I. Call to Order.................................................................Howard

II. Staff Member of the Month.....Christopher Doman
Chris reached out to the Center for Volunteerism and Social Action volunteering to give up part of his Saturday to assist in any way he could for Serving Your New community (SYNC). He drove a group of new students to and from service at Goodwill and saved the department staff from a more stressful day. Sacrificing his time on a very busy weekend was so helpful. Thank you Chris!

Chris was nominated by Natalie Magnus, Program Coordinator, Department of Student Involvement..................................................Butterfield

III. Roll Call – Determination of Quorum..............Quorum determined................McGarry

IV. Approval of minutes: approved with following amendment: Date needs fixed in November minutes.................................................................Howard

V. Guest Presentations –
   a. Barb Beatty – University Ombuds
   15 different quote cards, Handout report to faculty senate. More cases than ever. Bullying policy? If you see conflict, send someone to see Barb.

   b. Mike McCollough – Twin Larch Sanctuary
   Handout: Property is being let go by the University, and a non-profit organization is being formed to take it over. Comments are that it is lovely, but run down. House on 42 acres on Moscow Mountain. 8.4 miles from Moscow. Mission is to provide retreat for collegial setting for meetings, and to serve as a learning laboratory. Cash endowment of $23K. No financial incentive to let go. Plan for creating a non-profit for the University to donate the property to. Working plan is to offer for meetings and to alumni or others for evening use (football weekends). Will need to raise startup funds. Would like volunteers to develop nonprofit. Service learning project?

   c. Courtney Pace – Mill Manager and Library Tech
   3D printing – come and the MILL staff will help you!

VI. Executive Committee Reports
   a. Off-campus...finished Computer Science education week...200 participants...Wells
   b. Communications........ none.......................Hoffmann
   c. Treasurer..................none..............................Freitag
   d. Secretary..................none..............................McGarry
   e. Technology ...Duo implementation pushed back a ways- fobs have been ordered and will not cost the departments due to high volume purchase...............................................................Kearney
   f. Vice Chair...Working on cascading plans. These need to be to the pres. By Jan 8. Collected reports from University-wide committees .Baker
   g. Chair...We received good feedback on Active Shooter training.......250 attendees........Howard

VII. Advisory/Other Reports
   a. Faculty Senators........none..................................Tibbals/Mahoney
b. Human Resources......Staff should receive the stats on mid-year adjustment this week. Notification re: increases possible by Friday. UI is adding over $3M to salaries – $1.5MK is for staff. It is still an ongoing process. ..... HR is beginning to discuss new employee orientation and evaluations. We have been discovering that communication down from the top is not very good.... Discussion regarding 360 evaluations – some supervisors want the input, most don’t want the criticism. There will be a forum for supervisors the last week in January regarding merit pay.........................................................Matthews.

c. Finance & Administration........Foisy not present, changes in organization, Dan Ewart in charge of ITS, and not under Finance..........................................................Foisy

d. Professional Development & Learning........none............................Keim

VIII. Subcommittee/UI Committee Reports

a. Staff Awards & recognition........none......................... Leibbrandt
b. Elections.............we need two positions on the Safety and Loss committee from Staff Council filled, also, One position (exempt) is open for Staff Council and needs applicants........Crossland

c. Policy........two meetings discussed fee reduction for dependents – currently only one allowed – more? And reciprocation between institutions (i.e. WSU).......Baker

d. Strategic Plan........none.........................................................Soelberg

IX. Old Business

X. New Business

a. Staff council policy on providing meals as prizes for University Staff members - still in progress

XI. Good of the Order - none

XII. Adjournment 10:51 a.m.
Handouts on Ombuds 2016-2017 Annual Report

Year in Review

2016-2017 resulted in a typical caseload for the Ombuds Office. The ombuds had 237 individual cases, the most ever reported in the 25 year history of the office. The ombuds conducted 2 mediations, 28 facilitated discussions and 1 group facilitation; provided eight visitors with long-term coaching; and gave 22 trainings and 2 guest lectures. See Appendix C for descriptions of each type of service.

![Ombuds Case Trend line](image)

**Figure 1:** Total number of Ombuds cases by year. The previous year, 2016, was a transition year with no ombuds during one month and three different Ombuds throughout the year, resulting in variations in data collecting methods.

![Cases by Month](image)

**Figure 2:** Cases by month, 2016-2017
Table 1: University Affiliation by Percentage of Cases

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Percentage</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>Classified Staff</td>
<td>34</td>
<td>37</td>
<td>33</td>
<td>31</td>
<td>23</td>
</tr>
<tr>
<td>Exempt</td>
<td>18</td>
<td>19</td>
<td>12</td>
<td>15</td>
<td>18</td>
</tr>
<tr>
<td>Faculty (tenure-track)</td>
<td>14</td>
<td>20</td>
<td>16</td>
<td>22</td>
<td>22</td>
</tr>
<tr>
<td>Faculty (non-tenure track)</td>
<td>1</td>
<td>1</td>
<td>5</td>
<td>4</td>
<td>6</td>
</tr>
<tr>
<td>Administrator (Director up)</td>
<td>11</td>
<td>9</td>
<td>8</td>
<td>7</td>
<td>6</td>
</tr>
<tr>
<td>Undergraduate</td>
<td>9</td>
<td>7</td>
<td>10</td>
<td>10</td>
<td>8</td>
</tr>
<tr>
<td>Graduate Student</td>
<td>5</td>
<td>3</td>
<td>8</td>
<td>4</td>
<td>9</td>
</tr>
<tr>
<td>Graduate Assistant (TA/RA)</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>4</td>
</tr>
<tr>
<td>Other</td>
<td>3</td>
<td>4</td>
<td>7</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>Retiree</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>100%</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The most notable difference from last year was the increase in undergraduate, graduate and graduate TA/RAs visits by seven percent in 2016-2017.

Three-Year Annual Comparison of Issues

![Three-Year Annual Comparison of Issues](image)

Figure 3: Problem type by FY years, 2015, 2016 and 2017
Table 2: Number of Visitors and involved parties per Case 2016-2017

<table>
<thead>
<tr>
<th>Individuals (parties) Involved/Case</th>
<th>No. of Cases/Issues</th>
<th>Percentage</th>
<th>Total No. Contacts</th>
<th>Contacts per No. Individuals</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>165</td>
<td>70 %</td>
<td>349</td>
<td>1 - 13</td>
</tr>
<tr>
<td>2</td>
<td>44</td>
<td>19 %</td>
<td>248</td>
<td>1 - 27</td>
</tr>
<tr>
<td>3</td>
<td>12</td>
<td>5 %</td>
<td>71</td>
<td>1 - 15</td>
</tr>
<tr>
<td>4</td>
<td>7</td>
<td>3 %</td>
<td>78</td>
<td>4 - 27</td>
</tr>
<tr>
<td>5 - 11</td>
<td>8</td>
<td>3 %</td>
<td>106</td>
<td>9 - 27</td>
</tr>
<tr>
<td>Totals</td>
<td>236</td>
<td>100 %</td>
<td>852</td>
<td>1 - 27</td>
</tr>
</tbody>
</table>

Three-Year Annual Comparison of Issues

![Bar Chart]

Figure 3: Problem type by FY years, 2015, 2016 and 2017
Appendix E

Ombuds Self-Appraisal of Outcomes/Impacts of Cases, 2016-17
Total n - 237

Outcome Category and Specifier

Resolved satisfactorily with Ombuds Office assistance  n = 194  82%
- **Mediation**: agreement/compromise reached through mediation; formal action avoided; visitor given another chance or situation otherwise satisfactorily resolved.  1%
- **Miscellaneous Techniques**: conflict resolved short of mediation; may involve ‘shuttle diplomacy’ or similar workshops intervention, with entire unit, or other techniques; formal action not taken.  --
- **Facilitated Discussions**: Ombuds served, by invitation or suggestion, as neutral observer; may involve role as moderator, but not mediator; party(ies) satisfied with outcome; formal action not taken.  24%
- **Coaching**: Long-term coaching was provided.  5%
- **Information only or ‘light coaching’**: was provided by ombuds; and/or helps party to self-advocate. Visitor satisfied.  70%
- **Policy/Procedure** or system modification/improvement.  0%
- **Other**  0%

Neutral Outcome (Ombuds Office had no direct impact)  n = 39  16%
- **Neutral Listener**: Ombuds role was primarily as a neutral listener; little or no ‘coaching’ or additional information was provided. Visitor already had or did not need information, but needed ‘someone to listen;’ may have received confirmation of ideas/plans, but nothing new added by ombuds.  80%
- **Cancels or ‘vanishes’**: Visitor initiated and then canceled or ‘vanished’ after setting appointment or before follow-up action was completed.  15%
- **‘Unreparable’**: situation upon arrival (e.g. temporary help, already terminated, tenure was denied for appropriate reason, or visitor resigned).  3%
- **Other**

Results Unsatisfactory  n = 4  2%
- **Visitor disgruntled**: with ombuds efforts and discontinued visits or contacts.  0%
- **Visitor regarded** advice/solution and suffered consequences.  75%
- **Lack of cooperation**: unfair practice or situation not resolved nor corrected due to  25%
- **Other**  0%

On occasion, problems would resurface or new issues arose with previously served parties. Situations that deteriorate after concluding ombuds involvement are not reflected in the ombuds assessment above.
Description

- Four bedroom, three bath house built in mid 1980's
- Approximately 2,200 SF
- Great room of 500 SF
- Home is in good shape
- 42 acre preserve at 3,300 feet of elevation on the south slope of Moscow Mt.
  - Sweeping views of the Palouse
  - 120 mile view on clear day
- Pond
- Wonderful woods, springs, and trails
- 8.4 miles from Moscow, (22 minutes)

https://www.google.com/maps/dir/Moscow,+ID/46.7979291,-116.9175678/@46.7965053,-116.9181324,412m/data=!3m1!1e3!4m8!1m5!1m1!s0x54a0212d22c061d1:0x3efd150de6eaaad6c!2m2!3d117.0001651!4d146.7323875!m0!3e0?hl=en
Mission of Twin Larch

- Provide a retreat atmosphere for live-in and one day small group sessions
- Provide a congenial setting for interuniversity collaboration
- Serve as an outdoor learning laboratory
History of Twin Larch

- Dr. Jim Austin donated:
  - Twin Larch (his home)
  - Total cash for an endowment of $12,000 (with additional $5,300 from university)
- Provision that if UI could not cover expenses they would:
  - Offer it to Washington State University
  - If WSU declined the gift they could offer it to a nonprofit with similar mission
  - If no similar nonprofit could be found the house was to be sold and the proceeds donated to a private medical education scholarship
- The University moved to sell the property this year
- In consultation with Dr. Austin I have requested, and been given until February 28 to establish a nonprofit to receive the property
- Mission would be consistent with Dr. Austin’s intent
- If effort fails the University will sell the property
- No downside risk, no mortgage to cover
What Next?

- Form an advisory board to determine the interest among faculty and staff
- Determine the feasibility of a nonprofit faculty and staff board that would be arms-length from the University to take over Twin Larch
- Determine a feasible financial plan
  - Minimal retreat rental fee
  - Evening and weekend rentals to offset operating costs and build capital reserve
- Evaluate condition of home and any needed capital expense
- Estimate and raise startup funds to furnish home, develop website, etc.
  - Furnish house, replace some flooring, repair small section of roof, working funds for utilities
- Repay University for $5,000 in capital they have spent
- Develop nonprofit structure and bylaws
What I’m asking for....

- Volunteers from UI faculty and staff to serve on the exploratory board
- We must move quickly, deadline of February 28, 2018
- Please put out a call to your colleges asking for volunteers
- Have them contact:
  - Mike McCollough
    mccollou@uidaho.edu
Close yet far away.....

Feedback & Questions?
The MILL
The MILL hosts workshops twice a week covering a diverse range of topics—as 2018 approaches we are seeking out people to lead these workshops.

The MILL will feature two workshop series on a regular basis:

- **Make It Monday – Mondays, 12:30pm – 3:30pm (open drop in).**
  Start your week off right, join us in the MILL every Monday for some creative maker time! This upcoming semester we are implementing a rotating Make it Monday system. The first Monday of the month will focus on the vinyl cutter and sticker design, the second will focus on button making, the third will focus on gaming, and the fourth will focus on robotics and programming.

- **Project Hour – Thursdays, 12:30pm – 1:30pm.**
  Collaborate on a hands-on project and make something! Each session will introduce the process of creating in the MILL, from 3-D printing to knitting. In about an hour, you will learn about cool tools and handy skills that to help jump start projects at the MILL and beyond.

  Make It Mondays are a theme day—The organizer preps an activity or project in the MILL that can be completed by drop in participants. The time frame may be from 12:30-3:30, but organizers do not have to be present for the entire session, although instructions should be available to the students to provide guidance.

  Project Hour is a more traditional hour long workshop. Presenters organize and lead a hands-on workshop, usually in the First Floor Classroom. Past topics range from Arduino to sewing, screen printing to 3D modeling.

We are specifically hoping to incorporate workshops for topics such as:
- Arduino
- Raspberry Pi
- 3D Modeling/scanning
- Audacity
- Camtasia
- Adobe Suite (Premiere, Photoshop, Aftereffects)
- Podcasting (Intro/Part 2)
- Makey-Makey
- Coding (LINUX)
- Wordpress

If you want to be involved or have a skill you think would translate well into a workshop, let me know and we can work on some ideas. The feedback gathered from past participants indicates that people really value these workshops, and we definitely want to continue offering them!

Thank you,

Courtney Pace
December 2017 University Wide Committee Reports

Administrative Hearing Board
Submitted by Cindy Ball
The AHB consists of a min. of 5 voting members, including the chair, and non-voting advisory members with Student Accounts and the Registrar’s office. The Board – currently chaired by a UI-Boise faculty member- meets via phone-conference approximately once or twice a month (or more) dependent on the number of requests pending, and the board’s ability to clear the docket in a timely manner. Meetings generally last a minimum of 90 minutes. The board votes on approximately 4 to 5 requests per meeting, time permitting.

Issues before the board are primarily financial, such as requests for fee waivers, with residency disputes markedly less. Residency guidelines are documented in detail and leave little that requires board action. Fee waivers are generally tied to non-attendance, late schedule changes, and Semester or AY withdraws. Semester and AY withdraws are reviewed by the Academic Petitions Board. Current UI policy does NOT tie financials to Academic withdrawal petitions in the same manner a student medical withdraw does. Medical withdraws are reviewed and granted by the Dean of Students and not reviewed by the AHB.

ADA Advisory Committee
Submitted by Mandi Ortiz Coulter
The Americans with Disabilities Act Advisory Committee meets quarterly to discuss campus issues relating to ADA and accommodations and is chaired by the Director of the Office of Civil Rights and Investigations, Erin Agidius. Topics covered over the last few meetings include a proposal for an ADA Coordinator, revisions to the Vandal Shuttle program, campus accessibility (parking, website), and a planned Spring 2018 information session on ADA accommodations in the workplace.

Campus Planning Advisory Committee
Submitted by Christopher Cook
On Thursday, November 30, 2017 the Campus Planning Advisory Committee (CPAC) convened. During said meeting Gerard Billington provided an overview of UI’s state-wide real estate holdings. Brian Johnson and Ray Pankopf then outlined and summarized the state Permanent Building Fund, associated state processes, and general funding timelines. Other topics covered included current state A&R priorities, UI’s six-year plan, and UI’s internal capital priority list. The next CPAC meeting is scheduled to be held February 20, 2018. The agenda for the February meeting includes further committee education regarding future projects development.

Parking Appeals Committee
Submitted by Michael Hammes
The Parking Appeals Committee meets the second Monday of every month to review parking citation appeals and discuss parking-related issues. The major change to the committee’s proceedings over the fall 2017 semester was an agreement to send out the citations for member review one week prior to each meeting. This allowed members to view appeals and come up with pressing issues for discussing during meeting times. It also allowed for greater participation of members who could not make a particular meeting. Issues taken up by Parking and Transportation services as a result of committee discussion included improvements to parking meter screen lighting and how to better communicate about delivery spaces and permits.

Student Conduct Board
Submitted by Cari Espenshade
The newly formed Student Conduct Board (SCB) has held two training sessions recently. One on 11/28 and one on 11/5. These training sessions were 1 hour long and were the same material so as to fit
everyone’s schedule. The training discussed the new structure and the changes in policy that will be taking place regarding the updating of the student code of conduct in the Faculty Staff Handbook. The pertinent section can be found in FSH 2400. There are still several cases being reviewed under the previous system, once all of those have been finalized, all cases will be reviewed by the new SCB. The SCB reviews cases ranging from academic dishonesty, drug violations to Title IX.

**University Budget and Finance Committee**
Submitted by Lisa Miller
The UBFC met over the fall semester to establish the university-wide communication and proposal format. The university announcement was sent out on November 7 with the guidelines and process to complete budget requests for FY19 and FY20.

As part of the FY2019 and FY2020 budget process, the University Budget and Finance Committee (UBFC) will receive and review requests for permanent funding in excess of $40,000 annually and one-time funding in excess of $100,000. All academic and non-academic departments and units are invited to participate in this process. Capital building project requests also should be requested through this submission process.

Proposals are due January 31, 2018. UBFC will evaluate proposals and have the decisions completed by May 1, 2018. Funding announcements will be made early fall 2018. Additional information is found on UBFC website [https://www.uidaho.edu/finance/budget-finance-committee](https://www.uidaho.edu/finance/budget-finance-committee). Questions can be directed to the committee at ubfc@uidaho.edu or Darryl Woolley, UBFC chair, at dwoolley@uidaho.edu

**Ubuntu Committee**
Submitted by Ian Liebrandt
The Ubuntu Committee has met several times during the Fall. The Committee has been tasked with reviewing the University’s Workplace Harassment/Bullying Policy, which we are currently working on. We would also like to promote two opportunities, an award for faculty and a contest for students. The first is the Dr. Arthur Maxwell Taylor Excellence in Diversity Award given to a faculty member that has shown exceptional performance in at least one of three areas:

- Research/Scholarship excellence in an area of Diversity
- Excellence in Diversity Teaching
- Excellence in Diversity Outreach/Service

Please spread the word about this award and nominate individuals who have exhibited these traits. The deadline for submissions is January 26, 2018.

We have also called for submissions for the MLK Art & Essay Contest, an opportunity for undergraduate, graduate and professional students to write an essay or create an artistic piece in the medium of their choice in response to a prompt about equality and social, racial and ethnic justice. All information can be found at [https://www.uidaho.edu/student-affairs/ubuntu/mlk-art-and-essay-contest](https://www.uidaho.edu/student-affairs/ubuntu/mlk-art-and-essay-contest), and the deadline for submissions is January 31, 2018.

Please help us in spreading the word about these opportunities to highlight exceptional individuals that work and study at our great institution!

**University Safety and Loss Control Committee**
Submitted by Kelvin Daniels
During the last year the University Safety and Loss Control Committee has been working to improve its representation. The USLCC recognized the lack of representation from the Event and Support Services, ITS, The Library and ORED. The USLCC has supported EHS in increasing the representation of the Unit Safety Committees and communications with the USC. Other projects have been the Fire Safety and Emergency Evacuation planning and Laboratory signage. The committee is also supporting the establishment of an Institutional Laboratory Safety Committee.