

# Staff Council Minutes

Date: April 8, 2020

Location: All on Zoom

1. Call to Order- Chad
2. Attendance – Diane - quorum established
3. Approval of Minutes - Chad - approved
4. Staff Member of the Month – Tami – Daniel LaHann
5. Committee and Officer Reports
  - a. University Awards and Staff Recognition - Ian
    - i. Everything has been cancelled due to “stay at home” orders. Awards have been decided and will be announced. Idea is to create a robust website. Plans are under way for next year. Items (gifts, plaques, etc) will still be sent out by mail. No time frame has been established.
  - b. Draft bylaws presentation - Chad and Emily
    - i. Discussion on draft today, changes can be discussed, then a vote will take place next month before sending to General council.
    - ii. Emily led discussion – preamble will be edited by Diane Whitney. Main areas of focus are members section and election section. Updated language to be clear and indicate current practice. Redline versions are available if you are interested in seeing the process. Operations were removed and few changes in types of committees.
    - iii. Q re: Mention of stipends. Is that new? Why now? A: This was historical and was added for transparency.
    - iv. Q: Old bylaws contained a portion regarding advising on staff salary and promotion but not the new ones. A: New by-laws have a more broad advisory scope that includes, not eliminates that advise.
    - v. Q: regarding attendance – it is not specific. A: That kind of change should be in the operations manual as it will change.
    - vi. Q: Operations Manual? A: Doesn't exist yet.
    - vii. Q Election of officers: Do Chair and vice chair have to be Moscow-based positions? A: Great question, do they? We are all now meeting on Zoom. Comment 1: In the past when an off-campus chair lead a meeting where the rest were all in one room, it caused a chaotic meeting. It therefor seems that the chair should be on campus. Comment 2: Conducting the meeting via zoom may be more conducive to not having cross conversations.
    - viii. Q: What about mentioning the Newsletter or Talking points? A: Again, the method of communication could change and it would need a bylaws change. The specifics should be in the operations manual. We do need an operations manual sooner rather than later.
    - ix. Q re: term of office? What about filling vacancies? A: This was a change from the old policy where you came it to fill a spot and got their term, but now a new person would complete that year, then start the first three-year term. It was a large discussion in the committee.
    - x. Q: Operations officer could be hard to find with both technical and manual writing skills. A: Doesn't mean that person will write the operations manual, just maintain it.
    - xi. Q: Officer terms? A: Each chair asks the other officers if they want to continue. What about the chair term? It should be stipulated for one year.
    - xii. Q: Why are we not sending the annual report to the library? A: We are now, recommended by Diane Whitney.
    - xiii. Comment: Bob had a couple of style changes to suggest.
    - xiv. Q: E-3 b Officer appointment or staff approval for interim - no checks and balances. A: Only when there is a vacancy. We didn't want to have to wait until another meeting for a vote.
  - c. Faculty Senate update – Charles – Does anyone have questions about email sent out earlier this week? Now Faculty Senate is going to curriculum discussions at this point so there will not be much to report coming up.
  - d. Elections update – Erika - Will send out the survey for the upcoming elections. We did get responses from the Register. Please read each section for number of positions. If you know of anyone for still vacant positions with no applicants, please let Erica know.

- e. Chair report - Chad
  - i. CEC questions? Sent email regarding what happened with the CEC recommendation. SC created a recommendation to follow Market Based comp. President made decision before receiving our recommendation. Bob voiced opinion that staff was under appreciated in this case as well as the handling of how staff were treated with regard to COVID19 with staying home. Faculty and students were told to stay home. Staff were thanked for being on campus before state order changed that.
  - ii. Required training reminder
- 6. Parking Lot Topics - Chad –
  - a. May meeting: vote on bylaws, any suggestions for other topics?
  - b. Don't have conclusion on Facilities outsourcing.
- 7. Good of the Order - Chad
  - a. Kris: Last meeting, retires May 1 – has enjoyed working with staff council.
  - b. Darren: Teams trainings available provided by Microsoft. Zoom changes due to security issues. Please update.
  - c. James: AFS outsourcing answer? Chad: No further information. Pres. Green still wants additional feedback. Charles: At Faculty no mention was made. Delay due to COVID 19 issues. Facilities and Maintenance is in an uncertain place. Chad will email Brian Foisey and Pres. Green to check.
  - d. Stephanie: Update on ITS centralization? Chad: Committee met last week to review feedback, identified a few major themes, the next step was to build a recommendation. Also delayed by COVID 19 issues. ITS is very busy. Original timeline has been blown out of the water.
- 8. Close - Chad – 10:07 a.m.