What it is, how it works and how it can support research

Qualtrics is a tailored survey design tool – survey development tool that is cloud based, save as you go.

Supported by the University of Idaho and is available to all faculty, staff and students. Does have to have an internet connection to use.

You can share the surveys you create, but you cannot share your account. Uses regular UI login credentials to access.

Tailored Survey Design

- Theoretical, conceptual, and practical approach to survey work
- Means to look at the survey design in all respects (function, interaction, design)

Question: What is the industry standards for response rates? It is based on sample size, but does have to have statistical significance. Really depends on how many you reach out to - the more the better.

Qualtrics is a research suite, which is easy to use. It is a cloud based java system. If you hover over the items in Qualtrics it will give a visual description of the different features. The URLs that are created for the survey links are yours forever. URLs can sometimes be very long so it is suggested that you imbed the link (like “click here”) for easier access.

Qualtrics also generates reports of the data collected. This makes it easy to view the results and the data can be imported into Word, Excel, Pdf, and PowerPoint. Survey results can also be shared via web, with an auto update function.

Using surveys is a common, powerful, and popular approach for data collection. It is a great tool, but do not over-survey people. Ask – can this data be collected another way? When was the last time I collected this data? How will I use it?

University of Idaho

Staff Council

If used for research you have to get consent from the participants in order to validate the data collected. Institutional Review Board – get approval before sending out the survey. Go to surveys.uidaho.edu – use regular UI login to log in.

Formal trainings on basics and best practices to come.

Question: Does it have spell-check? Yes. Preview, print in word, spell-check (underlining) disappears when everything is spelled correctly.

Surveys can also be embedded into webpage. Supports the following file formats:

- .csv
- .spss
- .html
- .xml

There are lots of ways to get your data out.

Question: Does it have live reporting? You can share to the web, just have to refresh to get updated info. Live reporting is coming, but we are not there yet. Qualtrics is U.S. based so data is protected.

Question: Can you prevent multiple entries from one individual? Yes, this is found in the options menu

Live tutorials are coming on Qualtrics training.

Strategic Plan Presentation, goal 4 – Creg Empey

Leadership within the University of Idaho governance structure – Ann Thompson was a tremendous resource for this information.

Why have UI-wide policies? The FS handbook was first written in 1949 and the first edition was published in 1974. Initially it also contained the administrative procedures manual, this is now a separate document.

APM and FSH are used together. Context – top down policies

Change process: policy not static – living documents that are continuously scrutinized, debated and updated. It is Ann's job to track these changes. Some policies require Regent's approval. Everyone who has a stake in the policy will be provided an opportunity to review changes.

This can also be found here: www.webpages.uidaho.edu/uipolicy

Question: was there any surprises when researching this? Yes, there is a common misconception that the APM is easier to change and that is not the case. Both are subject to the same process.

University of Idaho

Staff Council

Roll Call, Determination of Quorum

Absences: Kris Freitag, Leslie Hammes, Chad Neilson, Kristin Strong, Marty Lunt, Debra Rumford, Brian Mahoney. Quorum is met.

Approval of September 2015 minutes

Motion to approve minutes by Sue Branting, 2nd by Andrew Brewick. Approved unanimously.

Executive Committee Reports

Off-Campus Rep – Angie Sowers

Nothing to report

Communications – Debra Rumford

Not present, per email –

A couple of thank you to...

- Summer Howard for taking over the Staff Recognition program and is doing a great job.
- Angie Sowers for compiling & organizing contents for the monthly staff newsletter.

Reminder, since Staff Council represents the UI, we should utilize the University's branding and Style Guide to have a consistent style, grammar and use common university terms when communicating to the UI community. The Style Guide can be downloaded from the University Communications & Marketing website under the Brand Resource Center, Editorial Guidelines or just Google "University of Idaho style guide" and it will get you there.

Please use the new UI Staff Council logo found on the shared drive

Savannah Tranchell requested that any communications sent to ALL UI staff, faculty or students, should be sent to her for proofreading prior to being sent, in having a consistent voice in our communication to the UI community. If you rather send your communications to Debra to forward, let her know.

Treasurer – Janice Todish

Budget was sent out with agenda, nothing to report

Secretary – Laila Cornwall

Still waiting on a couple more updated membership forms, please complete and email back to Laila

Technology – Darren Kearney

Nothing to report

Vice-Chair – Lisa Miller

Nothing to report

University of Idaho

Staff Council

Chair – Greg Fizzell

Staff awards – was approved by president Stben to include in the evening of excellence. It will still be our responsibility to solicit nominations, then pass on to Kevin

The Longevity and Retirement pieces will be handled by the institution.

Who is interested in taking on Staff Awards?

Chair: Summer Howard

Committee: Janice, Lisa, Irma, Stacey, Bekah

Web-person: Chad? Monte?

By-law changes – Ali will email, Creg Empey will start the process for final approval.

Advisory/Other Reports

Faculty Senate Rep – Andrew Brewick

Reminder of mandatory training modules – also see p. 6 of September meeting minutes. There was also discussion on developing a test to ensure retention of faculty/staff – considerable update next month on this.

Finance & Administration - Brian Foisy

On a mission to get things done, but also understand that people want to be involved. Is finding a balance.

The mandatory supervisory training was very well received by faculty senate. Making the training available early for new staff. Would still like to run it through Provost council (dean etc.) Moving forward.

Question: Timeline? Not all the modules are ready to go. There will be web trainings for all employees. New employees will have about 2 hours of training that must be completed in the first 90 days. Current employees will have 1 year to complete the training. Training modules must be redone every three years.

Human Resources – Greg Walters

Requesting vote of support on the mandatory employee training.

- New employees will have 6 hours of training to be done within 90 days
- Current/continuing employees will have 4 months to get the training done

Question: Will there be auto-reminders for renewals? What will the ramifications be? Will it be tied to CEC? How is a supervisor defined?

As many as 1,000 people who will the to take the supervisory training.

Affirmative action people – should also be required to take supervisory training, even if not categorized as supervisors. Good point.

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Staff Council

PDL will receive notices when renewal deadline gets close. This training is critical and needs to be done; should be part of the evaluation process and tied to salary increases. Would favor a work-up approach to getting it done. Should also be the supervisor's job to make sure it is done.

Communication to go out to all of campus - should communicate that this is an investment in you (the employee). **Suggestion:** Empowering the staff – add performance management component to the training. This is currently included in general terms in the new employee modules.

Question: Who is building the modules? PDL is working on building the modules at this time.

Motion by Andrew Brewick to shift the Safety, Security, & Risk module to make it required for all employees, not just supervisors.

HR can facilitate that Affirmative Action people are included in the supervisor training.

Question: Do we have any AAC training in place? Not at this time. Trainings can also be assigned by their supervisors. Looking for consistency across the university in all AAC roles.

These modules are not the save all, be all. They are specifically targeted towards a specific group. This also includes PI's (faculty who supervise).

Motion to approve required employee trainings as presented with the shift of the safety, Security, and Risk module to all employees by Andrew Brewick, 2nd by Jennifer Baillargoen-Hauck. Approved unanimously.

Motion for Staff Council to endorse the proposal by Andrew Brewick, 2nd by Ali Bretthauer. Approved unanimously.

Fair Labor Standard Act overseen by Obama – 2014 memorandum – making more people eligible exempt staff.

2016 proposal – exempt staff with minimum of making \$50,000/yr. More to come in January-April 2016. With salaries at the level they are no, Greg is guessing the limit will be set somewhere around \$47,000/yr, not \$50,000/yr.

It is estimated to affect about 165 positions which will affect overtime pay, ORP Program retirement – exempt staff, classified in PERSI. Annual accrual is also at a different rate for exempt staff.

Retirement is an issue. Current action – employee is allowed to stay in same retirement group. Past practice support this – grandfather individuals in, but need support from state board

This will also affect duties – compliance will be looked at as well. Will need to get help from outside consultant.

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HR does not set the salary tables. Nothing is being done currently, HR is just trying to assess the impact if the proposal goes through. How we can minimize impact to current employees that this will affect – that is the commitment.

Everyone is bracing for the wave of compliance. A third party to evaluate that is non-biased, not the same consultant as last time

Staff council appreciates the transparency as this process plays out.

Question: budgetary means to raise the salary to stay in compliance? People on campus in general are underpaid – would have to be considered on a case by case; as an institution we are far below market value so we may have the ability to do this... there is no easy answer and it will required an evaluation. More to come on this.

Professional Development – Elissa Keim

Training modules will be piloted this call and you can sign up to participate.

Subcommittees

Policy Committee – Lisa Miller

Group met. Letter from faculty senate. Made revisions – evaluating academic administrators to become more inclusive – goal is to simplify.

Strategic Plan Goal 2: Staff Empowerment – Patricia Baker

Survey is to go out in the next month to all staff.

Strategic Plan Goal 3: Advocate for investments in people

Nothing to report

New Business

Healthy Holiday Challenge – Janice Todish

- 3 categories/winners
- Staff Council to fund luncheon \$180?
- Budget – yes we have the funds to support

Last year SC funded just one team at \$50

Motion to fund luncheon out of SC funds of \$180 by Amber Wilson, 2nd by Darren Kearney.
Approved Unanimously.

Help facilitate awards – to go back to ask departments for help for prizes

Beyond awards

Will table this item until next month's meeting due to time

University of Idaho

Staff Council

Good of the Order

Survey went out – Benefits advisory request – please encourage co-workers to complete

Health fair is from 1-5 PM

Meeting adjourned at 11:11 AM

November 2015 Meeting

Wednesday, November 11, 2015

8:59 AM

Called to order at 9:00 am

Recognition - Staff of the month

Matt Kitterman, ITS

Guest Presentation: President Chuck Staben

Is hoping to have an informal discussion today. Wants to discuss the strategic planning process, centering communication around:

1. Transformative Education
2. Ideas that matter
3. Building the UI team

1. Transformative Education

Idea behind transformative education is to uphold level of education while offering education to more people, which is a long-term problem for this state.

Open enrollment opportunities, take next steps. Idaho is the only state that has a K-20 public system. This means that we have “access” to High School records.

Enroll Idaho Information sessions was held in 43 locations across the state. Not as successful as hoped but a great learning opportunity for what to do different in the future. Had a lot of press coverage.

Direct Admit Letters were sent out describing path students can take including admissibility to different Idaho colleges based on GPA.

Cost and perception of cost.

2. Ideas that matter

Emphasize our role as a research university. Our university does a lot of research that has a major impact – example – Ag. Extension

Engaging students in research. \$300,000 set aside in to the vandal ideas project, which is meant to be interdisciplinary in nature.

3. Building UI team

VP folks to lead the team – we are starting to see the momentum from that. The new VP team is a breath of fresh air.

The team is working on:

- Rebuilding trust
- Examine current policies

University of Idaho

Staff Council

- Address compensation for all employees – goal to be at 100% by 2025 – which will require resources
- Allow staff/faculty to feel valued and listened to by re-examining practices

This is truly an exciting time for the university,

Question: If students are automatically accepted, do they still have to fill out an application? They are accepted, but to be admitted, we need to have a little more information, so they will need to fill out the application retrospectively. We will review how well this goes this first time around and make any needed adjustment for next year. We are building the plan and flying it at the same time.

Question: What are we up against? – both statewide and institution barriers? Low percentage of Idaho college age kids going to college. There is a perceived cost barrier and folks do not see college as part of a life plan.

There is about 5,000 college age people who meets the admission standards in Idaho who does not go to college. Idaho is at about 50% of college age people going to college. Trivia: State with the highest rate is Mississippi at 80%. That is our aspirational goal!

Idaho has slipped dramatically in per capita income, currently 49th. Educating people will help improve that.

Question: Idaho resident rule – parents claiming on campus. If student would be allowed to be independent from their parents? A potential barrier is a lack of financial support available from parents.

This issue of financial independence is being reviewed by the State board. Educational support 50% and up must be paid by self. Residency is completely separate to financial aid.

Question: In general terms – Ideas from staff/faculty, how do we get them to upper administration? Go through hierarchy paths. The president also has open office hours and everyone is welcome to stop by. It is usually pretty lonely during these times...

Open office hours schedule is posted on the president office website. It does change due to very irregular schedule so check the website first.

Idea – to have an online suggestion box?

Question: Numbers for Enroll Idaho? CDA – 31 students, 70 total. Driggs – 7, Nez Perze – 3 (only 7 seniors) Other numbers are still coming in.

Students showing up are already pretty highly motivated to go to college. We want to reach out to the “other” students who do not have college on their radar.

Student visit procedures have improved greatly, but we have a lot more work to do.

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Question: With this new program, is the University still working with the High School Counselors? Yes. The penetration and usefulness of this information to the counselors still needs to be evaluated.

Question: With changing Idaho's college going culture what about additional academic and support needs for retention and graduation? Current retention of High School students is 8-%, which is slightly up. We are looking at current strategies within institutional control.

Early alert – 3 weeks into the semester, reaching out sooner, making resources available to helping these students.

We need to implement more steps to help with this, but it will require a change in our faculty culture. There are a lot of steps we can take, but it would be impossible to implement everything at once.

Question: What about improved career services? A majority of our students are residential traditional students, dealing with a lot of changes. 1st acclimating to college, 2-4th – defining who they are and develop a career plan. High touch cultural advising.

Non-majority students – higher retention, lower graduation rates
White – lower retention, higher graduation rates

This is mostly based on financial. The benefit from a financial point of view is to graduate – best investment.

25 year olds today will be less educated than their parents – this is the first time we will be in this position in the U.S. This is not a good strategy.

Question: Any thoughts on what happened at the University of Missouri this week? (the President and chancellor resigned, diverse student population) Reaction: Don't know what the racial situation was really like. He probably did not engage in the issues but chose to ignore it. The fact that the football players were on strike is fascinating. It is kind of scary that your football team can make you resign.

You should resign or lose your job because of how you handle issues not because of treats from the football team – chilling.

Was not ignorant, discriminatory. Not a friendly situation – it is tough, but it was a situation to help us all reflect on where we are at institutionally to be more inclusive.

Question: Will this set a future president for future pressure from athletics? Interesting – students stepping up is absolutely important. Athletics is a very visual department at most universities.

Roll Call, Determination of Quorum

Absences: Bekah Miller-MacPhee, Stacey Smith, Jennifer Baillargoen-Hauck, Sue Branting, Debra Rumford, Irma Sixtos, Angie Sowers, Brian Mahoney. Quorum is met.

University of Idaho

Staff Council

Approval of October 2015 minutes

Motion to approve minutes by Lisa Miller, 2nd by Andrew Brewick. Approved unanimously.

Executive Committee Reports

Off-Campus Rep – Angie Sowers

Not present, nothing to report

Communications – Debra Rumford

Not present, nothing to report

Treasurer – Janice Todish

Nothing to report

Secretary – Laila Cornwall

Still waiting on a couple more updated membership forms, please complete and email back to Laila

With Ali Bretthauer leaving the university, we now have one exempt position open on Staff Council. Please email Greg Fizzell if you have anyone in mind to fill the position for the rest of this term.

Technology – Darren Kearney

New phone system was approved – will hopefully be in place by/before the next fiscal year

Vice-Chair – Lisa Miller

Nothing to report

Chair – Greg Fizzell

Classification task force – Ali Bretthauer was chair of that committee. With her gone, Lisa has graciously offered to take over. We have had two meetings so far – focusing on what we want to accomplish which includes support of direction Brian Foisy is taking.

Advisory/Other Reports

Faculty Senate Rep – Andrew Brewick

Direct response to Faculty Senate Questions – up all salaries in 10 years up to market value. UI currently at 80%. \$17.1 Million short, closer to \$20 million moving forward.

Increase enrollment – heartened to learn that this is still a #1 priority by our leadership.

College of Education PhD approved. Not able to use the staff benefit for this degree. It is a completely self-funded program.

Provost gave an update on the strategic plan, needs to be in front of the board in April so is lead by the provost. The website is to be up later this week.

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Staff Council

Focus for the Future not well received by State Board. We need to have sound information in order to make informed decisions. More transparency – program prioritization. We will no longer use Focus for the Future terminology.

Fringe rates –

- 39.2 % for staff
- 31.6% for faculty
- 2.5% for students

Growing pains – 4th group, no benefits eligible. Effective in 2 years – July 2017

Question: \$20 million short, is that in today's \$? \$17 million short is in today's \$ ~5% of overall budget. It is a big number. Competing priorities. Need for increasing pay for TA.RAs. So how do we accomplish this? What do we have to put on hold? This is just a ballpark number to give people a sense of the problem. The state of Idaho has the lowest per capita in the nation, which will affect funding from the state to increase salaries. The growth Idaho initiative – is it worth it? We need to do something to increase worth of living in Idaho.

Finance & Administration - Brian Foisy

Had the State Education Audit meeting yesterday. Lessons learned – retirement concerns, but preferred solution would be to grandfather current employees in. CFO of State Board is working on legislation – they are moving on this at the state level. To change Idaho Code and legislation. More to come, but was a very positive conversation.

Professional Development – Elissa Keim

Majority of the training modules will be available prior to Thanksgiving break so will be moving ahead with communication to all staff. Things are lining up and are moving quicker than expected. Affirmative action – just had a meeting today to inform.

Would be great to go out in the Staff Newsletter. It would also be helpful if we can carry the message forward that this was a request from staff – not dictated by the Administration.

Strategic planning committee – met last Friday. Aggressive timeline. Will have ample opportunity for public comment through town hall meetings. Please participate. Please contact Elissa if you have ideas you want to discuss. The committee is starting from scratch, so this is your chance to participate.

Human Resources – Greg Walters

Nothing to report

Subcommittees

Policy Committee – Lisa Miller

Nothing to report

Strategic Plan Goal 2: Staff Empowerment – Chad Neilson

Survey is to go out this week to all staff.

Strategic Plan Goal 3: Advocate for investments in people

Nothing to report

Awards – Summer Howard

Committee met with Kevin Ketchie – concerns. The recommendation is to not hold both staff and faculty celebration at the same time. Maybe concurrently – (Staff AM, Faculty PM).

Retirement/longevity 0 lack of support from HR

Faculty celebration already has 300 participants and tickets are \$20.00. Does not foresee a lot of staff participation from staff, but hope to do both in the same day.

Question: Compensation so participants do not have to pay (currently done for faculty participants who are receiving an award)? We do not have the funds to do that, but it is assumed that staff would be treated the same.

Greg Fizzell – wanted the UI Community to celebrate this event – hoping to achieve this by bringing both groups together.

The faculty awards reception – reaches a smaller group, by combining both it will definitely change the tone.

The retirement/longevity piece handled by Greg Fizzell and Lisa Miller. The campus community does not understand that Staff Council does not manage this piece. Planning will start in January. We had maximum attendance last year, however, the longevity piece was not successful.

Strong feelings? Big changes are proposed. Culture of the two events are very different. Staff already feel inferior to faculty and we may send the wrong message by combining the two.

Staff making staff feeling exceptional is important. We want the president to be there. Kevin, full participation and level of effort? He said, he would help with anything we need him to do. He will help facilitate the program, food, and make it a presidential event.

HR to do the calculations for longevity - that point came across nice and clear. General consensus is to move forward with Kevin with it being a separate event. Greg Fizzell will send out an email survey style

New Business

Healthy Holiday Challenge – Darren Kearney

10% of people are veterans.

Meeting adjourned at 11:10 AM

University of Idaho

Staff Council

Special Meeting called by Brian Foisy

Friday, December 4, 2015

9:30 AM

University of Idaho

Staff Council

SPECIAL MEETING AGENDA

Friday, December 4, 2015. 9:30 to 10:30 a.m. Idaho Commons Panorama

Off-Site Connection: Lync access available via emailed invitation

- I. Call to Order.....Fizzell
- II. Roll Call; Quorum Determination.....Cornwall
- III. Guest presentation – internal hiring practices.....VP Finance – Brian Foisy
- IV. Good of the Order
- V. Adjournment

Called to order at 9:33 AM

Roll Call, Determination of Quorum

Absences: Leslie Hammes, Todd Perry, Inna Popova, Stacey Smith, Patricia Baker, Debra Rumford, Amber Wilson, Adam McKinney, Brenden McNulty, Brian Mahoney. Quorum is met.

Guest Presentation: Brian Foisy

This is not an emergency, but appreciate the council's willingness to meet. Pressure to clarify institutional practice and the goal is to have it done by January 1, 2016.

What happens now?

Handouts:

University of Idaho

Staff Council

Scenario 1

| College of Dentistry | |
|----------------------|---------------|
| Admin Asst #1 | Admin Asst #2 |
| Terry Smith | Pat Jones |
| 33200 | 31600 |
| 8 Years | 6 Years |
| College of Pharmacy | |
| Admin Asst #1 | |
| Casey Brown | |
| 28700 | |
| 5 Years | |
| Latah County | |
| Admin Asst #1 | |
| Val Peterson | |
| 34400 | |
| 7 Years | |

| College of Dentistry | |
|----------------------|---------------|
| Admin Asst #1 | Admin Asst #2 |
| Terry Smith | Vacant |
| 33200 | |
| 8 Years | |
| College of Pharmacy | |
| Admin Asst #1 | |
| Casey Brown | |
| 28700 | |
| 5 Years | |
| Latah County | |
| Admin Asst #1 | |
| Val Peterson | |
| 34400 | |
| 7 Years | |

| College of Dentistry | |
|----------------------|---------------|
| Admin Asst #1 | Admin Asst #2 |
| Terry Smith | Val Peterson |
| 33200 | 35000 |
| 8 Years | 0 Years |
| College of Pharmacy | |
| Admin Asst #1 | |
| Casey Brown | |
| 28700 | |
| 5 Years | |
| Latah County | |
| Admin Asst #1 | |
| Vacant | |

Same Class

Scenario 2

| College of Dentistry | |
|----------------------|---------------|
| Admin Asst #1 | Admin Asst #2 |
| Terry Smith | Pat Jones |
| 33200 | 31600 |
| 8 Years | 6 Years |
| College of Pharmacy | |
| Admin Asst #1 | |
| Casey Brown | |
| 28700 | |
| 5 Years | |
| Latah County | |
| Admin Asst #1 | |
| Val Peterson | |
| 34400 | |
| 7 Years | |

| College of Dentistry | |
|----------------------|---------------|
| Admin Asst #1 | Admin Asst #2 |
| Terry Smith | Vacant |
| 33200 | |
| 8 Years | |
| College of Pharmacy | |
| Admin Asst #1 | |
| Casey Brown | |
| 28700 | |
| 5 Years | |
| Latah County | |
| Admin Asst #1 | |
| Val Peterson | |
| 34400 | |
| 7 Years | |

| College of Dentistry | |
|----------------------|---------------|
| Admin Asst #1 | Admin Asst #2 |
| Terry Smith | Casey Brown |
| 33200 | 35000 |
| 8 Years | 5 Years |
| College of Pharmacy | |
| Admin Asst #1 | |
| Vacant | |
| Latah County | |
| Admin Asst #1 | |
| Val Peterson | |
| 34400 | |
| 7 Years | |

Right now the understanding on campus is that if you apply for a similar job (same pay grade), then you cannot get a pay increase.

Departments can offer up to 1/3 of the pay grade, which can create an equity problem. Could piss off other staff in similar positions as new candidates are being offered more than what staff is making who have been in the position for a long time.

UI is willing to pay more for staff with fewer qualifications and less experience.

The proposed communication to go out to all UI employees is that Supervisors are free to discuss compensation with all qualified applicants. Internal and external candidates should be treated the same. Departments should offer the best salary they can. There should be no differential treatment.

We will still have the equity problem with other employees – this is not part of the communication.

University of Idaho

Staff Council

Scenario 1 happens right now. Internal candidates do not apply for other jobs on campus because they believe that they cannot get a raise with the change in jobs.

The proposal is not to deal with the equity, but rather to propose no differential treatment of internal/external candidates.

Question: Would departments be able to go above the 1/3 in salary range? This is a completely different issue that yes, also needs to be addressed. This proposal is to suggest treating internal/external candidates the same.

Question: Anything preventing the “Terry Smith’s” to apply for the position? If we have a system that encourages Terry to apply for the position (both positions are the same in this scenario), then we have a broken system. Would not encourage but rather the system should be fixed. Again, this is a separate issue. Does not make sense to play musical chairs in this situation.

Question: Our department cannot get applicants, so cannot fill the vacant positions. This has resulted in having to bump up the pay in order to get qualified applicants, so now the job is less, but pay more than other current employees are making. What can we do here? This is the equity problem again. Growth of the institution, more students drives the financial impact of the institution. We are not market competitive. The short-term goal is to stop angering the “Casey Brown’s” of the world.

Question: When approved, what is the plan to communicate this to all of campus? There will be a communication that will go out to all employees. The goal is to build the team; create a culture that is conducive to building the team.

Greg Fizzell – let us please limit the discussion to leveling the playing field.

Question: Say Terry is happy, but now you hire a new employee at a higher rate? Either scenario will piss Terry off.

Question: What about the unwritten rule that current staff can only receive a maximum of 5% of what they currently make, when taking a different position on campus? This proposal would alleviate the limitations to any percentages.

Question: Will this also include current searches? What if they are already at the 1/3 of the salary? 1/3 is the practice. We do have the opportunity to negotiate the salary through the provost, the question should be is the supervisor willing justify going beyond the 1/3 on the scale.

Motion to approve and support this memo as we understand it by Andrew Brewick, 2nd by Darren Kearney.

Comment: Vote of appreciation of our new leadership to start to address these issues. Thank you!

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Staff Council

This is step 1 of a very long process. Long-term goal is to address and fix other HR issues as well such as equity, market value problems. There is institutional pressure to fix these “broken” problems on campus.

Question: Is there a timeline in place if we approve this proposal to address the other HR problems? Upper administration understands that this is an issue and we will continue to work on this as effectively as possible. Next step is to create the tools to address these problems. Upper administration is anxious to deal with it but we need to have the tools in place to do it right.

Vote: Approved unanimously.

To go in front of the President’s council on Monday.

Meeting adjourned at 10:40 AM

December 2015 Meeting

Wednesday, December 9, 2015

8:52 AM

Called to order 9.06 AM

Recognition – Staff of the Month

Derek Zimmerman is the journeyman carpenter for Facilities. He has been recognized for his outstanding work, going above and beyond in helping others and making the University of Idaho a great place to work and learn. He is fabulous and sticks with it till the job is done.

Guest Presentation: Julia Keleher, Director of LGBTQA Office

Mission is to provide safe and welcoming place for everyone. Knows how insulated it can be as a former gay student on campus. Currently serve 400 students; 40-50 constant/similar students.

Micro lounge available that can seat about 5 students comfortably. It currently has about 50 uses per week. Mostly for lunches or a safe place to do homework. This lounge provides a need, it is a dedicated space where they can be themselves.

Trainings:

- Safe Zone Training Program (2 hours) – training across campus for staff/faculty.
- Transgender Training – this is the largest group on campus. The LGBTQA office provides resources, example: locker room
- Cultural Competency Training with the Women's Center
- National Coming Out day – early October
- Programming focused on inclusive and safe activities
- Lunches
- Monthly Dinners
- Takes students to regional conferences – Co-op with WSU

Strive to meet with the student when they first come to campus and throughout their time on campus.

Question: How do you connect with freshmen? A lot of times I am just there. Making sure that my name is out there. We are at the Ice-cream social during Palousa Fest.

Question: How is your program funded? It is 100% student fee funded.

Question: Adequate awareness on campus? Students tend to be comfortable on campus, but there is always room to grow for trans-gender. Examples: preferred names in bblearn, Banner etc. SHIP student health insurance does not offer transition costs, so it is out of pocket for these students. This is not available in the community either.

In general, we are pretty on par. In some areas we are ahead of the curve.

University of Idaho

Staff Council

Question: Worked with parents? No, usually we work with the student and help them come out to their parents. Fears of being financially cut off and the office does have a scholarship set up for emergencies \$500-\$2,000, but have not had to do much of this. We do get parent concerns about safety and campus climate. We are fortunate to not have a lot of hate crimes.

Question: Inclusive environment at the Rec Center ei. Locker rooms? We do have ongoing talk about h even the name of a room, lawsuit – trans-gender, male wanted to use the female locker room. Resources can be provided to assist the rec center to be more inclusive. A lot of it is signage – building awareness. The Trans-gender Clearance House – has resources available on best practices and rules. Access to restrooms, part of Title IX; K-12 restroom issues being reviewed. Problem when they are being barred from using it. The need for a gender neutral space – it will be interesting to see how things develop as the discussion continues.

Question: What kind of data are you working with for support? Hard data is difficult to find. A lot of it has to do with the campus climate.

Thank you for doing this critical work. 10 years ago, students coming out was sent to the counseling and testing center. These programs have done a lot to make the campus more inclusive.

Roll Call, Determination of Quorum

Absences: Leslie Hammes, Chad Neilson, Todd Perry, Inna Popova, Stacey Smith, Debra Rumford, John Shuttleworth, Adam McKinney, Brian Foisy, Greg Walters. Quorum is met.

Approval of Minutes

November 11th meeting minutes

December 4th Special Meeting minutes

Motion to approve meeting minutes as written by Andrew Brewick, 2nd by Summer Howard

Vote: Approved unanimously.

Executive Committee Reports

Communication – Debra Rumford

Debra Rumford not present, presented by Summer Howard – we received 40 Kudo for the year. The Newsletter has a 1% link click rate

Treasurer – Janice Todish

Staff Appreciation Fair cost a little more this year. SODEXO reduced their bill by \$500, we received \$500 from the President's office and the dessert (\$300) was provided by the Provost. We managed to break even. Looking at doing something different next year, and would welcome thoughts/opinions for how to make it better in the future.

Award/longevity – looking at separating it out and maybe add longevity with appreciation fair? The conversation is still in the President's office – a lot of decisions to make yet.

Question: What is the problem we are trying to fix? Having a hard time to find enough vendors as there is a lot of events going on around the same time. We need to re-strategize on timing. Would like to

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Staff Council

have it be it's own event, so are looking at maybe spring. The committee did a really wonderful job getting donations.

Consensus is to keep it as a separate event, it is just a matter of looking at the logistics in timing. September?

Signature Staff Council event in both semesters – make sure it does not conflict with other events. County Fair to think of as well as Palousa Fest. Will put on the agenda for January for further discussion. Concerns were mainly about the timing.

Off-Campus Rep – Angie Sowers

Nothing to report

Secretary – Laila Cornwall

Nothing to report

Technology – Darren Kearney

Phone system is on it's way in January. There will be demo phone at the helpdesk this week, and anyone can come take a look at them. Contract with Frontier ends this summer. For more information check www.uidaho.edu/phones

Comment: Sat through the presentation yesterday and they are really cool.

Trying to simplify the billing. All the phones that will be available will be displayed this week. More presentations will be coming.

Encourage all staff/faculty to run patches on their computers.

Vice Chair – Lisa Miller

Three Ombuds candidates are being brought to campus. One next week, and two in January.

Policy – relooking at the bylaws – came back from Faculty Senate with revisions.

Chair – Greg Fizzell

Encourage everyone to participate in the **Strategic Planning Process**. There is a link on the Provost's webpage for feedback. Now is your chance to have your voice heard to take advantage of it.

The Tobacco Free Campus proposal is now with Legal Counsel, soon to come. The goal is to implement by July 1st. There are some awesome resources available on campus to help you stop smoking, through EAP as well. Remember that it can be a very painful process to stop.

Chief Diversity Officer position – still not sure if this position will be filled as it is. There is discussion on maybe splitting the job in two. More to come hopefully.

Special Meeting on December 4th – this was a huge first hurdle and a long time coming.

University of Idaho

Staff Council

Advisory/Other Reports

Faculty Senate Rep – Andrew Brewick & Brian Mahoney

Change to the leave policy – 2006 – made sure to include foster/adoptive pieces in new policy proposal - more to come in January

This semester has been focused on improving academic issues.

Good of the Order

Classified staff to cash out on comp time bank 1 (bank 1 is the old bank)? Have not seen anything on paper which is causing a panic.

There will be a food drive at the Rec Center over break – 4 cans gets you in for free December 22 through January 12th

Meeting adjourned at 10:14 am.

January 2016 Meeting

Wednesday, January 13, 2016

8:52 AM

Called to order 9.02 AM

Recognition – Staff of the Month

Derek Zimmerman is the journeyman carpenter for Facilities. He has been recognized for his outstanding work, going above and beyond in helping others and making the University of Idaho a great place to work and learn.

Guest Presentation: Anna Thompson

Policy at the University of Idaho. Why do we have a website? To promotion consistency & transparency. FSH policies that fall within the scope of faculty and staff governance which includes the APM.

Has to comply with the Territorial Act, and the President has final approval. Article IV -immediate government.

There is still many gray areas as the FSH and the APM used to be one book; the APM is the financial side of policy, whereas the FSH is the welfare side that affects faculty and staff.

Overseen by the president's office to prevent overlap and ensure consistency. Policy is the overarching policy, where procedure is enforcing the policy. Policy does not belong in APM. This is an ongoing process to try to get this cleaned up so there is no overlap or inconsistencies.

Policies are continuously being updated which makes it hard to update both. It is Anna's job to track policies as they come in.

Changes to policy starts with an originator – the template for policy changes are found on the website. General council needs to be involved, they always check the policy requests already out there so we don't have duplicate changes. If there is already a change request out there you should contact the primary contact. Always turn on track changes because they are the only changes that will be made. Any individual can propose changes to the handbooks. Employees want to see the changes. Do not link to external sites as some of these sites will change and the link will be bad. Always submit a policy cover sheet when submitting a change request.

For typo's, just email Anna as she can go in and make the changes without approval.

Changes must follow federal regulations. There will be some overlap which means that both the FSH and the APM needs to be renewed before the changes can be made. It is important to have the changes as complete as possible before it goes to council because if any changes are made after the fact it will have to go through the whole process again.

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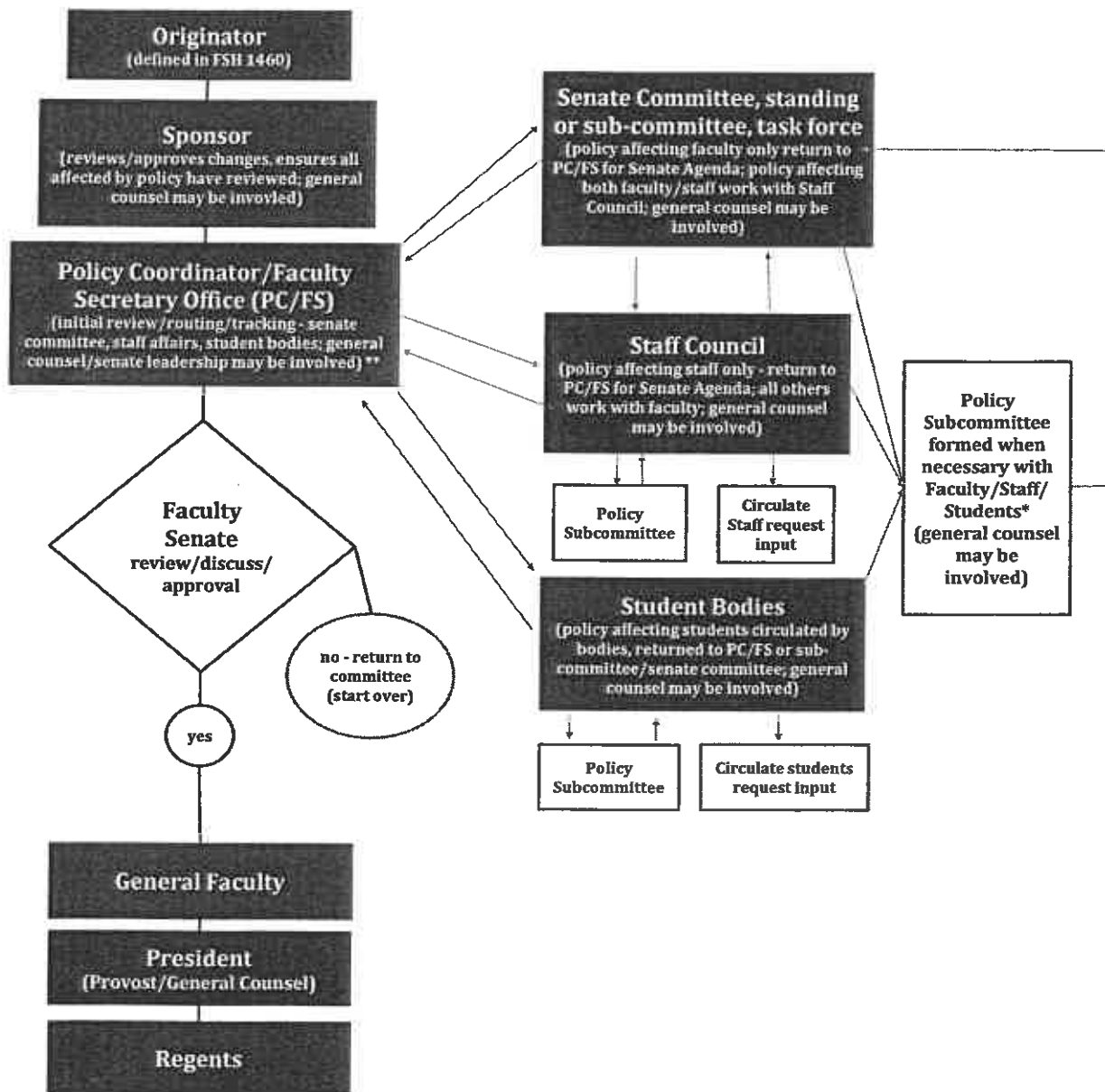
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POLICY PROCESS FLOWCHART - FSH 1460

Faculty-Staff Handbook



* Depends who is affected by the policy on who serves on sub-committee. Is returned to senate standing committee who votes and decides whether to send as seconded motion to Senate. Only senate standing committees can send seconded motions to senate. Sometimes a standing committee does not wish to support, policy changes must be moved, seconded at senate.

** Administrative Procedures Manual (APM) changes follow a slightly different approval avenue than the Faculty-Staff Handbook. APM does not go to sub-committee (rarely) but they are routed as FYI to senate who may request attendance by originator/sponsor to come answer questions. Changes/suggestions have been accepted, although APM does not require faculty/staff/student approval - they are considered administrative procedures.

University of Idaho

Staff Council

Anna will see to it that any policy changes goes to the right planes for review. Everyone along the line are responsible for following up to make sure it moves forward. We have got to get the policies moving forward faster as it is a very time consuming process. Ann takes this very serious and does a very good job to involve Staff council when staff is involved.

Roll Call, Determination of Quorum

Absences: Leslie Hammes, Todd Perry, Stacey Smith, Kristin Strong, Marlene Wilson, Sue Branting, Summer Howard, Lewis Paul, Brian Mahoney, Greg Walters. Quorum is met.

Executive Committee Reports

Off-Campus Rep – Angie Sowers

Nothing to report

Treasurer – Janice Todish

We received a thank you note from the recipient of the student education award. We also received the yearly Endowment Report that includes list of recipients

Question: Can you clarify the Staff Council's relationship to award? The presentation of the award is included in our staff rewards ceremony. No other relationship. The award is funded by an endowment. We take nominations and make selections based on criteria listed on the website.

Secretary – Laila Cornwall

We have some additional openings to fill on staff council as we have had several people leave.

Communication – Debra Rumford

Not present. Nothing to report

Technology – Darren Kearney

Phones update – we are in the middle of a pilot process using the new phones and will be rolling out over this semester across campus.

Question: 1-4 lines? Business practices might change in the future as you will now be able to do more.

Question: What about the current phones we have? They will no longer work as the new phone system will be using a completely different technology.

Question: How does the Video phones work? Video phones will have immediate video capability, however they will only work with other video phones. Video phones will be distributed to all director level and above, department chair and above. There are also other needs being assessed such as blue tooth technology for hearing impaired staff/faculty.

Question: Can it be requested for lower level employees? Yes, but please keep in mind that it is needs based. The cost will be \$26 per line, regardless of the phone.

Feedback from pilot users:

It is very nice that the directory is in the phone, audio is very good and the voicemail to email function is great.

University of Idaho

Staff Council

Survey sent out to everyone. Video calling is internal only right now.

Vice Chair – Lisa Miller

Ombuds search later today

Chair – Greg Fizzell

Nothing to report

Advisory/Other Reports

Faculty Senate Rep – Andrew Brewick

Nothing to report

Human Resources – Greg Walters

Not present. Nothing to report

Finance & Administration – Brian Foisy

We are going through some employee transition; Greg Walters' last day with the University of Idaho will be February 5th. We are currently negotiating with new VP for Axillary Services.

The internal hiring memo is good to go. We are still working on the wording but should be going out to all staff by the end of the month.

Exempt cap-final rule has not been approved yet. We are now looking at mid to late calendar year on the federal level.

Professional Development – Elissa Keim

Strategic planning town hall meetings are wrapping up. Make sure to get your feedback in as soon as possible.

PDL update - over 1/4 of all employees have completed the mandatory trainings. 1500 employees have completed track 1 by early January. 400 employees have completed track 2

Question: How do we know who are marked as supervisors and have to complete track 2? We are working with the affirmative action coordinators across campus to ensure that all supervisors do this training.

Question: for those employees who participated in the pilot program in the fall, how do we know if they are completed? You can log in and check the status. There will also be updates. There are some additional trainings coming.

We are beginning to see resistance especially from some faculty. What is important to remember is that people stay in their jobs based on the quality of the supervisor. This was a request from the State board three years ago, so this is not new. There will not be a test-out or opt-out option as this is part of the university's compliance required by the state.

New Business

Budget Request - Greg Fizzell

Discussion - Administration has opened up the process for budget requests. When we heard about this, we chose to take advantage of this. The deadline is Friday. What we all trying to do is make this additional funding request part of the baseline/permanent funding so we don't have to request additional funds every year.

Question: Appreciation fair? Needs? No specific amount. We wanted the extra funds added to the baseline to have additional funds available to enhance the event.

Question: Measure to substantiate the numbers requested? Retention has improved in the last year. The hope is to help build "community" amongst staff.

Question: Increase? The current budget is \$12,500/year. This request would be an increase of about \$500 for operational costs.

Question: One-time funding vs. permanent? The request of increase to baseline makes sense but should we add 3% increase each year? We are requesting a permanent increase to the baseline so we shouldn't increase it 3% each year. If more funds are needed at that time a new request would be submitted.

Motion to approve the budget request as written increasing the baseline of annual budget by Marty Lunt, 2nd by Kris Freitag.

Vote: Approved unanimously.

Safety on Campus - Patricia Baker

Slips and falls have increased a lot lately. Please remind staff to wear appropriate footwear, use of rails etc. If you see anything that needs repaired, please reach out to the safety office so we can try to keep everyone safe. Fire safety training is now available as well.

Off-campus Inclusion and Engagement

Remote sites "the ugly step-child" - they all not reached out to, there are so many things we can do to reach out and involve them in. Video-conferencing - work groups need to reach out. Staff in off campus sites often do feel forgotten. Does anyone have any ideas of what we can do as a body to improve this?

- Technology - new phones, will go a long ways
- Travel fund?
- Chair/Vice-Chair already does do a statewide road trip once a year
- Department buy in-reaching out

Virtually impossible to assimilate information out to all faculty & Staff even on campus. Communication gab does exist, however, it is the responsibility of the representatives to share with their units.

In order to be part of something you have to want to be part of it. That means that you individually make the effort to be more involved. Calling in, attend meetings, feedback and communication goes both ways. We all have different ways to communicate.

Meeting adjourned at 11:04 am.