



**MEETING Minutes**

Wednesday, September 12, 2018 9:00 to 11:00 a.m. **Paul Joyce Faculty & Staff Lounge**

Off-Site Connection: ZOOM – See meeting invite for connection details

- I. Call to Order.....Howard
- II. Staff Member of the Month..... Butterfield

**a. June**

Cari Fealy, Director, Conduct and Community Standards

Though Cari has only been employed at U of I for one year, she has already made a positive impact on students. She works with students in vulnerable situations. Her job is difficult but she takes time to discuss difficult topics with students so that they feel heard and cared for by our university. Cari goes above and beyond her job duties to meet students where they are, emotionally and physically. Though her primary duty is conduct, Cari advocates for students by taking extra time to educate them and develop solutions that will best serve our students and our institution. Although this often means staying at work after hours, Cari does so willingly. She is truly a gem.

Cari was nominated by Bekah Miller Macphee, OVW Project Director, Women’s Center

**b. July**

Jason Oliver, Associate Contract Review Officer

Jason is always friendly, thorough, quick to action and generally just a great colleague to work with. In a job that I would assume could oftentimes be stressful, he is always very positive which in turn makes my job easier. Thanks, Jason, for your great attitude and work ethic!

Jason was nominated by Whitney Myers, Idaho INBRE

**c. August**

Sharon Jemes, Senior Programmer Analyst

The Registrar's Office experienced a loss of online transcript processing, an essential service of our office. Sharon has worked tirelessly to determine not only the cause of the problem but a resolution to restore our services to fully functional. While we are not there yet, she continues to take steps every day to make sure transcripts continue to be processed normally. Without her help and determination, we would have serious impacts on our workload during one of the busiest times of the year.

Sharon was nominated by Chris Menter, Enrollment Coordinator Registrar's office

- III. Roll Call – Determination of Quorum.....quorum established.....McGarry

- IV. Approval of Minutes..... May minutes approved.....Howard

V. Guest Presentations –

a. Provost, **John Wiencek**

We are in a year of transition. There will be a presidential search. The current strategic plan was audacious, maybe including stretch goals. It was too much, unrealistic. The focus this year is to take a reasonable bite of the elephant. U of I needs to do something that makes sense to the board. We need to retain students and recruit, stabilize enrollment, and not be so concerned with growth. What about research? That requires a new president to make that decision. The board is more concerned with education of students than research. The board is in charge. We have made a lot of good progress; Market Based Compensation has been ironed out. Financial situation is bleak. Declining enrollment since 2011, but no cuts have been made so far. At this point, we need to do something. Student success, presidential transition, financial restructuring this will all require evolution.

Q: external firm for presidential search? Have selected the search firm - Storebeck. Two Board members will constitute the committee but will include staff, faculty, students and external constituents for committees.

Q: How long with the search take? Provost does not know. Board makes the final decision.



# University of Idaho

## Staff Council

Q: How separate is this one from the BSU search? Neither University wanted a joint search. Boise State did select the same firm, but different searches.

Q: New strategy for restructuring – Colleges spared cuts if voluntary merge? Whole conversation is an aggravation – need to deal with financial pressures. Academic mergers is one way to do that. In the meantime, the president has a non-renewal – uncertainty was caused. Wait for new leadership to continue the conversation. Conversation about synergies are the best way to go about this. CLASS and Science3 makes science with the general education in mind. Arts included? Was formerly in CLASS. Go back and look to see if what was expected did happen. All are considerations. Should performing arts go all together? Money should be secondary – should make the decision based on educational benefits. Did speak to faculty senate. They will do a survey and get back to Provost. Is this the right thing to do now?

Q: Financial difficulty – program prioritization? Went through a participatory process – no need to redefine – but how we evaluate needs to be improved. 1. Centrality to mission 2. Strategic plan -3. Recourses some of it made sense. Qualitative assessments about departments. Academic programs moved away from populist decisions – cascaded plans – evaluate how you are doing with your plan on a rubric. Brings back a more acceptable result. Bring it back to a higher level not at the department level. Committee working on this is making progress. Board is asking questions about outcomes (all institutions). We will need to do PP next year.

Q: Speak to the reign of all the interims going on – fill new positions or wait? It depends. CNR search is going. Library search will go this year. He does not think this is a mass exodus, just retirements and odd things. With CLASS and AA agreed to wait for new leadership. For Law – will just appoint interim to position. Search for Idaho Falls will go also.

Q: What about VPs? There is a certain loyalty. New Presidents do tend to want their own teams – this team works well. Focused on the same goal of making the institution better. Hard to say. He wants to stay.

Q: Institutional knowledge? How does state board feel about the carry-forward with selection of new president? Some board members want a shake-up, but others want stability. More toward stability than shake-up.

We have great employees and students – be a positive voice – be grateful. Why are we here? What is our mission – forward momentum? Positive mindset

### b. Executive Director of Human Resources, **Wes Matthews** – New Performance Evaluations

We have a new committee that started meeting in April to come up with a proposal. Here is the draft proposal for consideration. Encyclopedia of information behind each box on the form. The CEC has two components, equity and merit. Equity are those increases to move toward or maintain target. Merit is an adjustment to move you above target. If you meet expectations, you get the equity increase, if you exceed gets both equity and merit. Market rates (included in equity) should increase more than we have seen in the past. Two primary pieces of understanding. What is important to people is “Do I get a raise?” The other part is that after all the time and effort spent completing the evaluation, it is filed and never read again. Our effort is to un-complicate the form and keep it simple. The instructions do include definitions about each category, there is a quota of 1/3 of employees can receive merit raises. That will keep it meaningful. That was the way it worked out during the last CEC.

Q: What about safety? Not on form, but it is in the strategic plan.



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Merit pay has a subjective nature. The word exceptional was chosen on purpose. The Safety concern is met in general comments. Counter comments by employee. They are seen by the supervisor. Future expectations: will vary widely. VP must review those that are unsatisfactory and exceptional. In cases of abuse of authority or something else it can be returned for revision. The draft will be available. Comments are appreciated. Can share but be careful of quota conversation. Other form for employee to help supervisor to remember the items that happened.

### VI. Executive Committee Reports

- a. Off-Campus.....Compiling a list of contacts....Fox
- b. Communications.....There won't be a September newsletter ..Hoffmann
- c. Treasurer.....none.....Freitag
- d. Secretary.....none.....McGarry
- e. Technology.....TSP got a new supervisor Jerilyn Prescott.....Kearney
- f. Vice Chair.....absent.....Baker
- g. Chair.....Attend the state of Univ. address, and get your flu shots at the vendor forum.....Howard

### VII. Advisory/Other Reports

- a. Faculty Senators...Provost covered much of the discussion. There are also talking points...Tibbals
- b. Human Resources..... No more work on in person New employee orientation? Not really...Matthews
- c. Finance & Administration.....none.....Foisy
- d. Professional Development & Learning... Banner 9 preview session Sept 17 two sessions. Required training – over 1000 have already completed. Needs to be completed by Dec 7, Supervisor training will probably come out in the spring due to federal audits.....Keim

### VIII. Old Business - none

### IX. New Business

- a. Elections: ballots out in email. – also need a faculty council representative
- b. Active Shooter Response Training – scheduling for Oct 10 @ 1:00 and Oct 16 @ 11.
  - i. More information coming soon
- c. Committee Chairs can now reserve Paul Brink Faculty and Staff Lounge
  - i. R25 tutorial coming next month

### X. Good of the Order

### XI. Adjournment -11:00 a.m.



**EXECUTIVE TEAM  
MEETING MINUTES**

Wednesday, October 10, 2018 9:00 to 11:00 a.m. Paul Joyce Faculty & Staff Lounge

- I. Call to Order.....Howard
- II. Staff Member of the Month.....not this month – instead Cindy Ball story in Lewiston Tribune... Butterfield
- III. Roll Call – Determination of Quorum.....quorum determined.....McGarry
- IV. Approval of Minutes.....approved.....Howard
- V. Guest Presentations – Ombuds, Laura Smythe
 

This is her 8<sup>th</sup> day. Wants to listen more than speak. Ethical tenets by IOA. Impartial, not an advocate, but to problem solve. Mediation, coaching, and trainings. Informal, not an office of record. Confidential. Independent – not connected. For faculty, staff, and students. Please consider referring students. Plans to change the website to be more student friendly. Off –campus access are supported as well. Example of staff visit: co-worker with poor relationship – sometimes just to dump, or role play current situation or solutions. Can invite co-worker to come with them to Ombuds. Changes the dynamic. Not a lot of institutional knowledge. Has position changed? Not as far as Laura knows. Can a supervisor refer employees? Yes, but she cannot tell you if they come. Biggest challenge is to identify resources and get to know campus. Please come by to visit. Responsibility is large, but does not want students left out. Do you see the potential for additional staff? It is plausible. Patricia has used services to practice having difficult conversations, and it was very helpful. Story about international school parent. Why do you always look angry? Not aware that she looked angry. Thanked for telling me. Time was important – too many meetings. Likely processing last meeting thinking about next meeting, and being a bit stressed. Just being aware was able to change. Feedback is important. Question regarding student access in Idaho Falls.
- VI. Executive Committee Reports
  - a. Off-Campus... has a list of off-campus folks. Concern about open enrollment sessions – not offered off campus.....Fox
  - b. Communications .....Hoffmann
 

Request to check staff council website for errors. Newsletter reformulation? Not so much puff piece, more news you can use. Is it providing what we need? Chart V information? This is really of service and actively addressing them. Dates and deadlines section. More work for me? Suggestions? Let Bob know. Requested a SC email alias for workflow purposes ....a new section on TEAMS (collaboration tool) for SC newsletter.....Hoffmann
  - c. Treasurer.....will get a finance spreadsheet out.....Freitag
  - d. Secretary.....none.....McGarry
  - e. Technology: .....Kearney
    - i. New version of Windows 10 – ITS is waiting to vet it first, so please don't upgrade for campus computers. Office 2019 is also out – same thing, don't get it yet. Question regarding updates. ITS moderates most updates on UI computers but not all, so the updates are not recommended.
    - ii. Banner 9 has rolled out. No great problems Seems to be stable and running.
    - iii. Making changes to Duo-3000 accounts that will need to be modified.
  - f. Vice Chair: .....Baker
 

Job allows her to travel and encourage participation. We may not be aware of what membership form says. Please read it, and if you have a change in supervisor please get it approved. Work does come first. Come prepared to meetings. Parking concern was brought to SC and then went forward. Members can raise concerns for themselves or constituents. Take them to executive committee. We can also use



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## Staff Council

Ombuds. Please actively engage in conversations. Wrap up bylaws revisions. Please vote when requested. It is important.

- g. Chair: .....Howard
  - i. SC will support the Healthy Holiday Challenge with a lunch for the winners. Chart V poll is going to be discussed tomorrow with Wes and Brian Foisy.
  - ii. Banner 9 – where is the training? Training could be more “college” specific. Is user friendly, did find training. If any problems do come up that is newsletter-worthy or could help others on campus, please let Bob know. Wes doesn’t get to touch Banner 9 – transition always requires practice.
  - iii. Has been communicating with Stefany Bales, exec director re: communication with off-campus sites. We are creating an off-campus inclusion group to help encourage off-campus inclusion. Need volunteers - one IT person, one C & M and one off-campus person. Stephanie Fox, Summer, Debbie Caudle.
  - iv. Presidential search: Kathy Barnard is AVP of Alumni Relations is also staff representative. Wants to meet with us. SBOE rep. says we can have forums in any location.
  - v. Staff Council flyer. Please circulate and give feedback. Final review and get printed.
  - vi. Staff Council Bylaws need to be wrapped up. Next Friday is deadline for flyer and bylaws.

### VII. Advisory/Other Reports

- a. Faculty Senators: Only met twice, not much to discuss. ....Tibbals
  - i. Program Prioritization is coming again. Faculty Senate wants Talking Points distributed. Please send them out. Print and post for those with limited computer access.
  - ii. Ben Bridges new Faculty Senate representative.
- b. Human Resources:
  - i. Annual evaluation rollout, made a new draft. Oct 26 forum for supervisors, anyone can attend.
  - ii. Dept. of Labor is again exploring compensation test for exempt employee. Duties test is already in place. Currently C test is too low to be valuable. There are legal challenges. We had already implemented our process before state process was halted. Market based compensation helped our process. We are monitoring. \$38,168 (annual) is current standard for U of I. Attended listening sessions. We are already aligned with SOC code that Federal govt. uses. What is in duties test? Executive duties – management, Administrative duties – significant responsibility, Professional duties – bachelor’s degree in field that you are using.....Matthews
- c. Finance & Administration...absent.....Foisy
- d. Professional Development & Learning.....Keim
  - i. Any feedback on Banner 9 Training (now that we are a week post change). Updated online training is already available for the Student and Finance Modules. More to come in the near future for the HR module.
  - ii. Updated Supervisor Training Program – postponed roll out until spring semester – though some of the new live trainings will be piloted later this winter (November/December/January)
  - iii. Cultural Literacy Symposium – scheduled for October 30 (afternoon) and October 31 (morning). Watch for details from in Today’s Register. This will be a great opportunity to continue the diversity dialogue with students, faculty and staff.
  - iv. Reminder: 2018 All-Employee Required Training began in September, and needs to be completed by December 7. Two training topics this year: Creating a Respectful Workplace and IT Security. Nearly 2000 employees (this includes faculty, staff and IH) have successfully completed.
- e. Post-doc: annual orientation occurred, and bylaws formation is underway – need more participation.. Slow progress..... VanLeuven

### VIII. Old Business

- a. Response to Active Shooter Training (RAST)– scheduling postponed until new Security Liaison is in place.



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- i. More information coming soon – 2 sessions will be offered. For off campus, local security will handle training at locations.
    - ii. Table at Health and Wellness Fair?
- IX. New Business
  - a. Bylaws review: new post –doc position, new officer for elections, removed all Staff Affairs references. Succession? Does not feel it should be. 10 days of review and then vote. Have set aside breaking apart from Faculty Senate. Email Patricia. Do you want to be an officer next year? Current ones 1800 FS handbook, will send out new.
- X. Good of the Order
  - a. Health and Wellness Fair next week
  - b. Traction devices handed out at Risk Management.
- XI. Adjournment: 11:02



**MEETING MINUTES**

Wednesday, November 14, 2018 9:00 to 11:00 a.m.

- I. Call to Order.....Howard
- II. Staff Member of the Month: Kathy Haworth  
Kathy is always attentive to any need. She has helped with light fixtures and given me information about how to get things fixed or done. She was gone for a bit, and it showed. Now that she is back, my carpet is clean as well as anything else that she is responsible for. Thank you Kathy for your work! Cynthia Piez, Senior Instructor, Mathematics..... Espenchade
- III. Roll Call – Determination of Quorum.....Yes.....McGarry
- IV. Approval of Minutes.....Passed.....Howard
- V. Guest Presentations –
  - a. Kathy Barnard: The U of I presidential search committee was pleased with the high level of staff participation in focus groups. The State Board and the committee are still in feedback mode. Kathy encourages anyone to submit feedback. The timeline is still fuzzy. The Advertisement should be live sometime next week in the usual higher ed. sites as well as Idaho newspapers and business review news. The committee is casting a broad net, so get the news out. If you have a specific person in mind, please forward it to the committee. Feel free to contact Kathy.
  - b. VP of Research, Janet Nelson: ORED (The office of research and economic development) is big with 150 people between all the centers, and 50 direct support staff. Their mission is to 1. Help researchers find funding, 2. Help them to apply for that funding, 3. Help researchers to keep compliant when awards come in. 4. Help to be sure that research is carried out in a safe and ethical matter, 5. Help celebrate and promote successes. See the attached Research report document. All of that fits with our land-grant mission to make our world a better place. They work with national leaders and support faculty staff and students every day. Doors are open if you have questions. With regard to the Carnegie rating, it is for the strategic plan goal Innovate, but is more about the journey and continuous improvement than about achieving a particular rating. In a basketball analogy; If you are #19 you are not in the top 16, someone will have to drop for you to make it in the next year. U of I is in middle of R2 section of diagram (see attached). Total research expenditures are going up. U of I would need to get to about \$160M, we are currently at \$109M. Non-science and engineering awards also count. There are many factors – PhD programs and humanities programs. If we are getting better but do not cross the (R1-R2) line, we are making progress. The number is not the only thing that is important. We have capacity to do amazing work. Collaborations are great. Short and Sweet talks (see flyer attached). ORED offers programs to help learn to write proposals, to go to conferences to build research here at U of I. Question from Kari Wells: What about off campus? For off campus they are recorded to hear them. We can do SAS “on the road” in person around the state for the personal interaction portion of this. ORED could help defray costs, either to take SAS or to have off-campus folks come to Moscow for the SAS talks. Is R1 a target? Or just to get better. R1 is a target that is a doable with current trajectory in about 7-8 years. It is a worthy aspirational goal, but if we got close would that be a bad place to be? Question from Bob: The thing that is often sacrificed is staff compensation – that is why we had 18% turnover. We need to manage all aspects of the university rather than just research.
- VI. Executive Committee Reports
  - a. Off-Campus...continued to reach out to off campus list with updates; working on the campus inclusion project figuring out best ways to bring everyone together. If you post in register, consider how to connect with all state-wide offices in mind.....Fox
  - b. Communications: Sent out newsletter Monday 43.5% opens. An issue regarding Admin vs staff council voice was raised regarding training. Do we represent the administration or staff? Regarding training,



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## Staff Council

other communication happens as well as register, more direct in direct emails. Messaging that we use causes phone calls to Elissa, and perhaps we need to be more unified. Staff council newsletter should be able to have its own voice. Wes - Best to quote actual message, then give your own voice. There was agreement voiced on that approach.....Hoffmann

- c. Treasurer: Financial report looks good (see attached) – carry forward is still pending Cindy Ball: UBFC member is allocating Gen Ed dollars if SC wants to reach off campus we should write a grant to offer each branch travel awards to UBFC. Kris would do budget, but not write it. (Issue with off-line folks not hearing speaker). .....Freitag
- d. Secretary.....none.....McGarry
- e. Technology: There is a discussion about how to get better spaces for these meetings. Legacy applications with duo need to be discontinued, please turn them off. ....Kearney
- f. Vice Chair: Did not send out revised bylaws, but have given it to Darren. He will put it up and give off-campus access. There were many items in the first draft of the bylaws revision that were dropped that should not been excluded, so we put them back in. Currently we have 1 representative for every 50 staff members. Is this too big? Should we have 1/60 or do we benefit by having a large group? Off campus facilities are growing. A large group is better for dispersing communication, and the number of committees we have to fill needs a larger group. What about it being board appointed only? Patricia would like to change wording to represent any staff members. To advocate for them. Ian: lets explore consequences – risks? HR reps? Wes sees none. Focus should remain on primary types of employees. On travels, Patricia was able to refer everyone to necessary resources. Off-campus wants to see changes in writing before vote so they can comment. Patricia will email out to the entire group and request feedback. Key items are highlighted, and be sure to see the comments. What about Work-study employees? There are a very large number of temporary employees. May need more off-campus representation. Another area of concern is with officers. We are adding an elections office. Chair and Vice Chair positions currently are required to be filled by employees on the Moscow campus. With Zoom is that necessary? Summer says that it would be too hard to attend all the meetings and to chair meetings remotely. The Zoom technology is not up to the challenge. Please provide feedback. What mailing list do we use for the newsletter? Mailchimp staff list. Does it reach all staff or just board appointed? Erin Butterfield got it when she was temporary IH. Cindy: Every extension office should be represented even if they only have IH employees.....Baker
- g. Chair.....none .....Howard
- h. Election stuff: Need to fill B & F position under VP McFadden, will start next week ..... Erika

### VII. Advisory/Other Reports

- a. Faculty Senators:
  - i. Jazz Fest needs volunteers.
  - ii. Provost sent an email regarding initiatives. If you notice anything missing, let them know.
  - iii. Finance updates.
  - iv. IT changes, guest speaker coming next month to SC
  - v. Plus-minus grading coming back? .....Tibbals
- b. Human Resources: Proposal for new staff evaluation is ongoing. Wes met with supervisors and the feedback was overwhelmingly positive, except for 3 point instead of 5 point rating system. Would like to offer as an *option* for evaluations this year. HR can't mandate to any dean which form they choose to require. Remember, change comes slowly. Unanimous support for new form from Staff Council. ....Matthews
- c. Finance & Administration.....absent.....Foisy
- d. Professional Development & Learning:
  - i. Banner 9 training is complete, and enhancements for the training track for supervisors.
  - ii. Changes at the Office of Federal Contract Compliance Programs (OFCCP) will probably result in required search committee training. We are creating online training.





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## Staff Council

- iii. The current required training data (number of those that have completed it) will be out today. Please remind people to get it finished. 18 work days to finish training....Keim

VIII. Old Business

IX. New Business

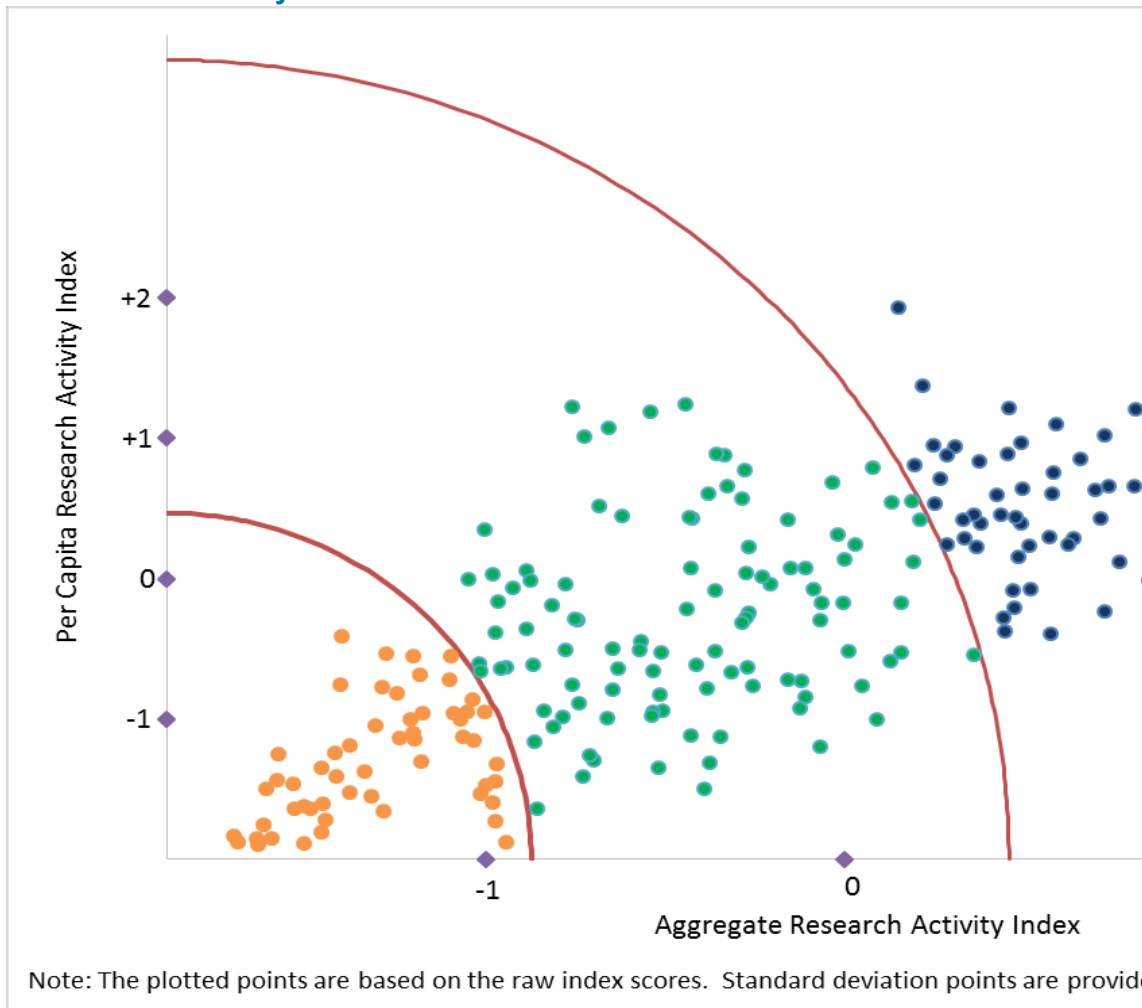
- a. Leadership Openings: Chair and Vice Chair and Treasurer positions are open for next year. Please reach out.

X. Good of the Order –

- a. Traction device program – please spread the word – there are many left.
- b. Food for parking fines is back on. Peanut Butter is very popular.
- c. Academic break parking enforcement starts next week.
- d. Pit crew services are available.
- e. Holiday party: Dec. 12 Lisa Snyder will send a flyer – gift exchange (see attached).

XI. Adjournment 10:51 a.m.

## Research Activity Index Results Based on Rank-order Data



### Legend:

**Blue:** R1: Doctoral Universities - Highest research activity

**Purple:** R2: Doctoral Universities - Higher research activity

**Orange:** R3: Doctoral Universities - Moderate research activity

### Notes:

-Points represent institutions.

-Units represent standard scores.

-X-axis represents aggregate research index; Y-axis represents the per capita research index.

-Doctoral Universities that are not included in the NSF data collections are not represented and activity group.

-To reduce the influence of outliers, we converted the raw data to rank scores. This had the effect of compressing the high end of the distributions while increasing differences at the low end, where a large number

## Staff Council FY 19 Financials

Row Labels	Index Title	Transaction Description	Budget	Expenses	Available
653995	Staff Affairs Learning & Dev		\$ 16,608.32	\$ -	\$ 16,608.32
	99	Post carry forward U3 Fund Type	\$ 16,608.32	\$ -	\$ 16,608.32
<b>653995 Total</b>			<b>\$ 16,608.32</b>	<b>\$ -</b>	<b>\$ 16,608.32</b>
653996	Staff Affairs		\$ 35,500.00	\$ 3,598.65	\$ 31,901.35
	30	FY19 Original Budget	\$ 15,500.00	\$ -	\$ 15,500.00
		Trinam, fm Central 546997	\$ 20,000.00	\$ -	\$ 20,000.00
	E4106	HR Payroll 2018 UI 16 1	\$ -	\$ 1,375.00	\$ (1,375.00)
		HR Payroll 2018 UI 22 1	\$ -	\$ 1,375.00	\$ (1,375.00)
	E5020	JUL - CAMPUS MAIL	\$ -	\$ 18.57	\$ (18.57)
	E5210	Hey there hi the...mmerh@uidaho.edu	\$ -	\$ 21.25	\$ (21.25)
	E5360	Wells, Kary Noel.	\$ -	\$ 89.88	\$ (89.88)
	E5367	V00546286 Beagley, Michelle M.	\$ -	\$ 172.95	\$ (172.95)
	E5396	Beagley, Michelle M.	\$ -	\$ 65.25	\$ (65.25)
		Howard, Summer	\$ -	\$ 108.75	\$ (108.75)
		V00546286 Beagley, Michelle M.	\$ -	\$ 372.00	\$ (372.00)
<b>653996 Total</b>			<b>\$ 35,500.00</b>	<b>\$ 3,598.65</b>	<b>\$ 31,901.35</b>
653997	Employee Recog/Comm		\$ 582.09	\$ -	\$ 582.09
	99	UI Fdn Bdgt Rollover fr F26300	\$ 582.09	\$ -	\$ 582.09
<b>653997 Total</b>			<b>\$ 582.09</b>	<b>\$ -</b>	<b>\$ 582.09</b>
653998	Staff Team Awards		\$ 2,513.06	\$ 2,024.30	\$ 488.76
	30	07/2018 CIT Distribution Budget	\$ 2,024.30	\$ -	\$ 2,024.30
	99	U4 CARRY FORWARD PEN150	\$ 488.76	\$ -	\$ 488.76
	R3811	CIT Dist Staff Team Awards Endowmen	\$ -	\$ 2,024.30	\$ (2,024.30)
<b>653998 Total</b>			<b>\$ 2,513.06</b>	<b>\$ 2,024.30</b>	<b>\$ 488.76</b>
744998	McBride Staff Prize		\$ 1,677.60	\$ 1,563.06	\$ 114.54
	30	07/2018 CIT Distribution Budget	\$ 1,563.06	\$ -	\$ 1,563.06
	99	U4 CARRY FORWARD PAN201	\$ 114.54	\$ -	\$ 114.54

<b>744998</b>	R3811	CIT Dist McBride, Lawrence C Prize	\$ -	\$ 1,563.06	\$ (1,563.06)
<b>744998 Total</b>			<b>\$ 1,677.60</b>	<b>\$ 1,563.06</b>	<b>\$ 114.54</b>

**SAS  
TALKS**

SHORT AND SWEET  
**RESEARCH**  
SPEAKER SERIES

**GLOBAL REACH EDITION**



**TUESDAY  
DECEMBER 4  
4:00 - 7:00 PM  
IRIC BUILDING ATRIUM**



**Rapid-Fire Style Event  
Featuring Top  
U of I Researchers.**



**20 Images, 20 Seconds.  
Slides Auto-Advance.**



**Topics from  
Around the Globe!**

- All students, staff and faculty welcome.
- Free food and beverages provided!



**University of Idaho**  
Office of Research and  
Economic Development

Can't join us in person?  
Join us live online at [www.uidaho.edu/news/ui-live](http://www.uidaho.edu/news/ui-live)



**MEETING MINUTES**

Wednesday, December 12, 2018 9:00 to 11:00 a.m.

- I. Call to Order.....Howard
- II. Staff Member of the Month.....Lana Unger.....  
Throughout the final portion of completing my Master's thesis, Lana was right there every step of the way. She made sure I had the proper forms filled out on time and that all my paperwork was taken care of between myself and all faculty members I was in contact with. She checked in frequently and offered exceptional advice when I had some uncommon struggles. I will always appreciate the extra care she gave me especially because she didn't have to do as much as she did to help me. Lana, I appreciate you so much. Dana McCurdy..... Espenschade
- III. Roll Call – Determination of Quorum.....there is a quorum.....McGarry
- IV. Approval of Minutes.....approved.....Howard
- V. Guest Presentations –
  - a. VP, Information Technology/CIO Dan Ewert- IT best uses – see PowerPoint - attachment.  
6 initiatives
    - IT governance and prioritization
    - Annual security training
    - Common work management system for IT employees
    - Centralized procurement
    - Central device management
    - IT Personnel and Risk Study – provide backups
 Need help to implement all of these to make the process work. Need active participation in all areas. Please provide feedback.
- VI. Executive Committee Reports
  - a. Off-Campus...Campus inclusion project – progress – best practice for video conf.....Fox
  - b. Communications...43.2 open rate on newsletter.....Hoffmann
  - c. Treasurer.....none.....Freitag
  - d. Secretary.....none.....McGarry
  - e. Elections.....IT advisory committee?...we will need a staff member for this.....Crossland
  - f. Technology.....none.....Kearney
  - g. Vice Chair.....response to active shooter training is on hold but is coming.....Baker
  - h. Chair.....next month Pres. Staben and Brian Foisey.....Howard
- VII. Advisory/Other Reports
  - a. Faculty Senators.....Approve curriculum, they are interested in communicating w/ Staff Council....Ben
  - b. Post Docs...none.....VanLeuven
  - c. Human Resources...Staff narrative evaluation is in process, should be available soon.....Matthews
  - d. Finance & Administration.....absent.....Foisy
  - e. Professional Development & Learning.....no updates – required training no final numbers, but over 95%  
.....Keim
- VIII. Old Business
- IX. New Business
  - a. Drafting a proposal for our Staff Development Learning and Development budget
    - i. We have money for Development – we need to use it or we might lose it – Elissa will draft a proposal for use. Bring someone in for summer retreat for team building?



# University of Idaho

Staff Council

- X. Good of the Order
- XI. Adjournment: 10:23
- XII. Party



University  
of Idaho

# **IT AT UI: BEST USE OF OUR RESOURCES**

**DAN EWART, VP FOR IT AND CIO  
NOVEMBER 2018**



# CURRENT STATE

Statewide information technology (IT) support at UI is provided through 140+ hard-working employees both inside and outside Information Technology Services (ITS).

Decision making and budgets are decentralized, leading to challenges in coordinating efforts to achieve UI's priorities in our very complex environment. This situation has evolved over time for a multitude of reasons.

Changing the model for IT support will help UI in many ways.

## IT and ITS

- Roughly 50-50 split in tech employees between ITS and units/colleges, likely more without tech titles
- “The Cloud” has blurred the lines of tradition ITS support
- ITS has many statewide responsibilities

## Decentralized Decisions

- Prioritization often done from a unit rather than an institutional perspective
- Often “first in, first out”
- Based on budget available to a unit
- Many duplicative solutions

## Budgets

- ITS funded for operations, not new projects or infrastructure replacements
- “Rich versus poor” departments create technology gaps
- Many purchases with on-going obligations are made through one-time funds

## Coordination

- Extremely complex technology, security and compliance environments
- ITS often involved late, slowing down or stopping projects
- Limited communication between unit technology teams

# WHY CHANGE IT SUPPORT NOW?



## FEEDBACK, TRENDS AND BEST PRACTICES

### Internal

- I Improve level, consistency and speed of support
- I Manage growing security and compliance requirements
- I Manage high expectations of technology support
- I Manage risks & minimize duplication
- I Improve institutional prioritization of resources
- I Focus resources on strategic value
- I Balance maintaining needed systems with implementing new
- I Balance current budget situation with institutional needs

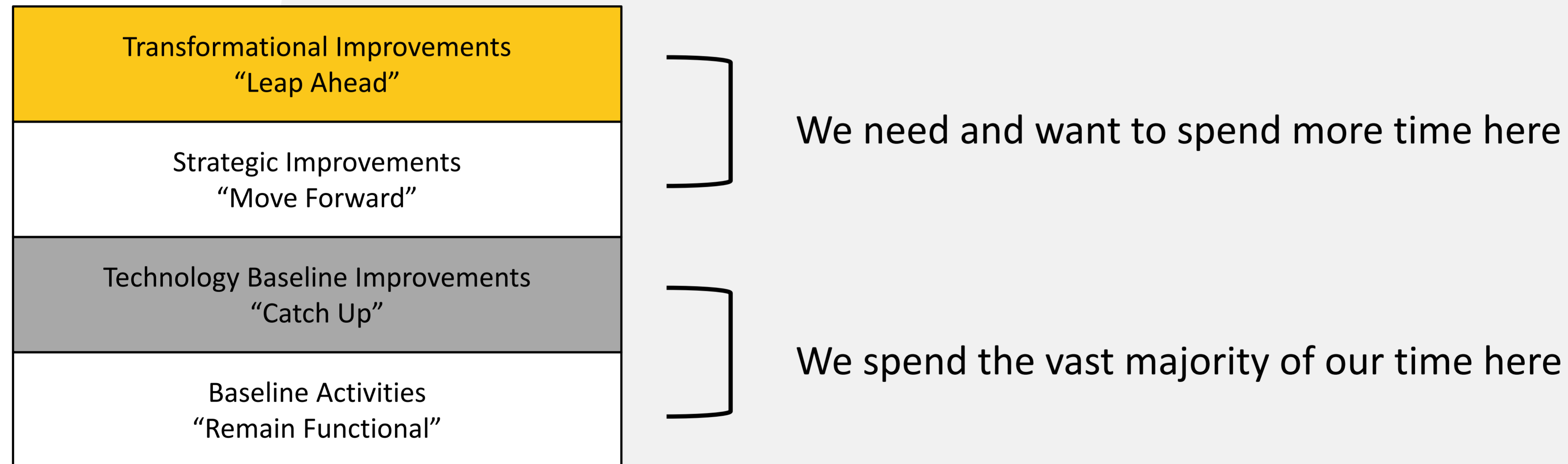
### External

- I Continue to address Governor's 2015 and 2016 executive orders on cybersecurity
- I Recognize potential impact of centralized IT for State agencies as of July 2018
- I Recognize potential impact of centralized purchasing for many technologies as of August 2018
- I Prepare for possible outcomes of SBOE's focus on "systemness"

# LAYERS OF IT EFFORTS



## USING OUR RESOURCES



With limited and finite resources, how are we going to move forward?

# MOVING FORWARD



## IMPLEMENTING “BEST USE”

Transformational Improvements “Leap Ahead”	Operational & Resource Utilization Improvements “Best Use”
Strategic Improvements “Move Forward”	
Technology Baseline Improvements “Catch Up”	
Baseline Activities “Remain Functional”	

### Best Use

- We need to do more than just continuous improvement on ITS processes and procedures
- “Best use” means optimizing how we use UI’s available financial and personnel resources without adding any additional cost or requiring more resources
- Focusing on “best use” now will provide more resources for moving forward and leaping ahead

# COMPONENTS OF “BEST USE”



SIX SEPARATE BUT RELATED EFFORTS APPROVED AND MOVING FORWARD

Leap Ahead	IT Governance & Prioritization
Move Forward	Annual IT Security Training for All Employees Common Work Management System for IT Employees
Catch Up	Central End User Technology Procurement and License Management
Remain Functional	Central Device Management IT Personnel and Risk Study

# COMPONENTS OF “BEST USE”



## IT GOVERNANCE & PRIORITIZATION

Leap Ahead	<b>IT Governance &amp; Prioritization</b>
Move Forward	Annual IT Security Training for All Employees Common Work Management System for IT Employees
Catch Up	Central End User Technology Procurement and License Management
Remain Functional	Central Device Management IT Personnel and Risk Study

### Why

- Maximize the chances of project success by aligning all necessary resources for project completion
- Ensure institutional resources are working on the highest priority initiatives and to be transparent on those priorities

### Process

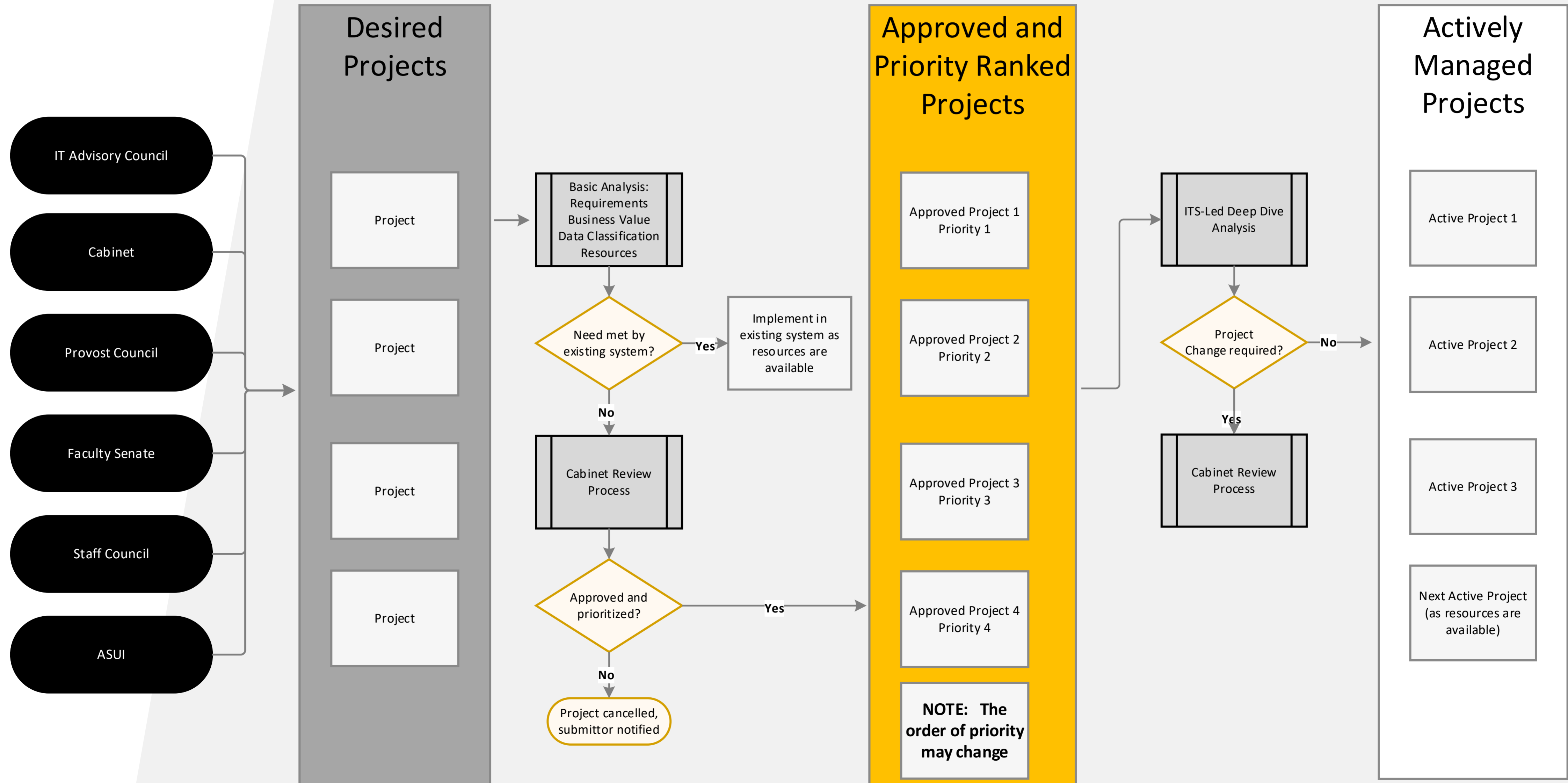
- Following a best practice methodology, collect requests and see if existing technology will suffice. If not, prioritize projects from an institutional perspective, align resources and complete projects.

### Implementation

- Immediate, continue partnership with Purchasing Services



# IT GOVERNANCE & PRIORITIZATION



# COMPONENTS OF “BEST USE”



## ANNUAL SECURITY TRAINING FOR ALL EMPLOYEES

### Why

- Majority of security and compliance issues are due to social engineering and user error
- Rapid pace of change requires regular refreshers

### Process

- ITS will continue to partner with Employee Development & Learning (EDL) to make training available and report on completion
- Training content is purchased through SANS, an industry leader

### Implementation

- Immediate – continue current activities

Leap Ahead	IT Governance & Prioritization
Move Forward	<b>Annual IT Security Training for All Employees</b>
Catch Up	Common Work Management System for IT Employees
Remain Functional	Central End User Technology Procurement and License Management
	Central Device Management
	IT Personnel and Risk Study



# COMPONENTS OF “BEST USE”



## COMMON WORK MANAGEMENT SYSTEM FOR ALL IT EMPLOYEES

### Why

- Connect customers more quickly to those who can fix their issues
- Provide one place for customers to go with technology issues
- Provide one place to track technology projects
- Provide one place to analyze and manage human resource investment for technology support

### Process

- Review business processes, build necessary forms, train technology employees and inform customers

### Implementation

- Complete by March 1, 2019 - finish volunteers, then complete others; software is provided through an ITS budget

Leap Ahead	IT Governance & Prioritization
Move Forward	Annual IT Security Training for All Employees <b>Common Work Management System for IT Employees</b>
Catch Up	Central End User Technology Procurement and License Management
Remain Functional	Central Device Management IT Personnel and Risk Study

# COMPONENTS OF “BEST USE”



## CENTRAL END USER TECHNOLOGY PROCUREMENT & LICENSE MGMT

### Why

- Take advantage of economies of scale and reduce duplications
- Standardize technologies for lower costs and higher support quality with less time spent on custom solutions
- Provide end-to-end ordering, inventory tracking, deployment and retirement for reduced steps and paperwork

### Process

- Process to be developed to include online ordering, common items in stock, choices (Mac vs. Windows) and exceptions
- Budget remains with the unit

### Implementation

- By August 2019, finish process development and rollout, continue partnership with Purchasing Services

Leap Ahead	IT Governance & Prioritization
Move Forward	Annual IT Security Training for All Employees Common Work Management System for IT Employees
Catch Up	<b>Central End User Technology Procurement and License Management</b>
Remain Functional	Central Device Management IT Personnel and Risk Study

# CENTRAL END USER TECHNOLOGY PROCUREMENT

ITS will consult and provide recommendations on:

- Computer furniture and monitor arms
- Cases and skins
- Security devices (locks, cables)
- Power strips and cords per fire code
- Facilities cabling
- Non-standard software

ITS will develop standards for and facilitate purchase of:

- Windows and Mac desktops and laptops, Windows and iOS tablets
- Multi-function devices (copiers) and printers
- Office/conference/mobile phones plus mobile plans and hotspots
- Monitors, televisions, projectors, digital signage and streaming devices (Apple TV, etc.)
- Video conferencing equipment
- Peripherals (scanners, speakers, keyboards, mice, webcams, microphones, storage, Cables, UPS power backups, etc.)
- Approved end user software and apps

The implementation process will consist of:

- Finalizing guidelines, strategies, processes and an exception mechanism through consultation with Purchasing Services FIG, CUIBO and IT personnel
- Developing a portal for standard products
- Developing and implementing a communication plan
- Training UI personnel

# COMPONENTS OF “BEST USE”



## CENTRAL DEVICE MANAGEMENT

Leap Ahead	IT Governance & Prioritization
Move Forward	Annual IT Security Training for All Employees Common Work Management System for IT Employees
Catch Up	Central End User Technology Procurement and License Management
Remain Functional	<b>Central Device Management</b> IT Personnel and Risk Study

### Why

- Improved user experience through automated software delivery and patching
- Improved security and reaction to security/compliance issues
- Improved ability to implement time-saving standards
- Allows IT employees to focus on critical initiatives
- Improved planning: replacement cycles, common challenges

### Process

- For new devices, it will be part of the centralized purchasing
- For existing devices, each device will have software installed to facilitate patching, monitoring and security

### Implementation

- By August 2019, finish process development and rollout

# COMPONENTS OF “BEST USE”



## IT PERSONNEL AND RISK STUDY

Leap Ahead	IT Governance & Prioritization
Move Forward	Annual IT Security Training for All Employees Common Work Management System for IT Employees
Catch Up	Central End User Technology Procurement and License Management
Remain Functional	Central Device Management <b>IT Personnel and Risk Study</b>

### Why

- Better understanding of employee roles and existing tech
- Better understanding of institutional risks
- Focus employee time on strategic priorities and minimize risks by better coordinating resources

### Process

- Document current positions with technology roles and current technology in use at UI
- Analyze data to understand risks and develop recommendations

### Implementation

- By August 2019, complete the process and start an institutional discussion of next steps



# KEYS TO SUCCESS

The University of Idaho is moving forward with the “IT Best Use” initiative with the support of the President and the Cabinet.

Success will come as we work together to make this initiative successful. It will, at times, be difficult but we must stay the course to realize the benefits. We will change and adapt as we learn and learning will come through collaboration and communication.

## Continued Support

Consistent, active support through words and actions

Do not circumvent the processes – suggest improvements

Encourage constructive feedback

## Communication

Discuss widely and openly

Promote the “why”

Actively solicit feedback on “Best Use” implementation

Be open with metrics, successes and areas for improvement

## Continuous Improvement

Solicit and positively accept feedback

Utilize data and surveys to improve

Adjust processes as necessary

Explain why some changes do not happen

Please share and discuss the information in this presentation and refer questions, comments and suggestions to Dan Ewart, VP for IT and CIO.



**MEETING MINUTES**

Wednesday, January 9, 2019 9:00 to 11:00 a.m. Paul Joyce Faculty & Staff Lounge

- I. Call to Order.....Howard
- II. Staff Member of the Month.....Creg Empey.....  
Creg did an outstanding job at diffusing a very tense situation with regard to important functionality that we were not made aware would be missing with the Banner 9 go-live. He worked tirelessly and quickly to resolve the issues we were experiencing in a very professional manner. An extra shout-out to Michael Beery for his help in the process as well. Submitted by Heather Nelson, Associate Director, OSP..... Espenschade
- III. Roll Call – Determination of Quorum.....established.....McGarry
- IV. Approval of Minutes.....approved.....Howard
- V. Guest Presentations –
  - a. President Staben via Zoom, Zoom was not functioning, so he could not join the meeting.
  - b. Brian Foisy, VP of Finance and Administration
    - i. See presentation attached
- VI. Executive Committee Reports
  - a. Off-Campus...Is working on campus inclusion project. Committee meets this Friday.....Fox
  - b. Communications.....40% open rate on newsletter.....Hoffmann
  - c. Treasurer.....absent.....Freitag
  - d. Secretary.....none.....McGarry
  - e. Elections.....none.....Crossland
  - f. Technology...none.....Kearney
  - g. Vice Chair.....none.....Baker
  - h. Chair.....none.....Howard
- VII. Advisory/Other Reports
  - a. Faculty Senators.....Faculty senate has not met.....Tibbals
  - b. Post Docs.....meeting later today.....VanLeuven
  - c. Human Resources.....no report...Cindy has a question regarding the new evaluation forms. She is not allowed by her dean to use them. Wes says that so far it is just another option. They will see which forms get used and then move from there to limit the number of forms. They are not going to come across heavy-handed and require a particular form that some do not like.....Matthews
  - d. Finance & Administration.....Foisy
  - e. Professional Development & Learning.....Keim
- VIII. Old Business
  - a. Need a new Chair and Vice Chair – feel free to send nominations to me and I will reach out to those candidates selected.
- IX. New Business



# University of Idaho

## Staff Council

- a. Drafting a proposal for our Staff Development Learning and Development budget
  - i. We have money for Development – we need to use it or we might lose it
- X. Good of the Order
- XI. Adjournment – 11:10





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# FALL 2018 ENROLLMENT AND BUDGET UPDATE

# ENROLLMENT AND REVENUE TIMELINE



- I** AUG 20 First day of classes (payment deadline)
- I** AUG 31 10<sup>th</sup> day of classes (last day to receive 100% refund)
- I** SEP 18 Tuition waivers start posting to the Banner system
- I** OCT 15 Enrollment census date (official date for enrollment reporting)
- I** OCT 23 Leadership breakfast (annual update on connection between enrollment, tuition revenue, and operating budgets)

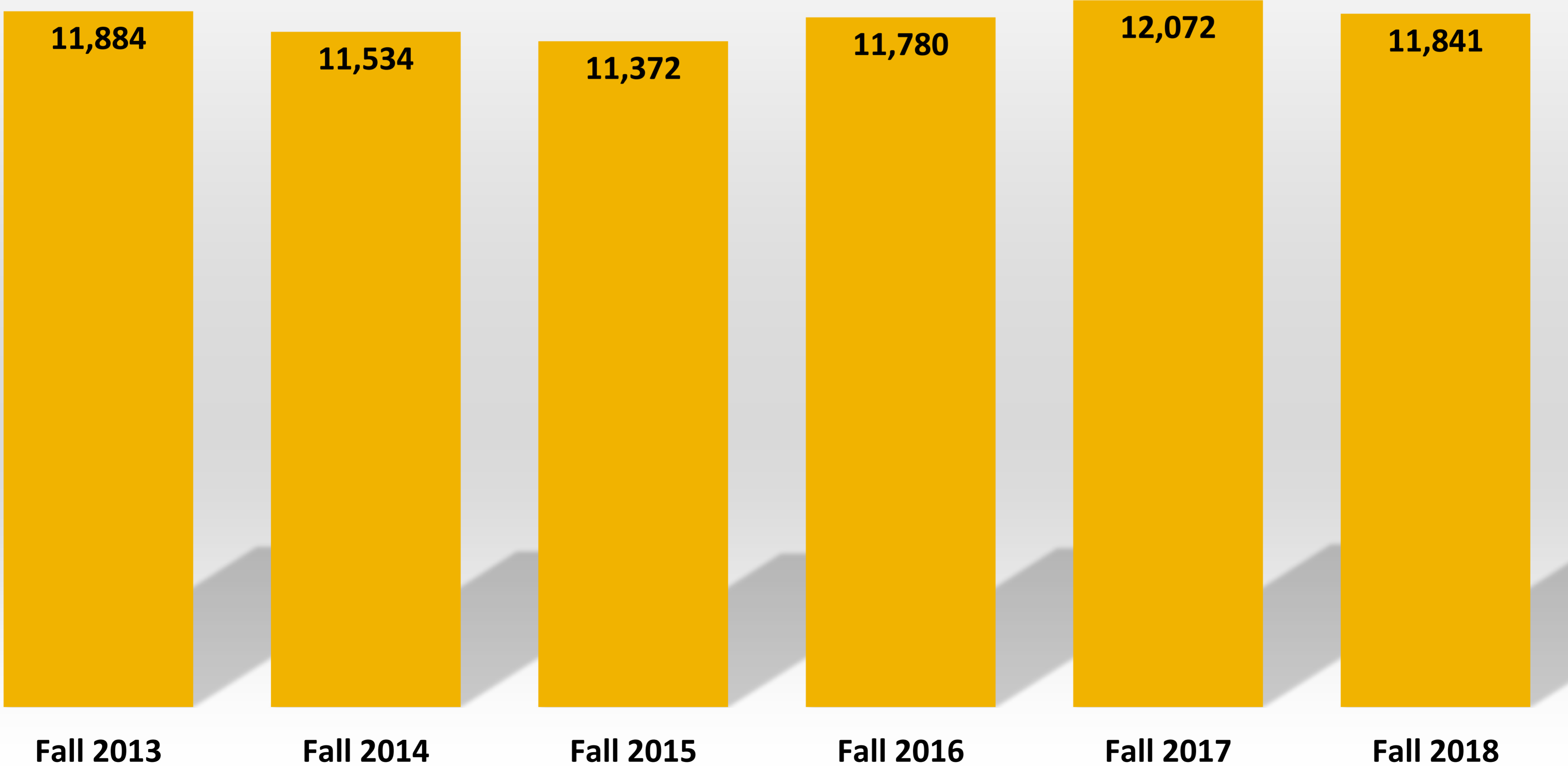


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# FALL 2018 ENROLLMENT

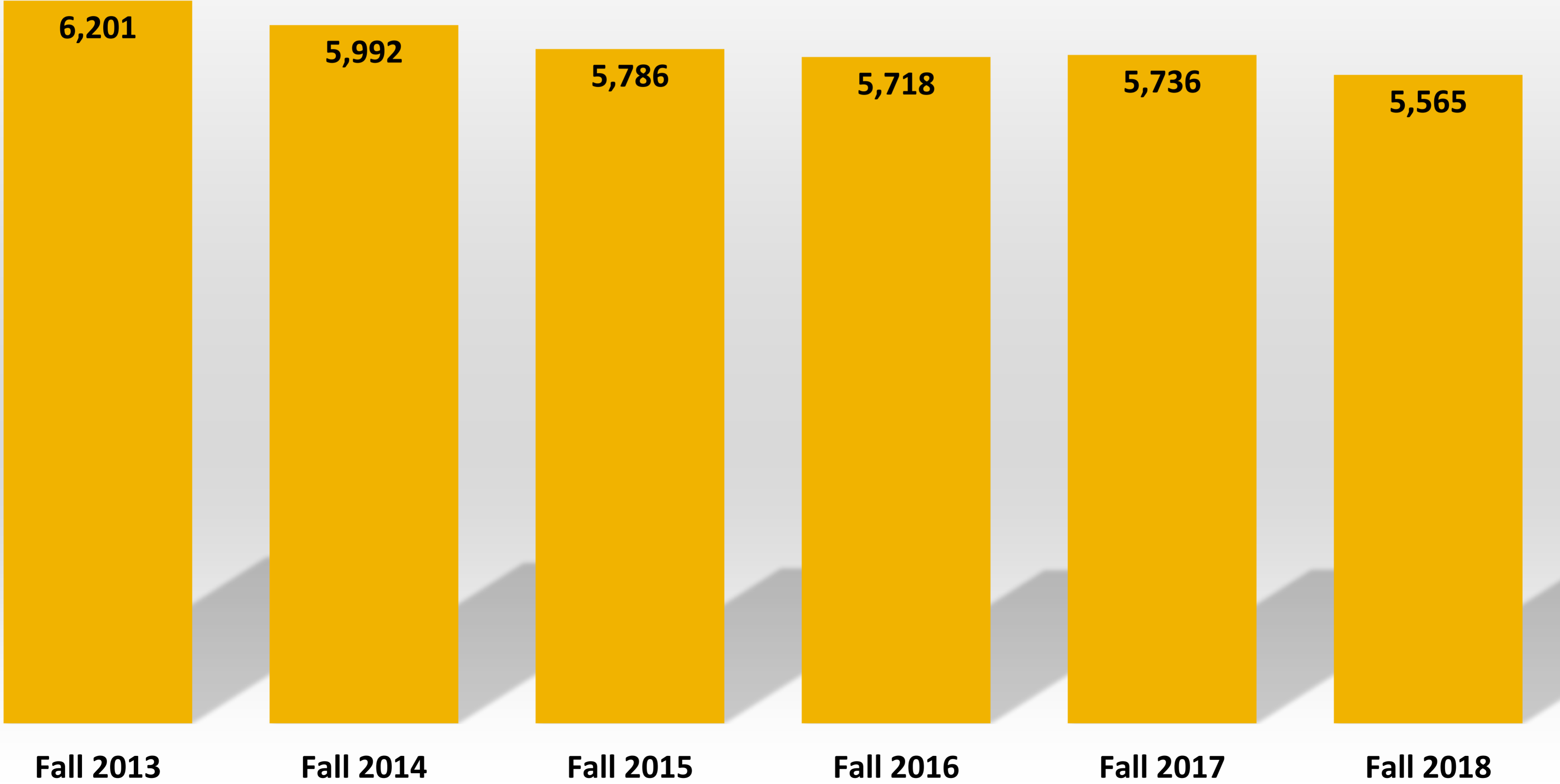
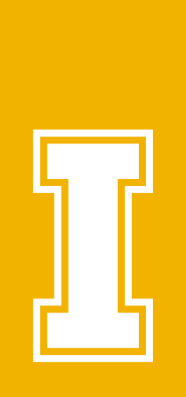
# ENROLLMENT TRENDS, FALL 2013 TO FALL 2018

## Total Enrollment University of Idaho



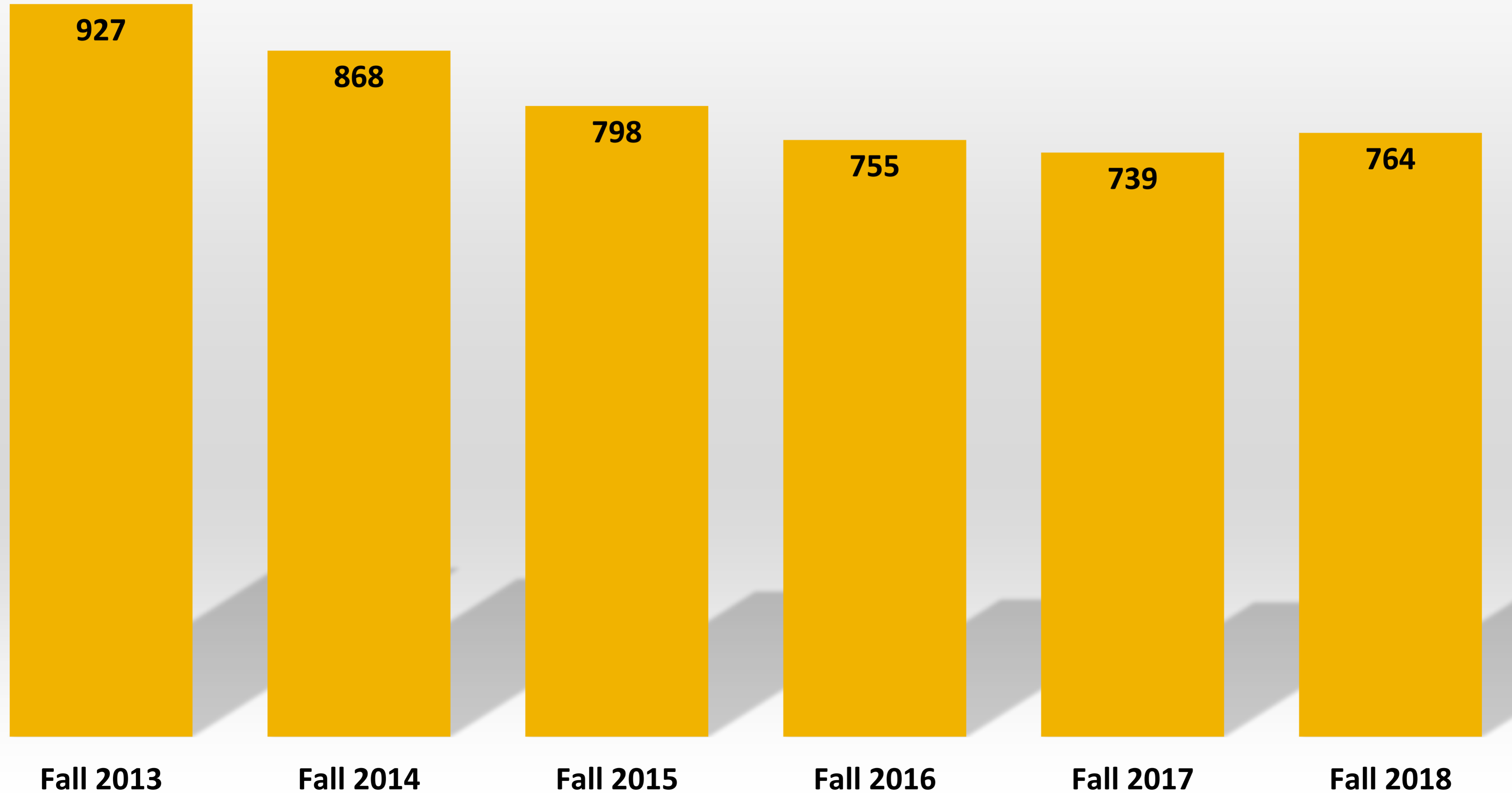
# ENROLLMENT TRENDS, FALL 2013 TO FALL 2018

Resident Undergraduate Students  
University of Idaho



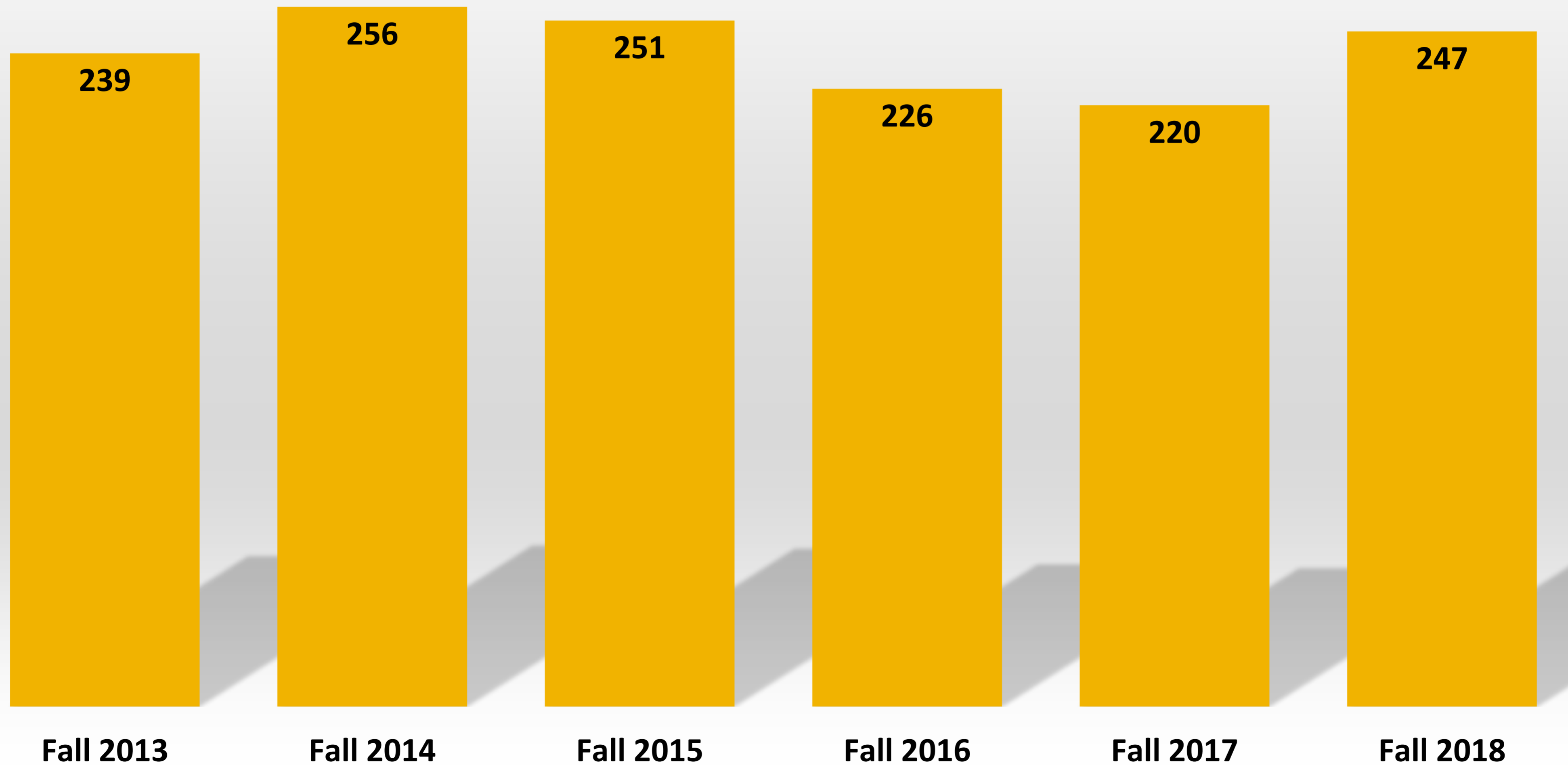
# ENROLLMENT TRENDS, FALL 2013 TO FALL 2018

## Resident Graduate Students University of Idaho



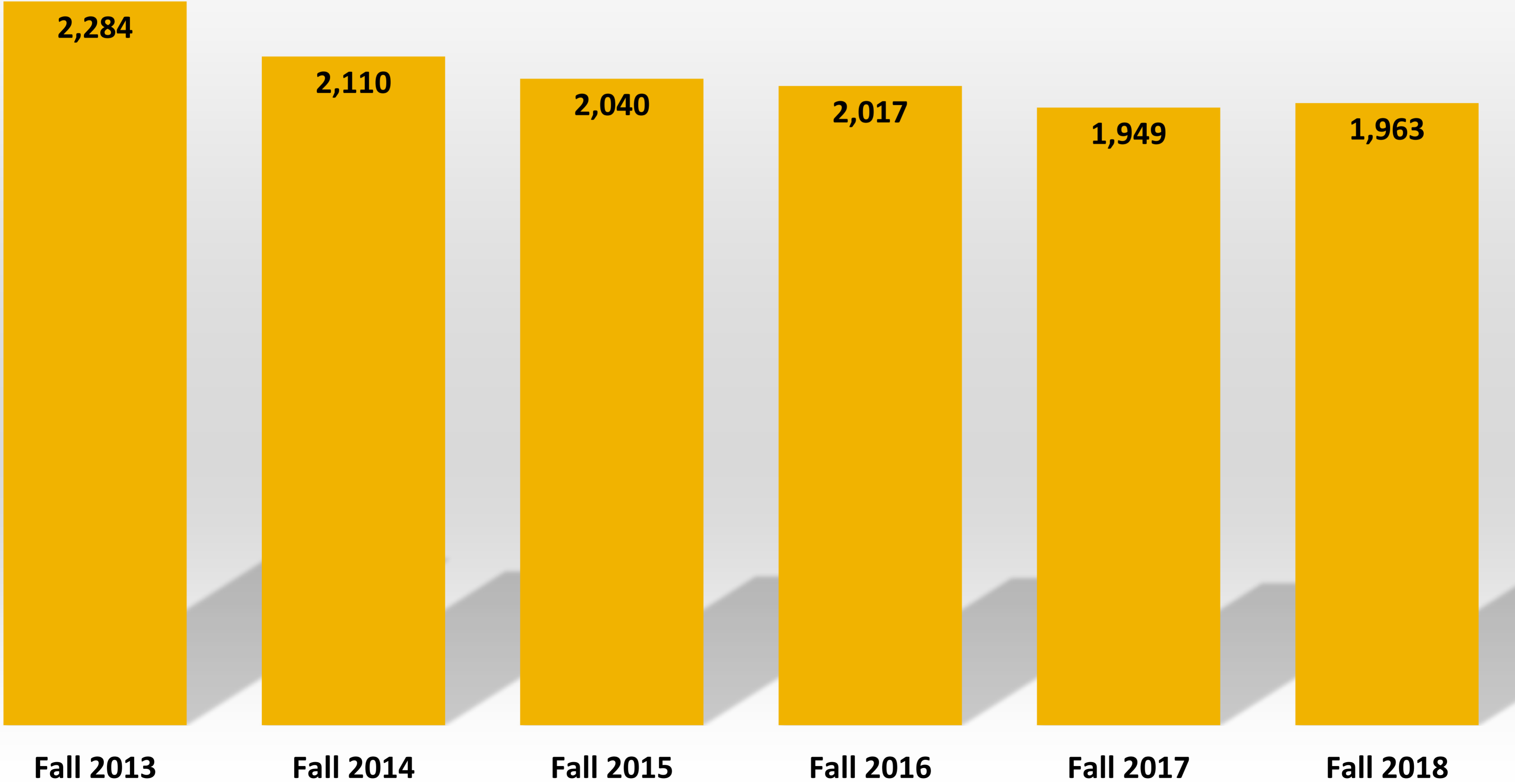
# ENROLLMENT TRENDS, FALL 2013 TO FALL 2018

Resident Law Students  
University of Idaho



# ENROLLMENT TRENDS, FALL 2013 TO FALL 2018

## Non-Resident Undergraduate Students University of Idaho





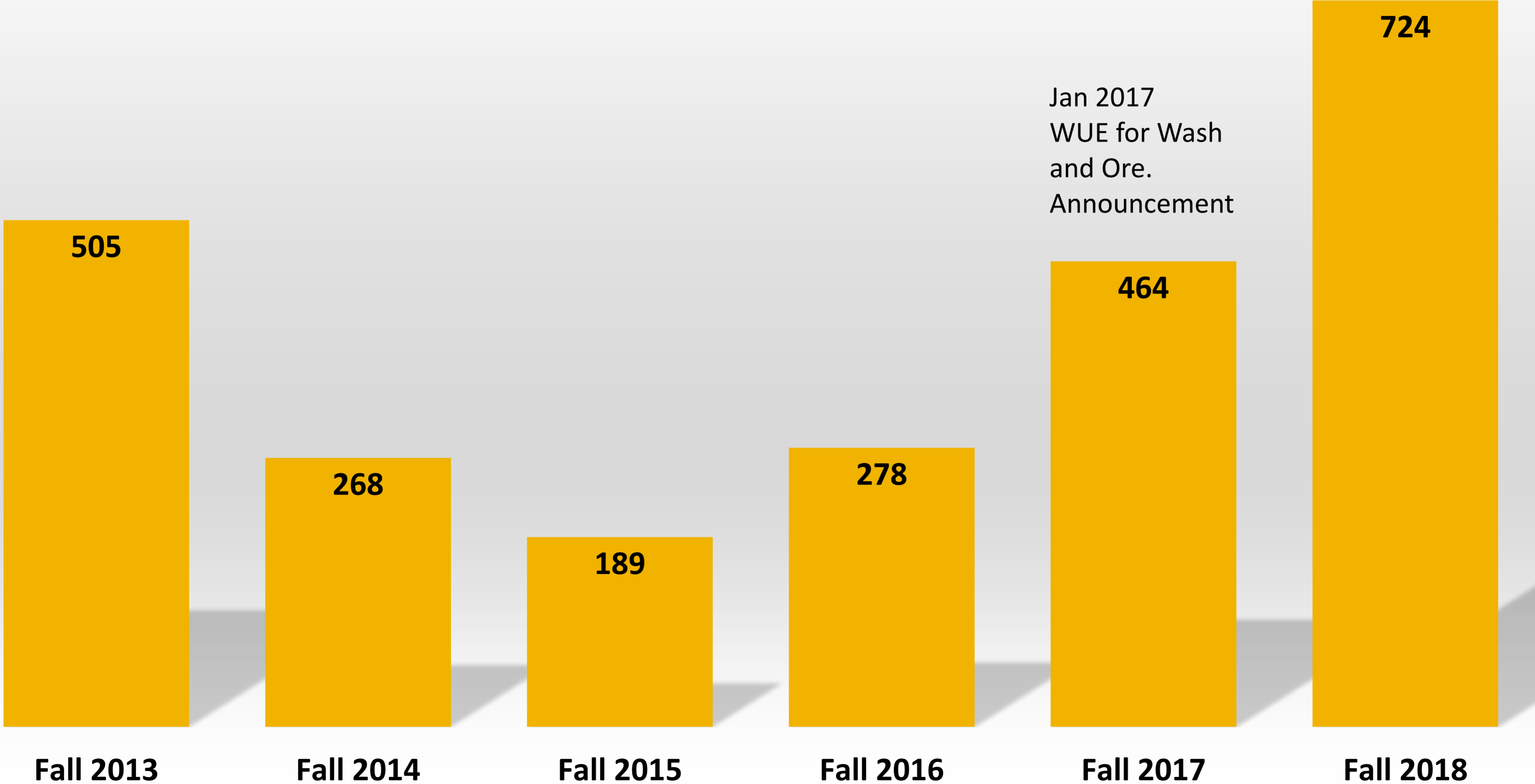
# ENROLLMENT TRENDS, FALL 2013 TO FALL 2018

## WUE Undergraduate Students University of Idaho



Jan 2018  
WICHE  
Announcement

Jan 2017  
WUE for Wash  
and Ore.  
Announcement



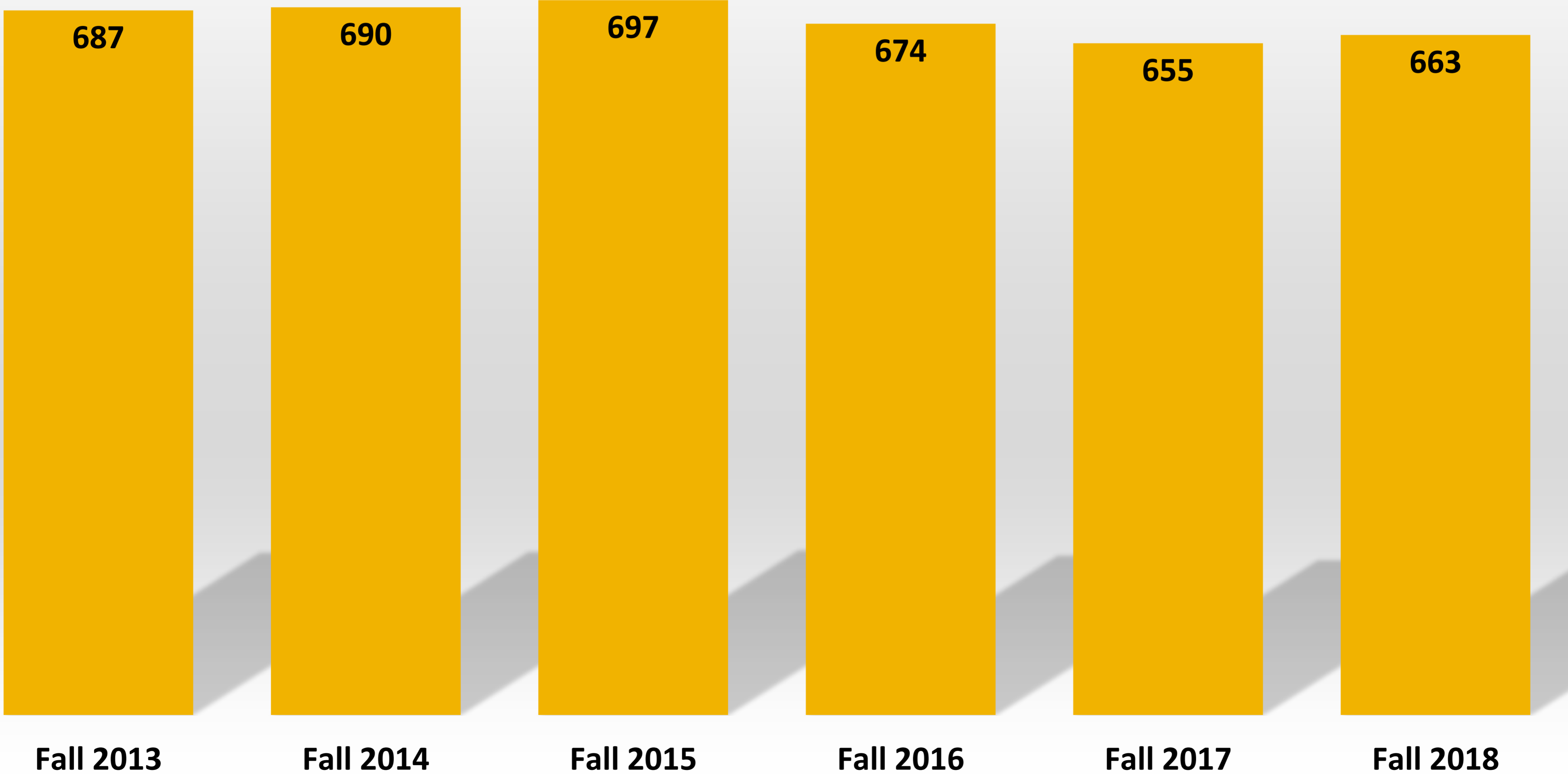
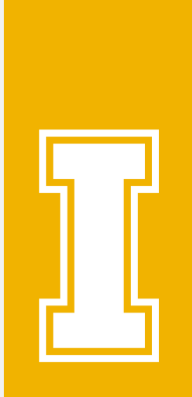
# WUE EVOLUTION



- I Original analysis was designed to maximize revenue per student, and responded to stated concerns about capacity
- I EWA funding formula only provided state support for the first 280 WUE students, so WUE target was set at 300 (anything beyond that was eroding revenue per student)
- I We never really discontinued WUE – targeted at 300
- I BSU has used the WUE to great effect to recruit from California, despite EWA limitations
- I Recent program expansion involved states with high tuition (Washington and Oregon)
- I WICHE ultimately requested that UI honor the WUE rate for students from all participating states

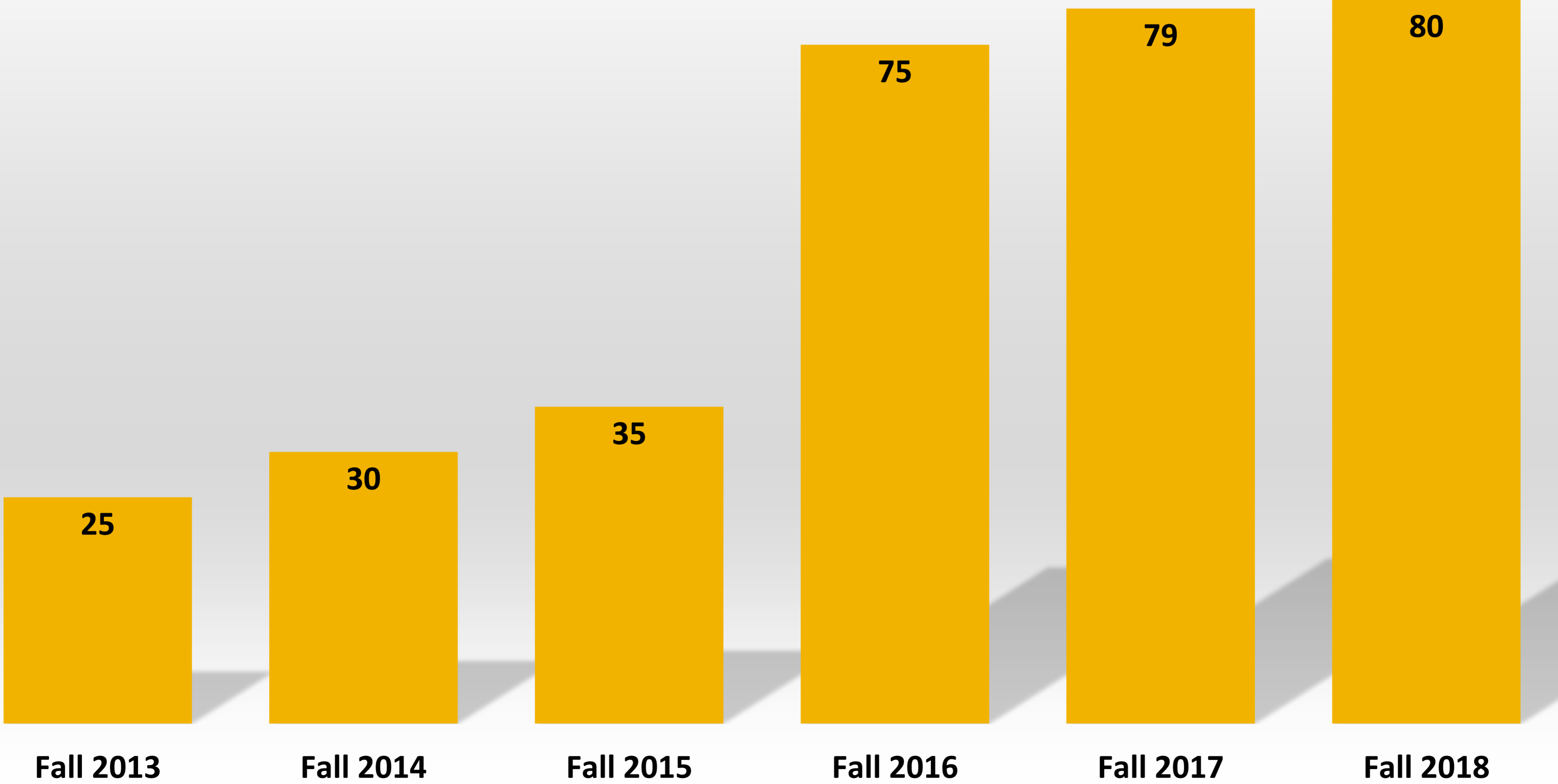
# ENROLLMENT TRENDS, FALL 2013 TO FALL 2018

## Non-Resident Graduate Students University of Idaho



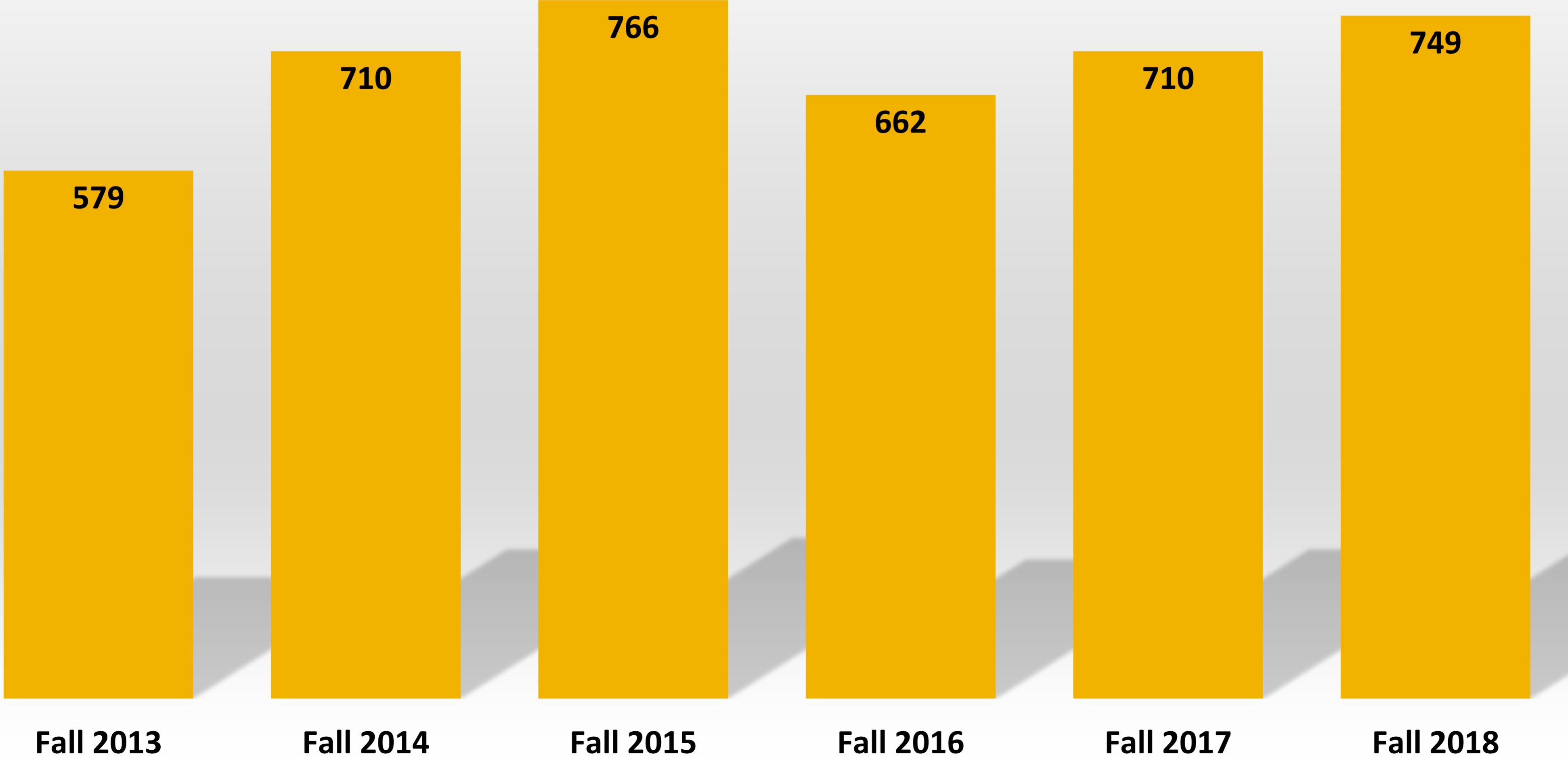
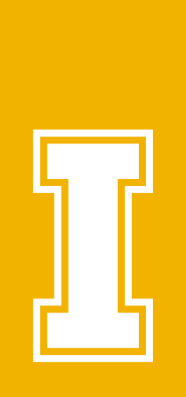
# ENROLLMENT TRENDS, FALL 2013 TO FALL 2018

WWAMI Students  
University of Idaho



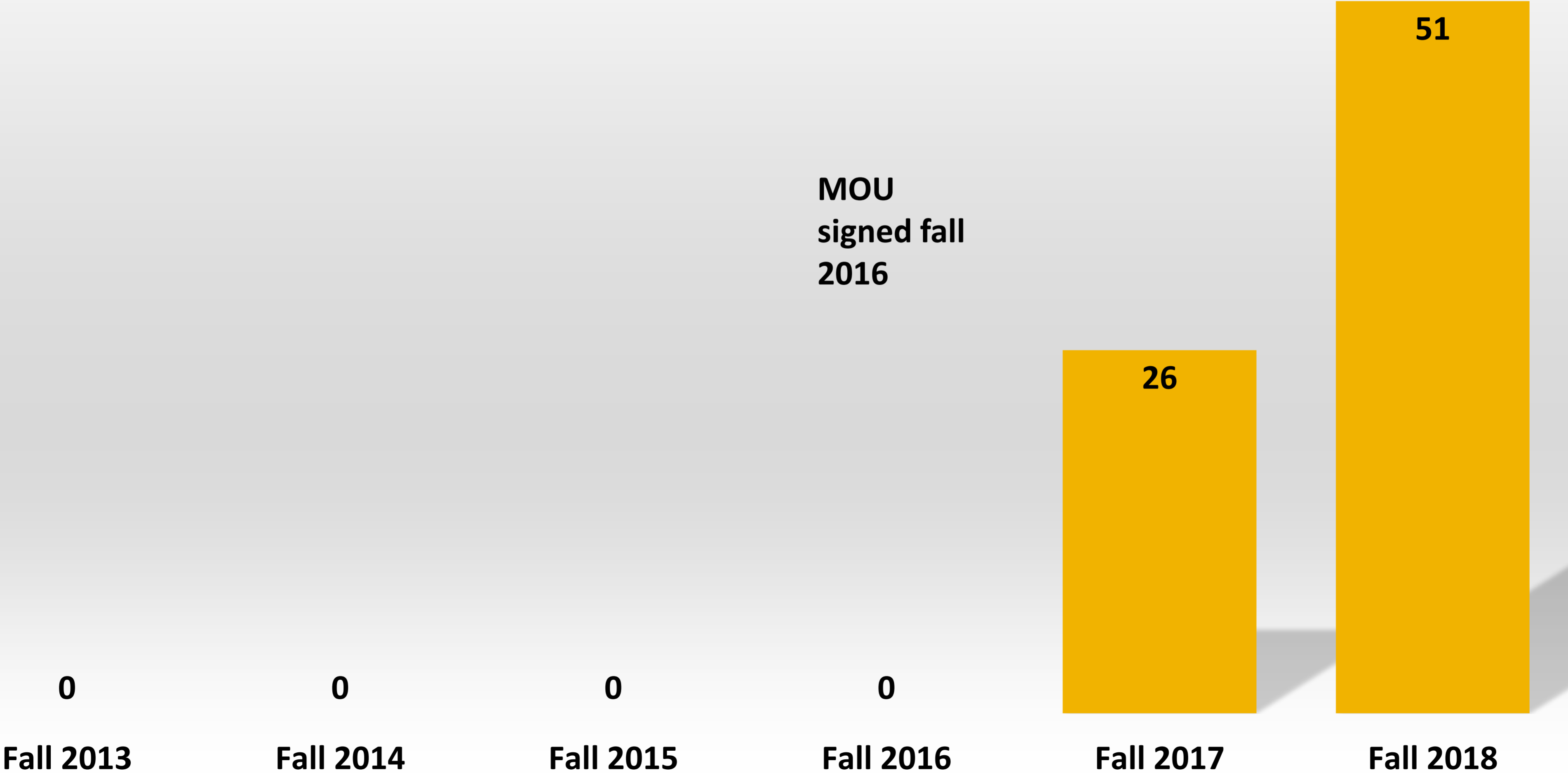
# ENROLLMENT TRENDS, FALL 2013 TO FALL 2018

International Students  
University of Idaho



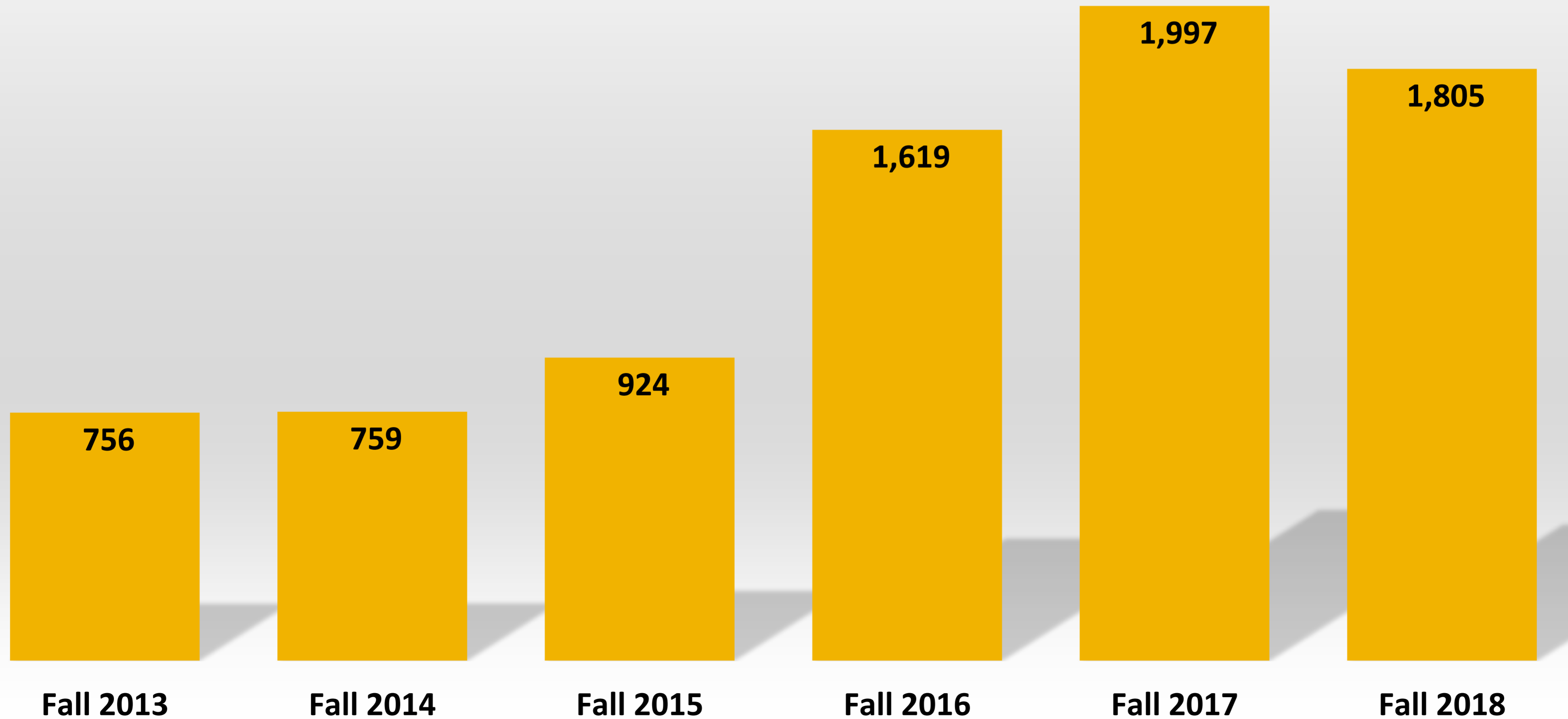
# ENROLLMENT TRENDS, FALL 2013 TO FALL 2018

## International Navitas Students University of Idaho



# ENROLLMENT TRENDS, FALL 2013 TO FALL 2018

## Dual Credit Students University of Idaho





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# TUITION REVENUE PROJECTIONS



# FY19 TUITION RATES AND IMPACT OF MIX CHANGES



Student Type	Central Tuition Rate
Undergraduate Resident	\$ 5,778
Undergraduate Non-Resident	23,414
Undergraduate WUE	9,710
Graduate Resident	7,266
Graduate Non-Resident	24,902
Dual Credit, Self-Support (EMBA, Athletic Training, etc.), WWAMI, etc.	0

- WUE rate reflects \$13,704 reduction from full NR rate of \$23,414
- Listed rates exclude mandatory fees of \$2,086

# DEFINITIONS

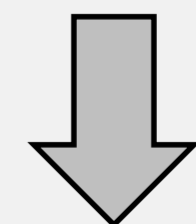


- I GROSS TUITION:** The “sticker price” or rate charged to each category of student (UG/Grad, Res/Non-Resident, etc.) times the number of students in each category.
- I TUITION WAIVERS:** Institutional authority to forgo some or all of the gross tuition charged to a student. Tuition waivers are “non-cash” transactions. The institution reduces the amount owed by a student, but no cash ever changes hands (that is, no one ever pays for the reduction). The institution simply agrees to accept less than the full sticker price. The most common waivers at UI are non-resident waivers (OST at 6%). Waivers are deducted from gross tuition.
- I SCHOLARSHIPS:** Like tuition waivers, scholarships reduce the amount owed by a student. However, scholarships are cash transactions. Someone (central fund, university department, outside entity, etc.) pays the bill on behalf of the student. Scholarships are not deducted from gross tuition.
- I NET TUITION:** Gross tuition minus tuition waivers. What we charge minus what we forgo equals what we collect. Net tuition is roughly equivalent to spendable cash.

# FY19 CENTRAL GROSS TUITION



Student Type	Gross Revenue Budget	Gross Revenue Projection	Over / (Under) Budget
Undergraduate Resident	\$31,790,045	\$30,379,648	(\$1,410,397)
Undergraduate Non-Resident	28,712,499	26,938,139	(1,774,360)
Undergraduate WUE	14,727,683	15,155,546	427,863
Graduate Resident	5,472,988	5,516,412	43,424
Graduate Non-Resident	17,121,844	16,859,701	(262,143)
Other (Summer, Overload, etc.)	2,319,554	2,320,183	629
<b>TOTAL</b>	<b>\$100,144,613</b>	<b>\$97,169,628</b>	<b>(\$2,974,985)</b>

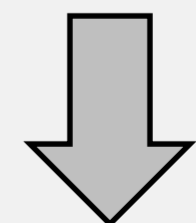


3.0% under budget

# FY19 CENTRAL TUITION WAIVERS



Student Type	Waiver Budget	Waiver Projection	Over / (Under) Budget
Undergraduate Resident	\$ 513,547	\$ 443,389	(\$70,158)
Undergraduate Non-Resident	9,474,080	7,228,523	(2,245,557)
Undergraduate WUE	8,619,816	8,870,235	250,419
Graduate Resident	343,265	154,385	(188,880)
Graduate Non-Resident	8,043,733	8,433,908	390,175
Other (Summer, Overload, etc.)	87,681	35,080	(52,601)
<b>TOTAL</b>	<b>\$27,082,122</b>	<b>\$25,136,369</b>	<b>(\$1,916,603)</b>

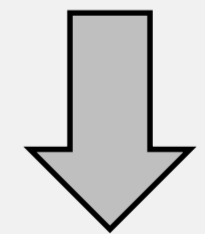


7.1% under budget

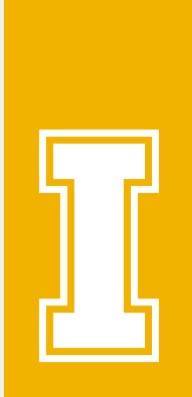
# FY19 CENTRAL NET REVENUE



	<b>Budget</b>	<b>Projection</b>	<b>Shortfall</b>
<b>Gross Tuition</b>	\$100,144,613	\$97,169,628	(\$2,974,985)
<b>Tuition Waivers</b>	27,082,122	25,136,369	(1,916,603)
<b>TOTAL – Net Tuition</b>	\$73,062,491	\$72,004,108	<b>(\$1,058,383)</b>



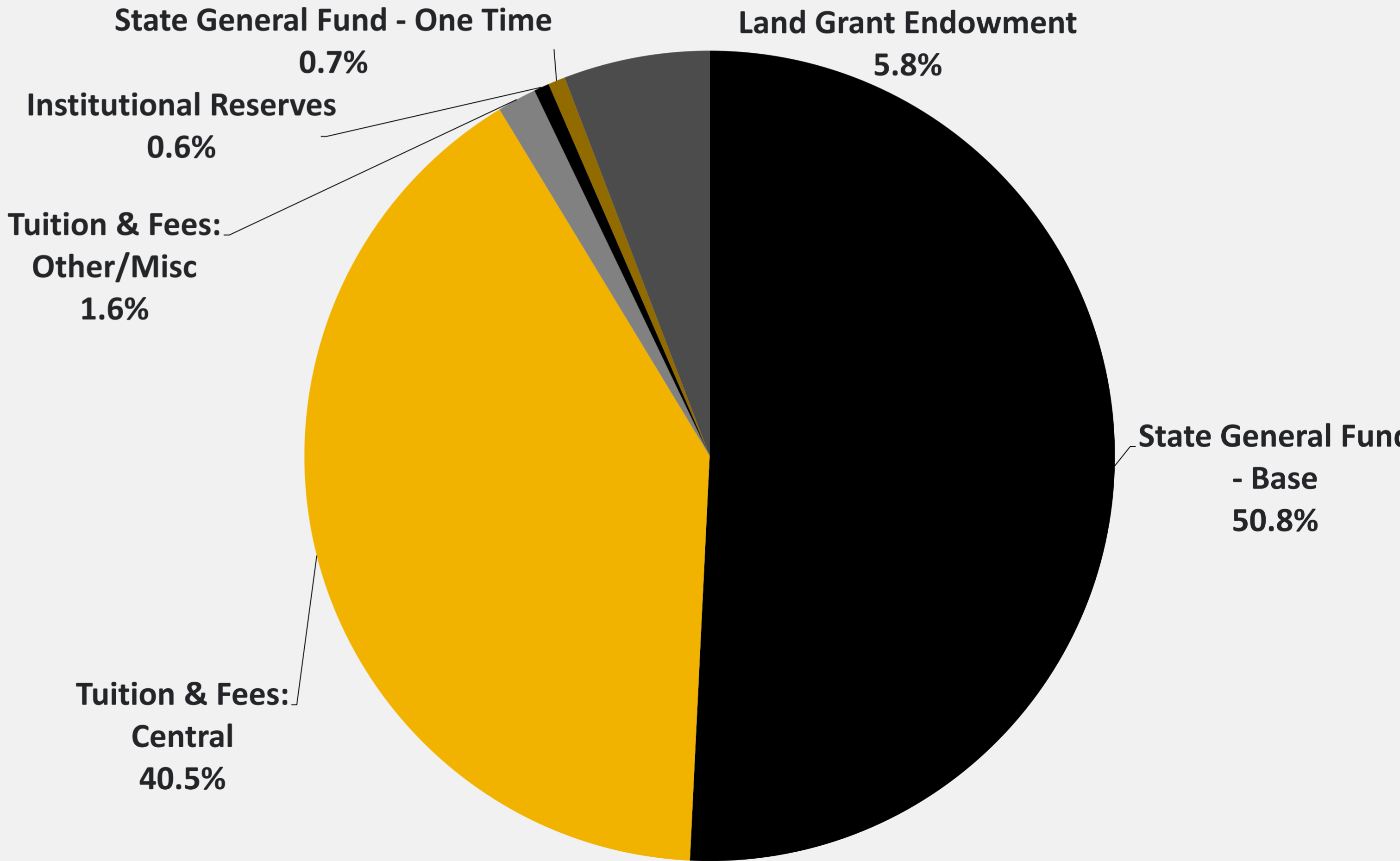
1.4% under budget



# FY19 GENERAL EDUCATION REVENUE

## BUDGET: \$180.2M

Source	Total
State General Fund – Base	\$91,500,700
State General Fund – One Time	1,226,200
One Time Reserves	1,100,000
Land Grant Endowment	10,498,800
Tuition & Fees: Central	73,062,491
Tuition & Fees: Other / Misc.	2,811,809
<b>TOTAL</b>	<b>\$180,200,000</b>





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# BUDGET PLAN

FY19 & FY20

# FY19 PLAN – JUST GIVE US ONE BILL!!!



	FY19 (1X)
FY18 Structural Deficit	\$ 1.1 m
FY19 Structural Deficit	
Gross Tuition Shortfall	\$ 2.9 m
Waivers - Savings	<u>(\$1.9 m)</u>
Net Tuition Shortfall	<u>\$ 1.0 m</u>
Sub-total Structural Deficit	\$ 2.1 m
UBFC One-time	<u>\$ 2.9 m</u>
Total One-time Reduction for FY19	\$ 5.0 m



# FY19 REDUCTIONS



- I** Based on ability to pay (allocated based on Gen Ed carryforward balances as of 06/30/18)
- I** Strong philosophical connection to the underlying problem (by not netting tuition shortfalls against carryforward balances in the past, we've created carryforward that never really existed)
- I** Reductions managed at the vice president level, so no mandated direct connection to individual unit carryforward balances
- I** Reductions taken from 06/30/18 ending balances, with net amount posted at the vice president level

# FY20 PLAN



	FY19 (1X)	FY20 (Base)
FY18 Structural Deficit	\$1.1 m	\$1.1 m
FY19 Structural Deficit		
Gross Tuition Shortfall	\$ 2.9 m	\$2.9 m
Waivers - Savings	<u>(\$1.9 m)</u>	<u>(1.0 m)</u>
Net Tuition Shortfall	<u>\$ 1.0 m</u>	<u>\$1.9 m</u>
Sub-total Structural Deficit	\$ 2.1 m	\$ 3.0 m
UBFC – One-time	\$ 2.9 m	
UBFC – Ongoing		\$ 2.0 m
Enrollment Contingency		\$ 2.0 m
Presidential Initiatives	<u>                    </u>	<u>\$ 2.0 m</u>
Total	\$ 5.0 m	\$ 9.0 m

# FY20 REDUCTIONS



- I** Based on existing program prioritization methodology, which supports established campus processes
- I** Immaterial difference between PP methodology and percentage of base budget methodology (which is the only immediately available alternative that fits the timeline)
- I** Reductions managed at the vice president level, so no mandated connection to individual unit PP scores (scores drive VP cuts, not unit cuts)
- I** SBOE requires ongoing prioritization and reallocation (must report to the board in April on what we've done since last year)

# FY20 REDUCTIONS



- I** \$5M base budget reduction now, with plans due to president by Jan 31, 2019
- I** \$4M recovered over approximately 2 years via faculty and staff strategic hiring plans
- I** Room to consider multi-year implementation plans, based on available carryforward balances
- I** This action will meet board expectations for prioritization and reallocation



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# FACULTY HIRING PLAN – A WAY FORWARD

# FACULTY STRATEGIC HIRING PLAN



- I Accelerate our progress towards the goals of the strategic plan
- I Scrutinize all available financial resources within academic affairs
- I Eliminate historic constraints on our funding decisions
- I Meet our mission as Idaho's land-grant institution

# FACULTY STRATEGIC HIRING PLAN

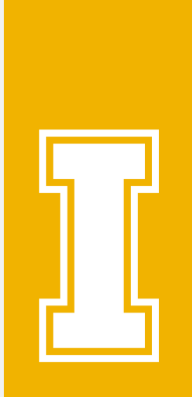


Effective July 1, 2018 – for Gen Ed funded faculty lines, no immediate refilling and/or developing of new positions outside of a University-wide process (i.e. Colleges cannot proceed independently, decisions will be made annually as a cohort)

- I April 2019: requests to add/refill faculty positions due to Provost
- I Summer 2019: decisions given back to units
- I FY 20: funding for temporary hires given to units while they search for permanent positions
- I FY21: new faculty start in units and permanent funding is provided to units
- I Process repeats in like fashion as cohorts each year going forward



# FACULTY STRATEGIC HIRING PLAN



FY19

FY20

FY21

Professor \$170K

Bridge Funding Instructor  
\$75K

Assistant Professor  
\$150K

One-time Savings \$95K  
set aside for start-up  
costs

Permanent  
Savings \$20K,  
accumulated  
savings used to  
fund additional  
faculty lines



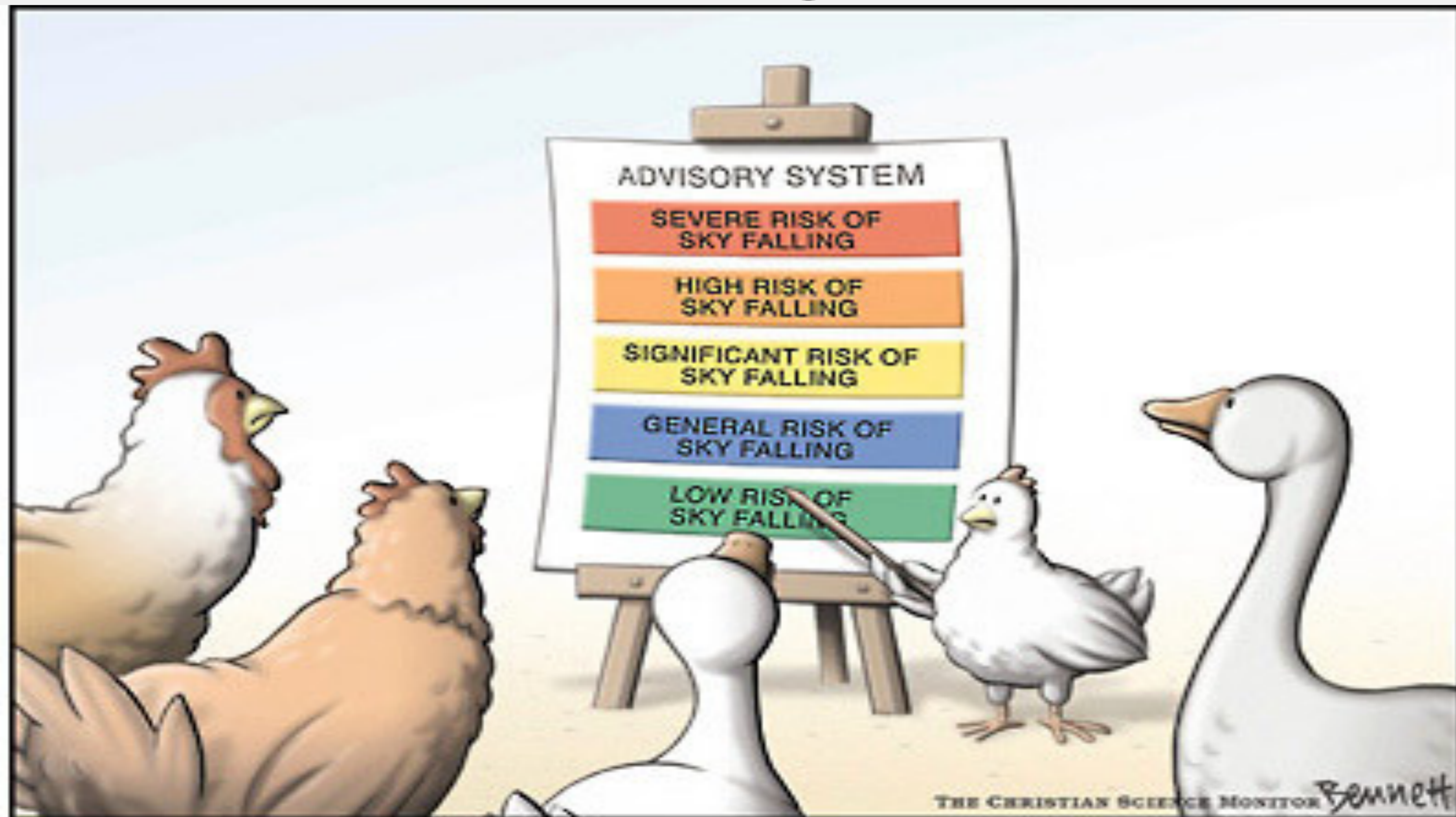
# NEXT STEPS

- I Develop staff strategic hiring plan to match faculty initiative (details to be developed in the spring)
- I Strategic hiring plan is not a hiring freeze (all vacancies will be scrutinized)
- I Development of guiding principles for a new budget model (finance committee deliberations and campus open forums)
- I Elimination of gainsharing under new budget model
- I Value of enrollment contingency (prevents current year cuts if enrollment fails to meet targets)

# PERSPECTIVE

I \$5M / \$180M = 2.8% budget reduction (now)

I \$9M / \$180M = 5.0% budget reduction (over 2-3 years)





University  
*of* Idaho

**QUESTIONS?**



**MEETING Minutes**

Wednesday, February 13, 2019 9:00 to 11:00 a.m. Paul Joyce Faculty & Staff Lounge

I. Call to Order.....Howard

II. Staff Member of the Month.....Sharon Jemes Programmer/Analyst, Registrar’s office

Sharon is always very helpful and responsive when I have and questions or issues regarding degree audit. She even took time to come down to my office and explain new features a couple of times to my coworker Lana and I, which I’m really appreciative of. She also is always willing to look into ideas for us and find ways to make our jobs easier. Nominated by Mikyla Wood.....Espenschade

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

IV. Approval of Minutes.....approved.....Howard

V. Guest Presentations –

a. Bruce Lovell, Campus Security Manager (9:15)

- Bruce is trying to learn his new position. Is an alumnus of the U of I. His primary focus at this point is to coordinate cameras on campus. Please contact him with more questions
- Question: How are snow closures decided? Answer: Security to him is more about people hurting people or property, that is his concern.
- Todd spoke regarding closure: The President or designee decides to close campus. Supervisors can allow staff to take leave. At 4 a.m. Brian Johnson has been driving campus to determine ice or travel hazards. Decisions are made before WSU’s or public school decisions were made. Consideration is mostly getting around campus, not getting to campus.
- Active shooter responses trainings? Come to buildings and do drill? In schools it is mostly to see that the kids can be quiet. There are videos on the U of I website that can help. We will schedule groups as requested. What about a large training on campus? We have been trying to plan one.

b. Aaron Johnson, Faculty Senate Chair – Presidential Search Update (10:45) – Faculty Senate chair

- The timeline is to have the short list by Feb 12, by early March have 5 finalist candidates on campus. In March State Board will fly them back to Boise for interviews. State Board is including us in the process, we are not so big as to not be able to have a conversation. We cannot comment on pool. There are conversations about taking the applicants to distance campuses.

VI. Executive Committee Reports

a. Off-Campus...Yesterday the College of Graduate Studies held 3 minute thesis competition with other schools in Boise. U of I both 1<sup>st</sup> and 2<sup>nd</sup>. Boise campus celebrated Chinese Lunar new year. ....Fox

b. Communications.....Newsletter out.....Hoffmann

c. Treasurer.....nothing.....Freitag

d. Secretary.....nothing.....McGarry

e. Elections...FY20 vacancies for U of I committees, Stephanie Fox will help with the elections. A ballot will go out today with 3 vacancies. Please vote by Friday. Eleven seats are at end of their first term, 2 at end of second term. If you not available for next year, let us know. ...Also need chair and vice chair.....Crossland

f. Technology.....Best use initiatives is progressing, if you have questions let ITS

- know.....Kearney
- g. ViceChair.....Patricia reserved Litehouse for Wednesday June 2<sup>nd</sup> for Staff Council's next retreat. We will be meeting w/ Ann Thompson and Liz Brandt about bylaws and other things. ....Baker
- h. Chair...You should have received the topics from the leadership breakfast. If you have feedback let us know.. Parking at WSU is going permitless – so reciprocal agreements will change. X plates should still work. ....Howard

VII. Advisory/Other Reports

- a. Faculty Senators...See talking points two weeks ago. The President spoke regarding a personnel issue. Recruitment and enrollment issues were discussed. There is a higher # expected for UI bound. There is also an increase in financial aid .....Tibbals
- b. Post Docs.....absent.....VanLeuven
- c. Human Resources.....Next week new Market rate from CUPA and will put into system. BLS statistics are used as well (published in May – so using last year's) HR will make adjustments to target pay page in Vandal web (second week in March. Q: when a target rate is figured – if someone has been terminated (not for disciplinary reasons) does time still count? If they resign, they don't get the previous time counted, but they do get to count it if reassigned to a new position later if laid off. Q; How are performance evaluations coming? Are people using new form? .Can employees provide comment after performance eval is submitted? Yes: Comments can be added at any time. The same with any letter of reprimand – comments only come through supervisor, the employee always gets last word. Can employee send the comment directly to HR (if trust is broken with the supervisor)? A: Yes. Patricia appreciates HR's response with numbers for awards, etc.....Matthews
- d. Finance & Administration.....absent.....Foisy
- e. Professional Development & Learning...Supervisory Excellence training is being refreshed. What about supervisors not allowing professional development? We need to let staff know that it is OK. Professional development is both developing for current job and for moving up. ....Matthews
- f. Policy.....Put out the Tuition benefit survey recently. We have just started grievance process discussion. There are suggested FSH changes regarding retirement.....Nielson
- g. University Budget and Finance Committee...The website is open for submissions. The committee is determining what will be screening form, how the items will be ranked. The committee makes rankings but does not make the decision.....Ball
- h. Awards...The committee needs volunteers for day of event April 22, Monday – any employee..... Baker
- i. Idaho impact is a document combining annual report and strategic plan update. It is on President and Provost's websites. ....Keenan

VIII. Old Business none

IX. New Business

X. Good of the Order

XI. Adjournment: 10:55 a.m.





# University of Idaho

## Staff Council

### MEETING MINUTES

Wednesday, March 20, 2019 9:00 to 11:00 a.m. Paul Joyce Faculty & Staff Lounge

- I. Call to Order.....Howard
- II. Staff Member of the Month.....**Jeff Robbins, ITS Region 7**  
 We are having a bit of an issue with students being able to run the video systems in Moscow during a class originating in Idaho Falls. I have sent a few emails where I got little response and one that told me we should have the students make an appointment between their 8:00 to 5:00 schedule to learn how to use the video system. I had worked with Jeff before and sent him an email asking if he could help. He called right back asking what was needed. He said he would be in the room to help the students understand the use of the equipment. Did I mention, the class time starts at 6:00 p.m. pacific time? Thank you, Jeff Robbins, for helping the students. This is greatly appreciated. Submitted by David B Anderson, ITS Resource Manager – Idaho Falls.....Espenschade
- III. Roll Call – Determination of Quorum.....determined.....McGarry
- IV. Approval of Minutes.....approved.....Howard
- V. Guest Presentations –
  - a. Jim Miller - Director of Development and Capital Projects Analyst, CAFÉ project – see attached presentation
  - b. Rebecca Couch – Director, Parking and Transportation Services – see attached presentation. There was much discussion regarding the change of blue lot 60 to a red lot and how unaffordable parking is for those making modest wages. It is too expensive to pave the Kibbie Dome Lot. Please submit your feedback to the plan on the Parking website. Bicycle parking is often piled with snow. A map is being provided of non-snow piled bike parking.
- VI. Executive Committee Reports
  - a. Off-Campus.....Water Center getting ready for moves – some growth.....Fox
  - b. Communications.....Newsletter sent.....Hoffmann
  - c. Treasurer.....see financial report attached.....Freitag
  - d. Secretary.....none.....McGarry
  - e. Election...Charles Tibbals Faculty Senate representative for 2 more years...Stephanie will be helping with elections.....Crossland
  - f. Technology...absent.....Kearney
  - g. Vice Chair.....none.....Baker
  - h. Chair...Please complete the Great Colleges to work for survey.....Howard
- VII. Advisory/Other Reports
  - a. Faculty Senator...see talking points...Faculty secretary position is being realigned. There is a policy currently that does not allow staff input on a faculty supervisor that is being evaluated. That may change.....Tibbals
  - b. Post Docs.....absent.....VanLeuven
  - c. Human Resources.....Evaluations still not all in...Target rates have been updated.....Matthews
  - d. Finance & Administration.....absent.....Foisy
  - e. Professional Development & Learning.....Keim
- VIII. Old Business
- IX. New Business – all tabled due to lack of time
  - a. Staff Development Learning and Development budget
  - b. Making exception to allow for Chad Neilson to extend term. Completing up 2<sup>nd</sup> three-year term
- X. Good of the Order
- XI. Adjournment 11:01 a.m.



**University of Idaho**

College of Agricultural  
and Life Sciences

An aerial photograph of a river valley. The river is a vibrant blue-green, winding through a lush green landscape. The surrounding land is divided into agricultural fields, some of which are dark brown, possibly indicating fallow or different crops. In the background, there are rolling hills and mountains under a clear sky.

**THE IDAHO CENTER FOR AGRICULTURE,  
FOOD AND THE ENVIRONMENT (CAFE)**

*Presentation to UI Staff Council*

*March 20, 2019*

*Michael P. Parrella*

*Dean, College of Agricultural and Life Sciences*



# UPDATE: IDAHO CAFE

**I** Regional model developed

**I** Three sites identified to cover four program areas

- Research Dairy, partnered with Idaho Dairymen's Association to purchase the dairy site in Rupert
- Negotiating with land owners in Jerome for outreach/education center
- Developing food processing component with College of S – Idaho
- Agronomic demonstration farm in development at research dairy

**I** The impact of CAFE – a UI initiative

- Research, teaching, Extension/outreach, community engagement, economic development





# NEW FACILITIES & PROGRAMS

## ALL OF IDAHO IS OUR CLASSROOM

- I Sandpoint Organic Agriculture Center, *Sandpoint*
- I Seed Potato Germplasm Facility, *Moscow*
- I New Meat Science & Innovation Center, *Moscow*
- I Equestrian/Livestock Pavilion, *Moscow*
- I Greenhouse Expansion Project, *Moscow*
- I Idaho Center for Plant & Soil Health, *Parma*
- I Ownership of Rinker Rock Creek Ranch, *Hailey*
- I Classroom/Outreach Facility at Nancy M. Cummings R&E Center, *Salmon*
- I Idaho Center for Agriculture, Food and the Environment – CAFE, *Magic Valley*



# OVERVIEW OF THE PRESENTATION

- I DEFINE CAFE – FROM THE BEGINNING
- I EVERYTHING IS DAIRY IN IDAHO
- I A ‘REGIONAL’ MODEL FOR CAFE



**Idaho National Center  
for  
Environmental and  
Livestock Studies Center**

December, 2009

## **A BRIEF HISTORY**

- INCLES in 2009
  - Partnership with Idaho Diarymen's Association (IDA)
  - \$10m UI
  - \$10m legislature (appropriated)
  - \$5m from IDA (\$2m raised)
- WIDE in 2014/2015
  - President Staben and Dean Foltz



NEWS > IDAHO

## University of Idaho to get millions to raise food better

Thu., Jan. 12, 2017, 12:13 p.m.

The University of Idaho is feeling love from Gov. Butch Otter as it works to bring to life a \$45 million research and education initiative in dairy and livestock production.

Otter recommended the state invest \$10 million in the university's research project, the Idaho Center for Agriculture, Food and the Environment in the Twin Falls area, during Monday's State of the State address.

"We're all very pleased with Governor Otter's support for this program. It's a program we've wanted to do for years and this is a great move forward," UI President Chuck Staben said Wednesday.

Staben said the governor's recommendation has accelerated the university's hopes for the program.

"Earlier in the year we had anticipated preparing a request for the following year, and the governor and Legislature were aware of that request and essentially accelerated that request for this year," he said.

Staben said the CAFE program has been a long time coming, having been first discussed in the early 2000s. The timeline was pushed back by the recession, and Staben said the program's mission has only increased in importance since that time.



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# CAFE EFFORTS: PAST 12 MONTHS



## UI ag dean solicits support for dairy research center

Idaho farm groups are being encouraged to support University of Idaho's proposed Center for Agriculture, Food and the Environment.

Date: 2018-02-13

[story](#)



## Dairy research facility efforts make headway

The research will address exactly the issues of concern to residents, accelerating research on sustainability already being done by the University of Idaho.

Date: 2017-08-18

[story](#)



## Research center would support agriculture, Idaho economy

The University of Idaho is focusing on Jerome County to locate the Idaho Center for Agriculture, Food and the Environment, aimed at sustainable animal agriculture and food processing.

Date: 2018-01-30

[story](#)



## Idaho livestock research facility back in spotlight

Significantly renewed efforts to establish a state-of-the-art research and teaching facility focused on sustainability in dairy production are expected to gain ground in this legislative session.

Date: 2017-01-06

[story](#)



## UI seeks outside funding for dairy research center

Fundraising in the next few months will be crucial to realizing a world class dairy-centric research and teaching facility in southern Idaho.

Date: 2018-01-29

[story](#)



## Idaho dairy research center gains traction

The University of Idaho is in negotiations to purchase property for building a world-class dairy research farm in south-central Idaho.

Date: 2018-08-14

[story](#)



## **IDAHO CAFE**

- It is our goal to build and operate the **largest integrated research facility** focused on **dairy** and **allied industry** in the United States.
- CAFE will have both a physical presence and a national and international reputation that reflects the size, quality and importance of the industry it represents.
- UI has the academic expertise to make this a success, but it will require unprecedented collaboration across UI, the legislature, stakeholders and community partners.
- Therefore we are working on all fronts to make this project a reality.



# **CAFE: A 3-PART MISSION**

## **RESEARCH:**

Environmental and animal research at the site of the dairy; research at the food processing facility

## **TEACHING & VOCATIONAL TRAINING:**

Satisfying the needs of modern dairies and food processing facilities with a new and retrained workforce (*partnerships with Brigham Young University - Idaho, College of Southern Idaho, etc.*)

## **OUTREACH & EXTENSION:**

Educate the lay public, K-12 youth, and legislators about Idaho agriculture, with an emphasis on the dairy industry





# IDAHO AGRICULTURE: ALWAYS GROWING

Idaho agriculture is flourishing, in fact, it is the single largest contributor to Idaho's economy, accounting for **20% of Idaho's gross state product** each year. Our agricultural production regularly sets and breaks records for cash receipts. Food and beverage processing is the state's second largest manufacturing sector.

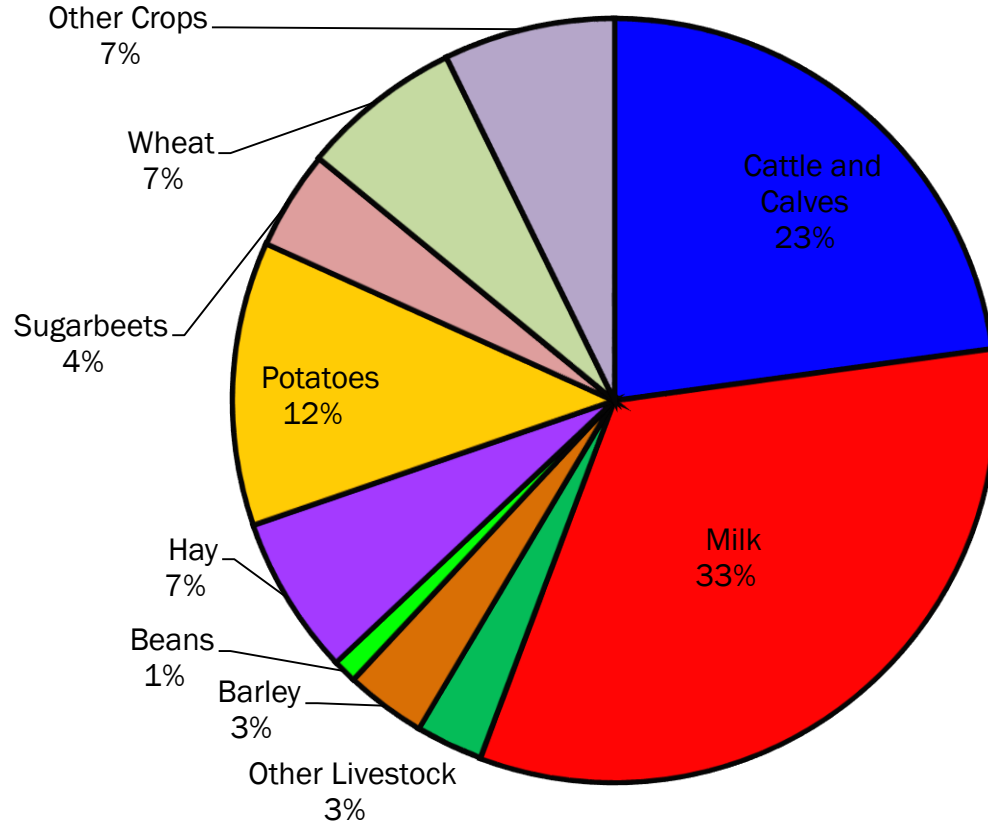
Idaho's **25,000 farms and ranches** produce more than **185 different commodities**, and we're ranked in the **top 10 in the U.S.** for production of more than 25 crops and livestock. How do we do it? Idaho's perfect **climate**, cutting edge **technology**, extensive **irrigation** systems, **transportation** networks, and most important – **skilled and hard-working people.**

That's the bounty of Idaho.





# 2018 CASH RECEIPTS UNCHANGED

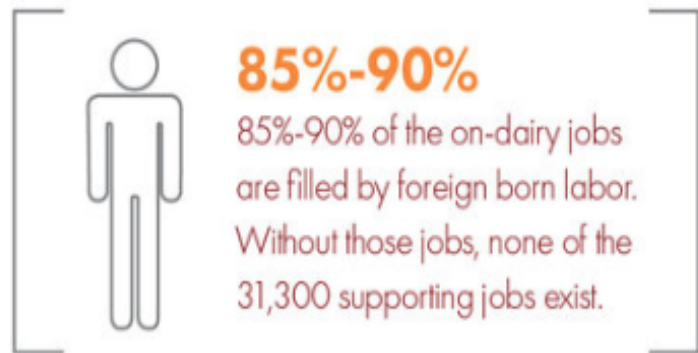
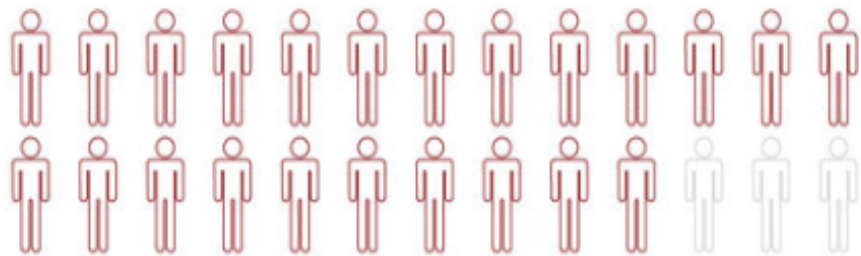


**\$7.20 billion, 2017**



**\$7.18 billion, 2018**

# THE DAIRY INDUSTRY AND THE ECONOMY



**33%** The dairy industry represents 33% of the agricultural sector in Idaho.

## DID YOU KNOW?

**39,400**

In 2015, the dairy industry supported Idaho's economy with 39,400 jobs.

27,600 in supporting businesses

**8,100 on dairies**

3,700 in processing



Idaho received **\$10.4 billion** economic output in sales from the dairy industry in 2015.

**\$160 MILLION**

Dairy represented \$160 million in state and local taxes.



## IDAHO DAIRY PRODUCERS

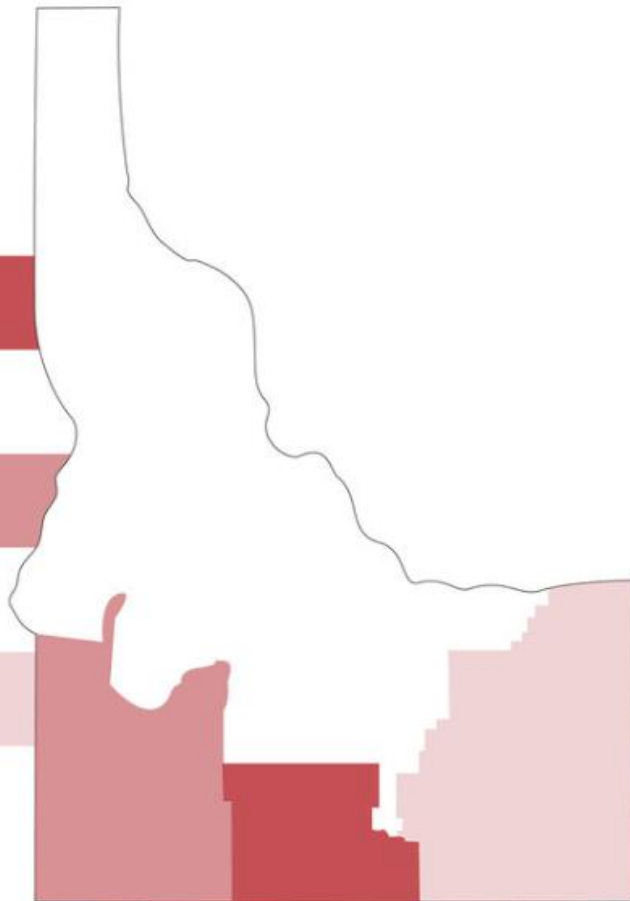
### MAGIC VALLEY



### TREASURE VALLEY

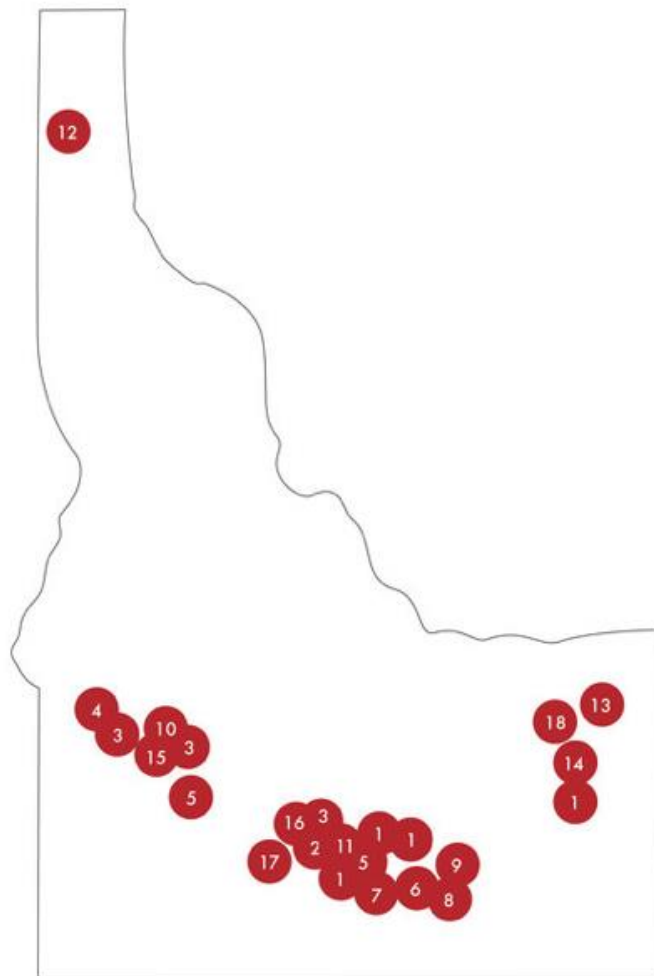


### EASTERN IDAHO



## IDAHO DAIRY PROCESSORS

1. **Glanbia Foods** - Twin Falls, Gooding, Richfield & Blackfoot
2. **Agropur, Jerome Cheese** - Jerome
3. **Darigold** - Boise, Caldwell, Jerome
4. **Lactalis** - Nampa
5. **Idaho Milk Products** - Jerome
6. **High Desert Milk** - Burley
7. **Chobani** - Twin Falls
8. **Gossner Foods** - Heyburn
9. **Brewster Cheese** - Rupert
10. **Meadowgold** - Boise
11. **Commercial Creamery** - Jerome
12. **Litehouse Foods** - Sandpoint
13. **Nelson Ricks Creamery** - Rexburg
14. **Reed's Dairy** - Idaho Falls
15. **Boise Milk** - Boise
16. **Ballard Family Dairy & Cheese** - Gooding
17. **Cloverleaf Creamery** - Buhl
18. **Manwaring Cheese** - Rigby
19. **Marathon Cheese** - Mountain Home



# AGRIBUSINESS IN THE MAGIC VALLEY





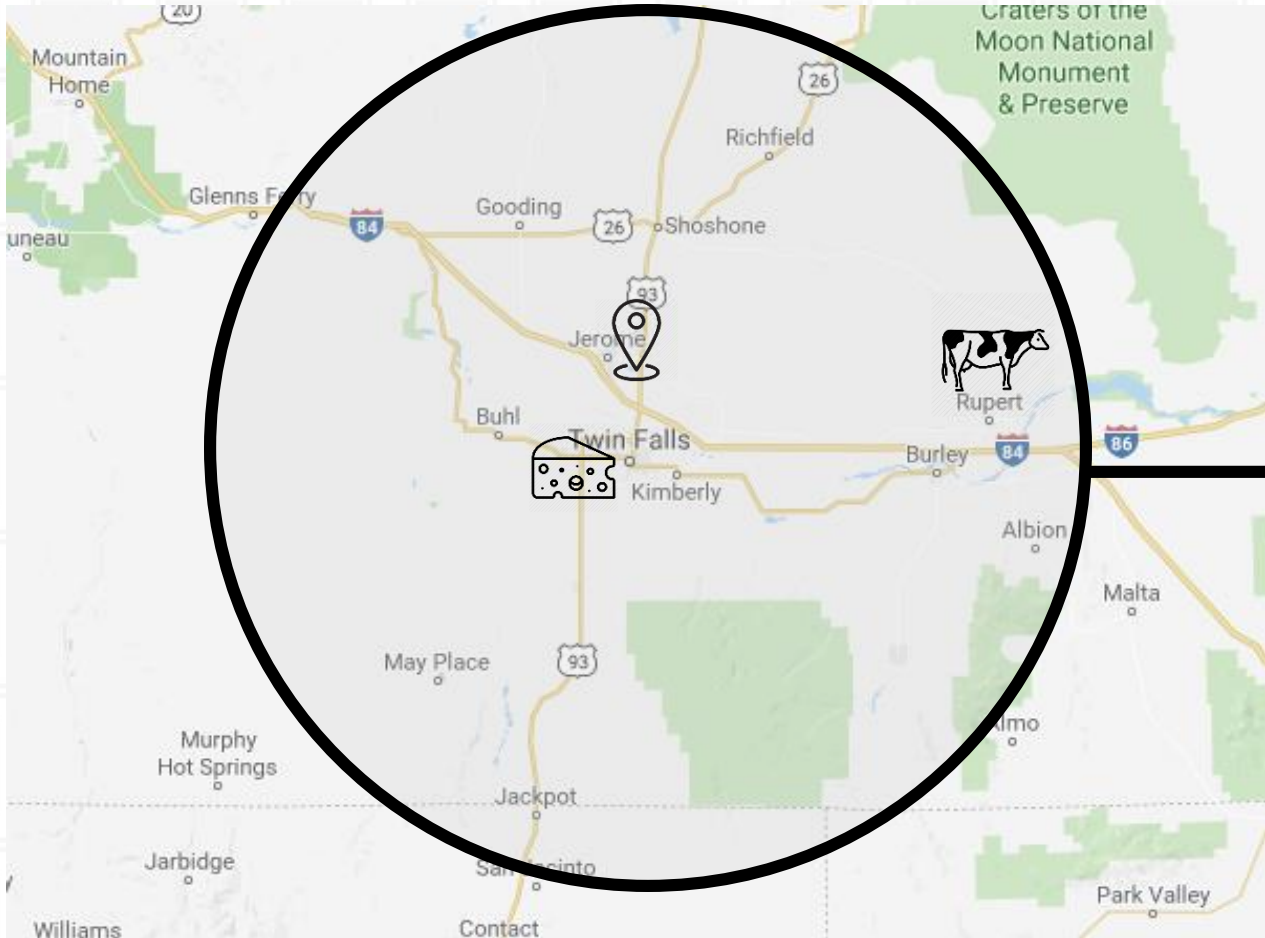
## IDENTIFYING A LOCATION

- 25 sites examined; 4 sites received appraisals
- The **size** of the research dairy must accurately reflect the size of dairies in Idaho
- Selected location must have existing **water rights** and **animal permits**
- Site must be **affordable**
- Location must provide **visibility**





# REGIONAL MODEL



## Outreach and Education Center

- Located at Crossroads Point in Jerome
- Intersection of Hwy 93 and I-84
- High visibility
- Research laboratories and housing
- Tells the story of Idaho agriculture



## Research Dairy

- Located in Rupert, within 50mi of outreach center
- Off-site location ensures biosecurity
- Build a new facility on permitted land
- 1,000 – 2,000 cows



## Food Processing Pilot Plant

- Located on the CSI campus adjacent to vocational training center
- Focus on expanding future workforce
- Food processing research conducted

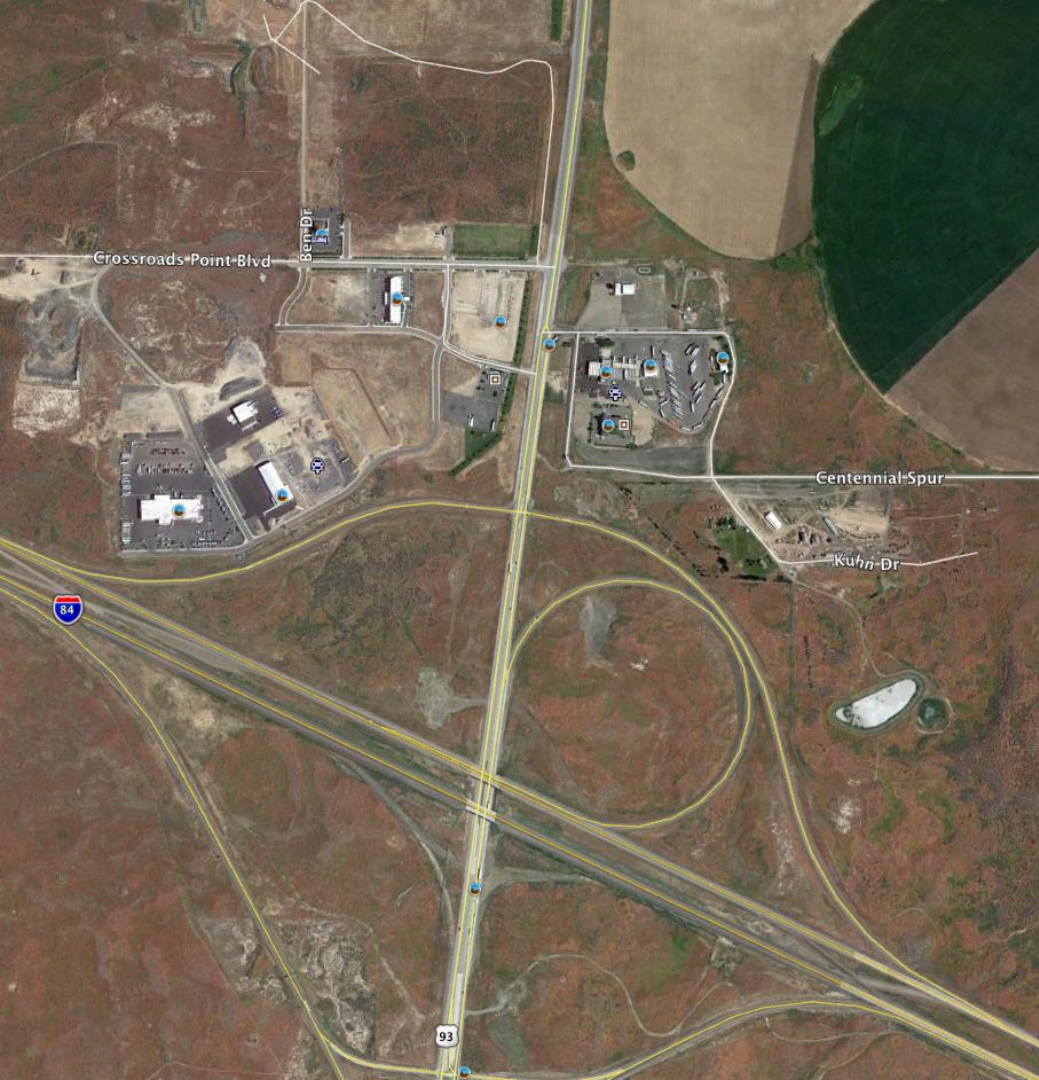




## **SITE SELECTED IN RUPERT**

- 3 parcels, totaling > 1,200 acres
- Discussing parcel #3, that has been prepped for a dairy
- Option to purchase the other parcels at a later date
- Water rights date back to 1953 with 2 wells
- Power has been run to the site; animal permits in place
- 50 miles from the crossroads in Jerome; small laboratory on site
- A major 'gift' associated with purchasing the first parcel
- \$4.5 million; split with the IDA; sale of other UI properties





## **CROSSROADS POINT**

- Outreach and education center
- Classrooms and dormitories located on-site
- Home of research laboratories
- Offices for research faculty
- Requesting 50,000 sq ft





# THE 2018 FARM BILL

- I Authorizes \$20M to USDA to establish at least three regionally-located dairy innovation centers
- I Provide outreach and technical assistance with the goals of diversifying dairy product markets to reduce risk, develop higher-value uses for dairy products
  - Promote business development that diversifies farmer income
  - Builds processing and marketing innovation
  - Encourages the use of regional milk production
- I The initiatives may be hosted by a state department of agriculture, state entity, nonprofit, institute of higher ed or cooperative extension service.  
*Dairy promotion groups are not eligible to host an initiative.*



# THE PATH FORWARD

- I Purchased site with IDA; a stake in the ground
- I Design the site for environmental research
- I Our advisory committees go to work
- I This accelerates the fund raising efforts that have already begun
- I The legislature puts another \$5m into the permanent building fund
- I Once we raise \$20m, we ask for release from the permanent building fund



**University of Idaho**

College of Agricultural  
and Life Sciences

**THANK YOU**

**Michael P. Parrella**

Dean

[mpp@uidaho.edu](mailto:mpp@uidaho.edu)





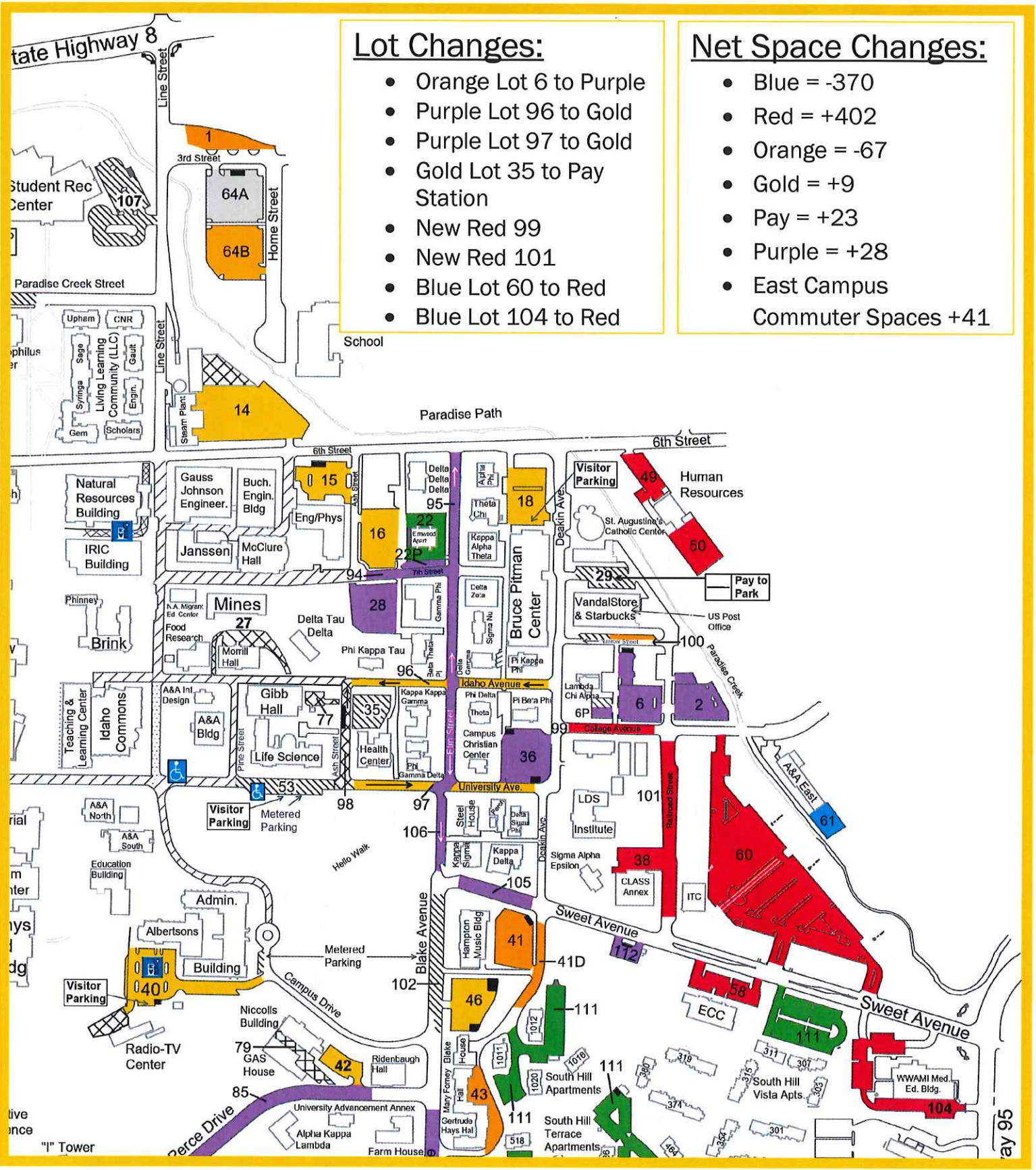
# Proposed 2019-2020 Parking Lot Changes

## Lot Changes:

- Orange Lot 6 to Purple
- Purple Lot 96 to Gold
- Purple Lot 97 to Gold
- Gold Lot 35 to Pay Station
- New Red 99
- New Red 101
- Blue Lot 60 to Red
- Blue Lot 104 to Red

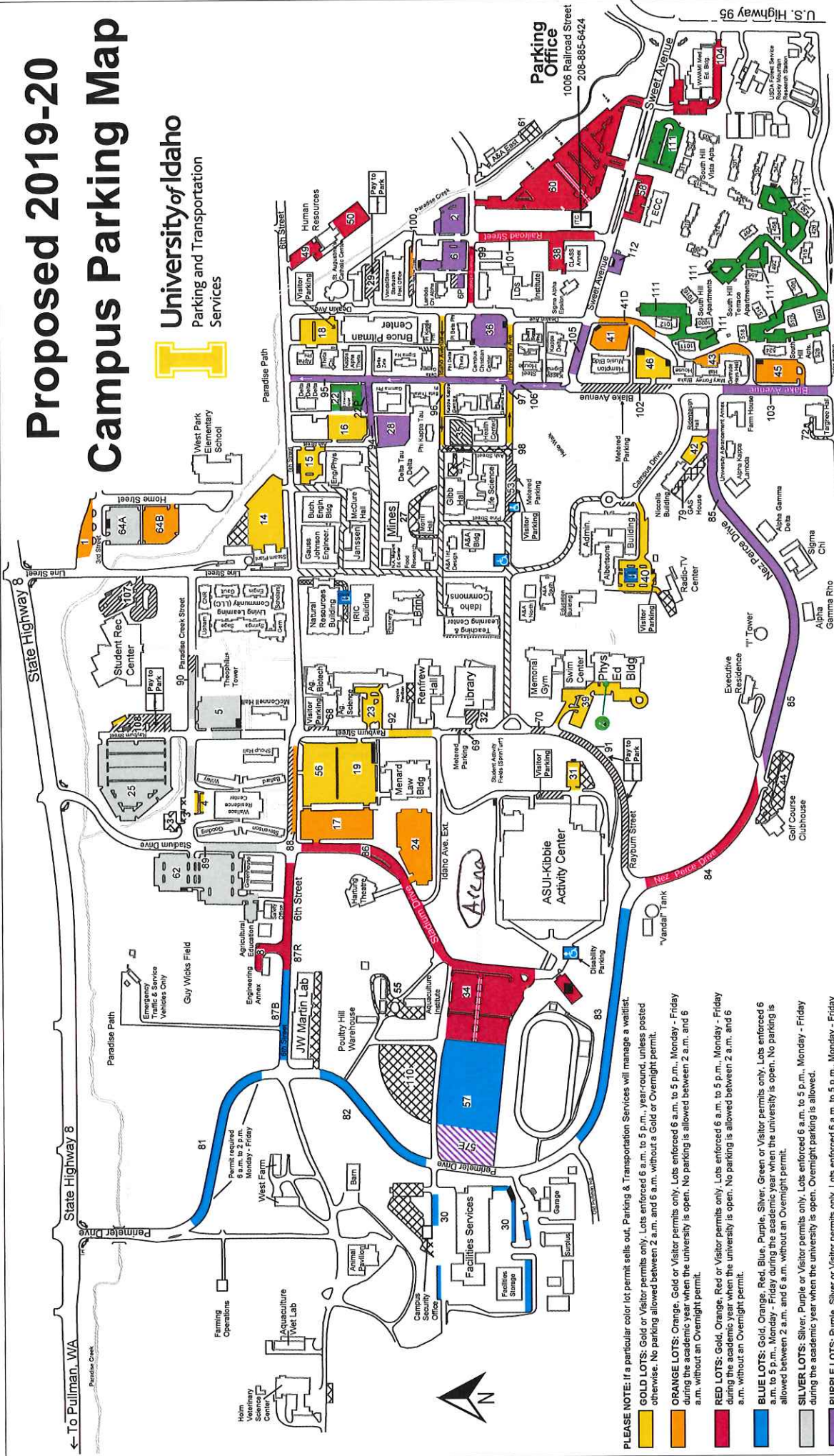
## Net Space Changes:

- Blue = -370
- Red = +402
- Orange = -67
- Gold = +9
- Pay = +23
- Purple = +28
- East Campus  
 Commuter Spaces +41





# Proposed 2019-20 Campus Parking Map



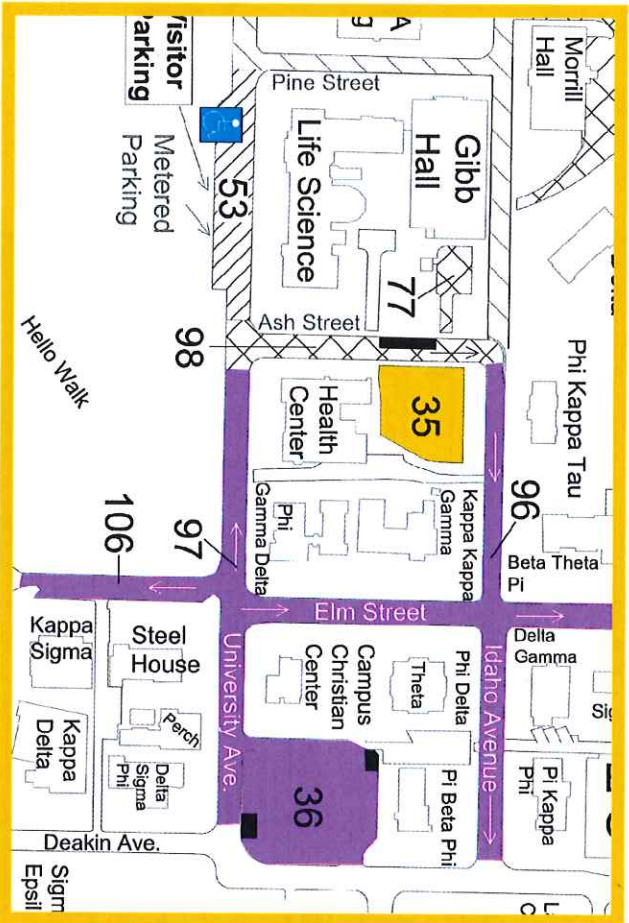
- PLEASE NOTE:** If a particular color lot permit sells out, Parking & Transportation Services will manage a waitlist.
- GOLD LOTS:** Gold or Visitor permits only. Lots enforced 6 a.m. to 5 p.m., year-round, unless posted otherwise. No parking allowed between 2 a.m. and 6 a.m. without a Gold or Overnight permit.
  - ORANGE LOTS:** Orange, Gold or Visitor permits only. Lots enforced 6 a.m. to 5 p.m., Monday - Friday during the academic year when the university is open. No parking is allowed between 2 a.m. and 6 a.m. without an Overnight permit.
  - RED LOTS:** Gold, Orange, Red or Visitor permits only. Lots enforced 6 a.m. to 5 p.m., Monday - Friday during the academic year when the university is open. No parking is allowed between 2 a.m. and 6 a.m. without an Overnight permit.
  - BLUE LOTS:** Gold, Orange, Red, Blue, Purple, Silver, Green or Visitor permits only. Lots enforced 6 a.m. to 5 p.m., Monday - Friday during the academic year when the university is open. No parking is allowed between 2 a.m. and 6 a.m. without an Overnight permit.
  - SILVER LOTS:** Silver, Purple or Visitor permits only. Lots enforced 6 a.m. to 5 p.m., Monday - Friday during the academic year when the university is open. Overnight parking is allowed.
  - PURPLE LOTS:** Purple, Silver or Visitor permits only. Lots enforced 6 a.m. to 5 p.m., Monday - Friday during the academic year when the university is open. Overnight parking is allowed.
  - PURPLE ECONOMY LOT:** Purple Economy permit only. Lot enforced 6 a.m. to 5 p.m., Monday - Friday during the academic year when the university is open. Overnight parking is allowed.
  - GREEN LOTS:** Green or Visitor permits only. Green lots are enforced at all times, year-round. Overnight parking is allowed.
  - BLACK AREAS:** Motorcycle parking only. No permit required.

- CAMPUS WALKWAY:** No vehicle access without a valid permit to park on walkway. Special permit required. Parking in designated spaces only.
- HATCH:** Flexible parking, visitor parking, pay-to-park areas, meters, and short term parking.
- CROSSHATCH:** Managed parking, special permit required.
- DOTS:** No parking. No vehicle traffic.
- Visitor Parking** (Symbol)
- Pay to Park** (Symbol)
- Zipcar** (Symbol)
- Electric Vehicle (EV) Charging Station** (Symbol)
- VISITOR PARKING:** Visitor permit required
- PAY-TO-PARK:** Areas with this symbol indicate flexible pay-to-park areas, credit cards accepted, may pay for long periods of parking at one time.

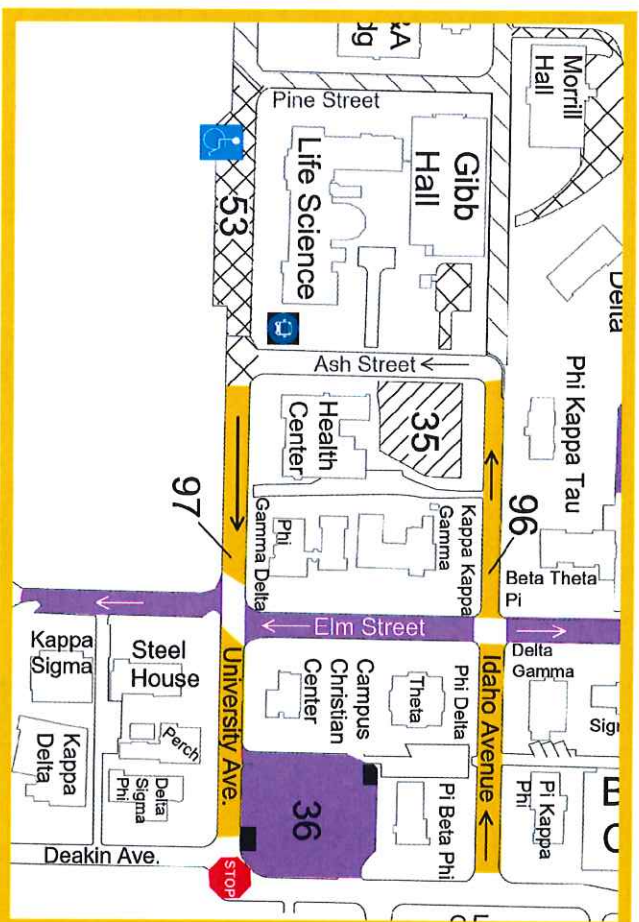





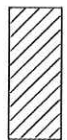

# Traffic Realignment Map

Existing



Coming July 2019



-  **GOLD LOTS:** Gold or Visitor permits only, no other colored permit is valid in gold lots. Gold lots are enforced 6 a.m. to 5 p.m., year-round, unless posted otherwise. No parking is allowed between 2 a.m. and 6 a.m. without a Gold permit or an Overnight permit issued by Parking and Transportation Services.
-  **PURPLE LOTS:** Purple, Silver or Visitor permits only. Purple lots are for use by designated members of the Greek system who live IN HOUSE. Purple lots are enforced from 6 a.m. to 5 p.m., Monday - Friday during the academic year when the university is open. Overnight parking is allowed.
-  **BLACK AREAS:** Motorcycle parking only, no motorcycle permit required.
-  **HATCH:** Flexible parking, visitor parking, pay-to-park areas, meters, and short term parking.
-  **CROSSHATCH:** Managed parking, special permit required.

# Long-Term Permit Pricing Plan

Permit Projections FY20 - FY24

	FY 2018	FY 2019	FY 2020	FY 2021	FY 2022	FY 2023	FY 2024
<b>Gold</b>							
# of Permits: (16% oversell)	915	915	915	915	915	915	915
Permit Price:	\$325	\$338	<b>\$352</b>	<b>\$366</b>	<b>\$380</b>	<b>\$395</b>	<b>\$400</b>
Projected Revenue:	\$297,375	\$309,351	\$321,725	\$334,594	\$347,978	\$361,897	\$366,096
<b>Orange</b>							
# of Permits: (25% oversell)	774	774	700	700	700	700	700
Permit Price:	\$250	\$250	<b>\$260</b>	<b>\$270</b>	<b>\$281</b>	<b>\$292</b>	<b>\$300</b>
Projected Revenue:	\$193,438	\$193,438	\$182,000	\$189,280	\$196,851	\$204,725	\$210,000
<b>Red</b>							
# of Permits: (30% oversell)	1,770	739	1,300	1,300	1,300	1,300	1,300
Permit Price:	\$172	\$172	<b>\$172</b>	<b>\$179</b>	<b>\$186</b>	<b>\$193</b>	<b>\$200</b>
Projected Revenue:	\$304,440	\$127,065	\$223,600	\$232,544	\$241,846	\$251,520	\$260,000
<b>Silver (Res)</b>							
# of Permits: (no oversell)	820	800	751	751	751	751	751
# of Permits: (no oversell)	631	500	505	505	505	505	505
# of Permits:	288	288	200	200	200	200	200
Permit Price:	\$172	\$196	<b>\$224</b>	<b>\$255</b>	<b>\$281</b>	<b>\$292</b>	<b>\$300</b>
Projected Revenue:	\$299,108	\$311,446	\$325,461	\$371,026	\$409,242	\$425,611	\$436,800
<b>Economy (Res)</b>							
# of Permits: (no oversell)	150	150	156	156	156	156	156
Permit Price:	\$35	\$35	<b>\$47</b>	<b>\$61</b>	<b>\$75</b>	<b>\$88</b>	<b>\$100</b>
Projected Revenue:	\$5,250	\$5,250	\$7,371	\$9,582	\$11,690	\$13,795	\$15,600
<b>Blue</b>							
# of Permits: (30% oversell)	1,140	1,140	840	840	840	840	841
Permit Price:	\$64	\$64	<b>\$70</b>	<b>\$77</b>	<b>\$85</b>	<b>\$94</b>	<b>\$100</b>
Projected Revenue:	\$72,960	\$72,960	\$59,136	\$65,050	\$71,555	\$78,710	\$84,100
Permit Refund Factor (-3% )	\$944,667	\$988,924	\$1,085,715	\$1,156,719	\$1,229,447	\$1,282,789	\$1,316,286
<b>Other Permits</b>							
Projected Revenue (16% of total):	\$151,147	\$158,228	\$173,714	\$185,075	\$196,712	\$205,246	\$210,606
<b>Total Projected Revenue</b>	<b>\$1,095,813</b>	<b>\$1,147,152</b>	<b>\$1,259,429</b>	<b>\$1,341,794</b>	<b>\$1,426,159</b>	<b>\$1,488,036</b>	<b>\$1,526,892</b>

# Staff Council FY 19 Financials

Row Labels	Index Title	Transaction Description	Budget	Expenses	Available
<b>653995</b>	<b>Staff Affairs Learning &amp; Dev</b>		<b>\$ 16,608.32</b>	<b>\$ -</b>	<b>\$ 16,608.32</b>
	99	Post carry forward U3 Fund Type	\$ 16,608.32	\$ -	\$ 16,608.32
<b>653995 Total</b>			<b>\$ 16,608.32</b>	<b>\$ -</b>	<b>\$ 16,608.32</b>
<b>653996</b>	<b>Staff Affairs</b>		<b>\$ 35,500.00</b>	<b>\$ 3,784.00</b>	<b>\$ 31,716.00</b>
	30	FY19 Original Budget	\$ 15,500.00	\$ -	\$ 15,500.00
		Trinam, fm Central 546997	\$ 20,000.00	\$ -	\$ 20,000.00
	E4106	HR Payroll 2018 UI 16 1	\$ -	\$ 1,375.00	\$ (1,375.00)
		HR Payroll 2018 UI 22 1	\$ -	\$ 1,375.00	\$ (1,375.00)
	E5020	JUL - CAMPUS MAIL	\$ -	\$ 18.57	\$ (18.57)
		JAN - CAMPUS MAIL	\$ -	\$ 38.32	\$ (38.32)
		FEB - CAMPUS MAIL	\$ -	\$ 4.95	\$ (4.95)
		DEC - CAMPUS MAIL	\$ -	\$ 4.47	\$ (4.47)
	E5210	Hey there hi the...mmerh@uidaho.edu	\$ -	\$ 21.25	\$ (21.25)
	E5360	Wells, Kary Noel.	\$ -	\$ 89.88	\$ (89.88)
	E5367	V00546286 Beagley, Michelle M.	\$ -	\$ 172.95	\$ (172.95)
	E5396	Beagley, Michelle M.	\$ -	\$ 65.25	\$ (65.25)
		Howard, Summer	\$ -	\$ 108.75	\$ (108.75)
		V00546286 Beagley, Michelle M.	\$ -	\$ 372.00	\$ (372.00)
	E5025	FP#12095 Lngvty Crtfcte-Joe H-EHS;b	\$ -	\$ 20.86	\$ (20.86)
	E5671	Howard, Summer	\$ -	\$ 60.00	\$ (60.00)
		Baker, Patricia J..	\$ -	\$ 56.75	\$ (56.75)
<b>653996 Total</b>			<b>\$ 35,500.00</b>	<b>\$ 3,784.00</b>	<b>\$ 31,716.00</b>
<b>653997</b>	<b>Employee Recog/Comm</b>		<b>\$ 582.09</b>	<b>\$ 42.56</b>	<b>\$ 539.53</b>
	99	UI Fdn Bdgt Rollover fr F26300	\$ 582.09	\$ -	\$ 582.09
	E5020	DEC - CAMPUS MAIL	\$ -	\$ 2.57	\$ (2.57)
	E5699	1216 AMAZON.COM*M07KT7W52 AMZN.COM/	\$ -	\$ 39.99	\$ (39.99)
<b>653997 Total</b>			<b>\$ 582.09</b>	<b>\$ 42.56</b>	<b>\$ 539.53</b>
<b>653998</b>	<b>Staff Team Awards</b>		<b>\$ 2,513.06</b>	<b>\$ -</b>	<b>\$ 2,513.06</b>
	30	07/2018 CIT Distribution Budget	\$ 2,024.30	\$ -	\$ 2,024.30
	99	U4 CARRY FORWARD PEN150	\$ 488.76	\$ -	\$ 488.76
<b>653998 Total</b>			<b>\$ 2,513.06</b>	<b>\$ -</b>	<b>\$ 2,513.06</b>
<b>744998</b>	<b>McBride Staff Prize</b>		<b>\$ 1,677.60</b>	<b>\$ -</b>	<b>\$ 1,677.60</b>
	30	07/2018 CIT Distribution Budget	\$ 1,563.06	\$ -	\$ 1,563.06
	99	U4 CARRY FORWARD PAN201	\$ 114.54	\$ -	\$ 114.54
<b>744998 Total</b>			<b>\$ 1,677.60</b>	<b>\$ -</b>	<b>\$ 1,677.60</b>





**MEETING MINUTES**

Wednesday, April 10, 2019 9:00 to 11:00 a.m. Paul Joyce Faculty & Staff Lounge

- I. Call to Order.....Howard  
Staff Member of the Month..... Brian Kelly, Web Technician, University Communications & Marketing  
Over the past 6 months, Brian has patiently, diligently, and efficiently worked with the Office of Research and Faculty Development (RFD) to create our web presence within the UI community. As a new office here on campus, with many new brand new programs, processes, and responsibilities, there has been MUCH work to be done, and many tasks were added Brian's already lengthy to-do list. Most visible among Brian's efforts, and which demanded much of his time, was building a suite of web pages for our new Research, Infrastructure and Scholarly Excellence (RISE) program and its multiple programs. RISE is such an important program for UI faculty, and Brian's contributions to communicating about this program are impactful. Brian has also trained and taught our staff to handle some tasks on our own – most notably working closely with our Administrative Coordinator, newly-trained in Sitecore, honing her skills and addressing many of her questions. I cannot say THANK YOU enough to Brian for all of the hard work and time that he has devoted to RFD! Submitted by: Dr. Carly Cummings, Director, Office of Research and Faculty Development.....Espenshade
- II. Roll Call – Determination of Quorum.....determined.....Howard
- IV. Approval of Minutes.....approved.....Howard
- V. Guest Presentation –
  - a. Jessica Long – Term Director, College of Law – Overview of the clinical law programs that the U of I runs. Students are granted a limited license to practice law to help gain hands on experience while earning college credit. The three Moscow clinics are: Immigration, Mediation (mainly handles family law cases), Main Street Law (designed to feel like a small town rural law clinic). All services are free of charge to the community, but have income guidelines that must be met. There are also three clinics in Boise: Tax Disputes with IRS (low income tax payer clinic), Entrepreneurship Clinic (helps small businesses get started), Faces of Hope (clinic is hosted within this organization that was created to house services to victims of domestic violence all in one building).
- VI. Executive Committee Reports
  - a. Off-Campus...absent.....Fox
  - b. Communications.....Newsletter Sent.....Hoffmann
  - c. Treasurer...absent.....Freitag
  - d. Secretary...absent.....Baker
  - e. Elections.....ballots will be sent later this week, Monday Deadline.....Howard
  - f. Technology.....best use initiatives.....Kearney
  - g. Vice Chair...Committee reports – if you are on a U of I Committee please write one paragraph summarizing committee work for the year, due to summer before next meeting. Will go to Anne Thompson who will compile into final report that will be reviewed by the president.....Baker
  - h. Chair...Announcement of the new president is tomorrow at 10:30 in admin auditorium. At 2:30-3:00 Summer and Patricia will meet with new president to discuss important aspects related to staff council – Market Based Compensation and Shared Governance.....Howard
- VII. Advisory/Other Reports
  - a. Faculty Senators...Administrator review, currently only faculty can initiate an administrator review, senators will keep fighting for staff inclusion.....Tibbals
  - b. PostDocs...attending national conference, submitting proposal to UBFC for Research.....VanLeuven

- c. Human Resources.....Salary spreadsheets going to supervisors tues..Matthews
- d. Finance & Administration.....Foisy
- e. Professional Development & Learning.....Keim
- f. Staff Awards...Mon Apr 22, Please RSVP & Volunteer.....Leibbrandt

VIII. Old Business

- a. Staff Development Learning and Development budget
  - i. Discuss proposal and take vote
  - ii. Approved

IX. New Business

X. Good of the Order

XI. Adjournment 11:00 a.m.



**MEETING MINUTES**

Wednesday, May 8, 2019 9:00 to 11:00 a.m. Paul Joyce Faculty & Staff Lounge

- I. Call to Order.....at 9:10 due to technical difficulties.....Howard  
Staff Member of the Month..... Janelle Thomas, Enrollment Services Specialist, Registrar's Office  
As someone at the front desk of the Registrar's Office, Janelle never knows who will walk through the door or what they will need. She treats everyone with equal respect, and she has a bright, positive attitude that is truly contagious. She is a joy to work with and I appreciate the knowledge and helpfulness she brings to her position..... Espenschade
- II. Roll Call – Determination of Quorum.....determined .....McGarry
- IV. Approval of Minutes.....approved .....Howard
- V. Guest Presentations –
  - a. Chrome River Discussion Linda Keeney see Power point New travel and expense software.
- VI. Executive Committee Reports
  - a. Off-Campus.....absent.....Fox
  - b. Communications.....newsletter sent, 37% open rate, ideas for stories need to be passed on to the group for possible investigation.....Hoffmann
  - c. Treasurer.....none.....Freitag
  - d. Secretary.....none.....McGarry
  - e. Elections...Thanks for votes on ballots, 6 openings still to fill .....Crossland
  - f. Technology....., parking wants a mobile pay app and the ITS committee needs to approve. This is a new governance process goes up to President’s council..Kearney
  - g. Vice Chair.....Thanks you for all you do, last month as VC, She has been addressing concerns regarding parking and construction. Be safe and careful, report any concerns that you see.....Baker
  - h. Chair...Also last meeting as chair, and will be the past chair (still goes to exec. Meetings as an advisor) new staff council members are present: Tami Noble and Bruce Lovell, and Misty Evans.....Howard
- VII. Advisory/Other Reports
  - a. Faculty Senators...wrapped up for the year, next year Terry Greib is chair, Barbara Kirchmeier is vice chair, Ann Thompson is retiring, Mostly faculty items, not of much interest to staff.....Tibbals
  - b. Post Docs.....none.....VanLeuven
  - c. Human Resources...Update on CEC: the funds allocation went out to units, back to HR and on to budget office to crunch the numbers. Today at noon meeting with President to overview, after approval, then process goes to electronic letters of appointment. These should go out about the middle of May. Employees will need to acknowledge in Vandal Web. This year goal is to get everyone to 85% of target, some still did not due to budget restraints. All Gen-Ed are at 85% of target or higher. This year will be the year of discussion about merit pay.....Matthews
  - d. Finance & Administration.....absent.....Foisy
  - e. Professional Development & Learning.....none.....Keim
- VIII. Committee Report Outs –
  - a. UBFC: 66 requests reviewed.
  - b. Safety committees: lots of discussions. not much communication between all safety committees.
  - c. Borah committee has planned for upcoming Borah symposium,
  - d. Employee evaluation: merit pay and the streamlined evaluation discussed.
  - e. Join policy committee accumulated data for employee dependent benefits – professional analysis was done to remove bias. When they get data they can make recommendations.
  - f. Review of grievance process – They are trying to get problems solved with an informal process before it

becomes formal. Also, to let staff know what options are.

- g. PDL steering committee – required training, banner 9 - culture of safety
  - h. committee land grant universities 23 recommendations. The goal was to create recommendation to President. Will do with new president.
- IX. Old Business – Employee professional development program approval last meeting– has application process – will be known Will this be available for this year, or next year? Probably not ready until next fall.
- X. New Business
- a. June all-day retreat scheduled for Tuesday June 25, 2019 in the Horizon room in Commons. Rebecca Latshaw will be new treasurer, still need an Elections officer, also need someone to do staff council member of the month and kudos. What does the best Staff Council look like? Shared Governance, great representation, getting engaged, advocating. By-Laws updates. Need feedback from leadership and others, We can set goals. New President – how does that work? Financial discussion – how can we impact that?
- XI. Good of the Order – Thanks to Summer and Patricia for service.
- XII. Adjournment - at 10:48 a.m.

**CHROME RIVER**

COLLABORATIVE COST CONTROL

**University of Idaho  
Chrome River Demonstration**



# One Experience

**CHROMERIVER**  
COLLABORATIVE COST CONTROL

## Chrome River works wherever you are



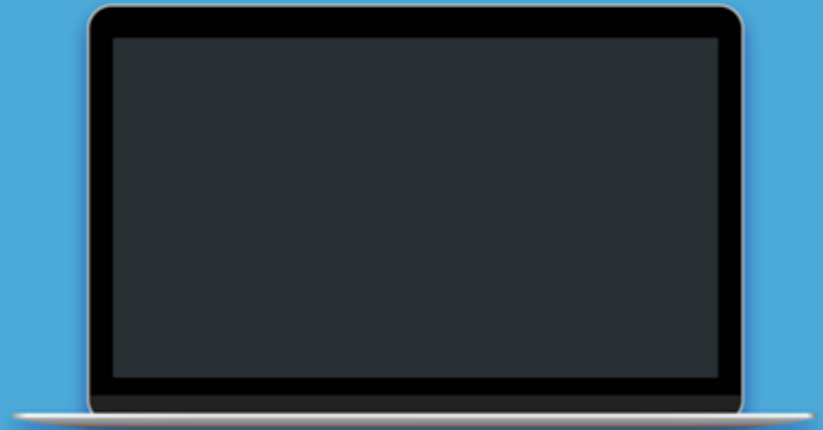
Mobile (small)



Mobile (large)



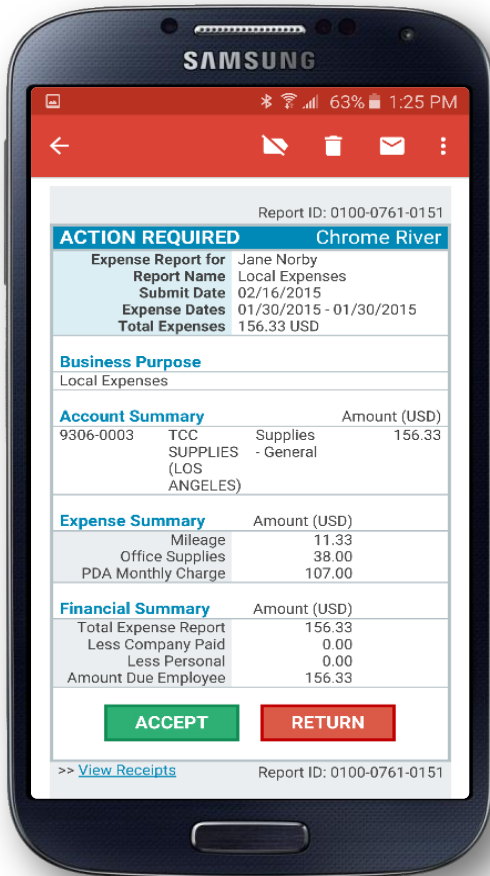
Tablet



Laptop

# Approvals Anywhere

## EMAIL APPROVALS



Report ID: 0100-0100-0100

**ACTION REQUIRED** Chrome River

Expense Report for: Jim Halpert  
 Report Name: Meet with Mercury Office Supplies  
 Submit Date: 01/10/2012  
 Expense Dates: 01/09/2012 - 01/10/2012  
 Total Expenses: 1,200.00 USD  
 Prior Approvers: Pam Beesly [01/12/2012], Samatha White [01/10/2012]

**!! Compliance Warning !!**  
 Dinner: Business development meals should cost less than \$50 per person unless a regional manager is in attendance.  
 Response: Their CEO came along and wanted to eat steak.

**Business Purpose**  
 Meet with Mercury Office Supplies to review new catalog

			Amount (USD)
1000-001	Chrome Law	General Billing	1,000.00
2000-001	Chrome Law	Marketing	200.00
	MatterOnSelectData	Other MatterOnSelectData	

		Amount (USD)
Airfare		400.00
Car Rental		100.00
Hotel		200.00
Meals		500.00

	Internal Guests	External Guests	Guests	Total Cost	Per Person
Lunch	Matthew Johnson Evelyn Summers	Charlie Smith Joe Smith Jose Sanchez	5	300.00	60.00 USD
Dinner	Matthew Johnson	Charlie Smith	2	200.00	100.00 USD

		Amount (USD)
Total Expense Report		1,200.00
Less Company Paid		0.00
Less Personal Expenses		0.00
Amount Due Employee		1,200.00

**ACCEPT** **RETURN**

>> [View Receipts](#)

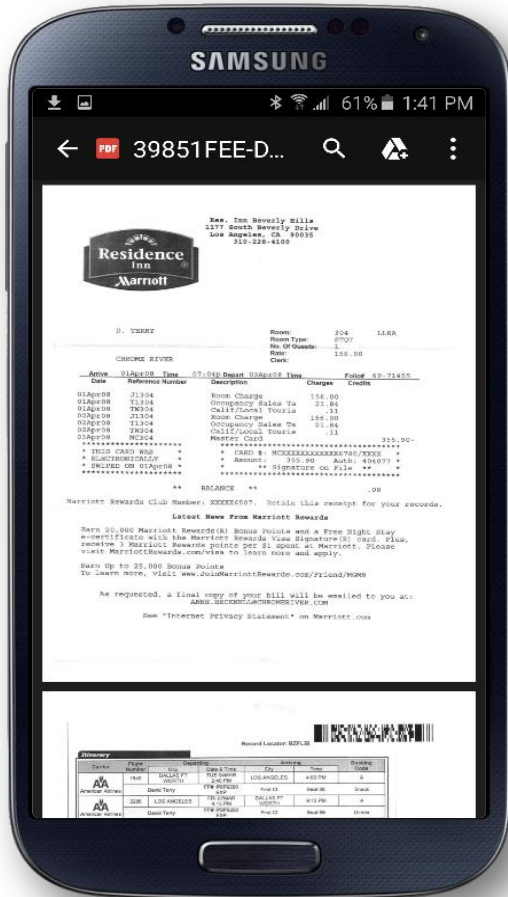
Report ID: 0100-0100-0100

To take action on these expenses, take either of the following:  
 - Click on the **ACCEPT** or **RETURN** button as approval email that opens,  
 - OR **FORWARD** this email to [approve@chromefile.com](mailto:approve@chromefile.com) with comments at the top of the forwarded message.

>> [View Receipts](#)

# Approvals Anywhere

## EMAIL APPROVALS



### ACTION REQUIRED

Report ID: 0100-0100-0100  
Chrome River

Expense Report for Jim Halpert  
 Report Name Meet with Mercury Office Supplies  
 Submit Date 01/10/2012  
 Expense Dates 01/09/2012 - 01/10/2012  
 Total Expenses 1,200.00 USD  
 Prior Approver Pam Beesly [01/12/2012]  
 Samati

### !! Compliance Warning !!

Dinner Business unless  
 Response Their O

### Business Purpose

Meet with Mercury Office Supplies

### Account Summary

1000-001 Chrome Law  
 2000-001 Chrome Law  
 MatterOnSelect

### Expense Summary

Airfare  
 Car Rental  
 Hotel  
 Meals

### Guest Details

Internal Guest  
 Lunch Matthew Johns  
 Evelyn Summer  
 Dinner Matthew Johns

### Financial Summary

Total Expense Report  
 Less Company Paid  
 Less Personal Expenses  
 Amount Due Employee

ACC

>> [View Receipts](#)

To take action on these expenses,  
 - Click on the ACCEPT or REJECT  
 - OR FORWARD this email to the approver  
 - comments at the top of the

chrome-ri-ver-batch-links-p

chrome-ri-ver-batch-links-prod.s3-website-us-east-1.amazonaws.com/180d/cust154/39851FEE-D640-A4B

39851FEE-D640-A4BC-0D73-F6FFC54DB391-9351D190-81E3... 1 / 5

Res. Inn Beverly Hills  
 1177 South Beverly Drive  
 Los Angeles, CA 90035  
 310-228-4100

Residence Inn Marriott

D. TERRY  
 Room: 304 LLRA  
 Room Type: STQT  
 No. Of Guests: 1  
 Rate: 156.00  
 Clerk:

CHROME RIVER

Arrive	01Apr08	Time	07:04p	Depart	03Apr08	Time	Folio#	69-71455
Date	Reference Number	Description	Charges	Credits				
01Apr08	J1304	Room Charge	156.00					
01Apr08	T1304	Occupancy Sales Tax	21.84					
01Apr08	TW304	Calif/Local Tourist	.11					
02Apr08	J1304	Room Charge	156.00					
02Apr08	T1304	Occupancy Sales Tax	21.84					
02Apr08	TW304	Calif/Local Tourist	.11					
03Apr08	MC304	Master Card		355.90-				
*****								
* THIS CARD WAS * * CARD #: MCXXXXXXXXXX6780/XXXX *								
* ELECTRONICALLY * * Amount: 355.90 Auth: 404077 *								
* SWIPED ON 01Apr08 * * ** Signature on File ** *								
*****								
** BALANCE **								.00

Marriott Rewards Club Member: XXXX6507. Retain this receipt for your records.

# Snap and Send:



# Receipt Uploading

## Electronic Uploading as you Travel

### Email from your device

- Each image will create a separate expense item unless you put the amount and currency in the subject line of the email when you submit it.

### Chrome River SNAP

- Application Instructions on the UI CR web page.

## Uploading Images from the Office

- Images may be emailed
- Uploaded and Attached directly to the Report
- Scanning receipts, emailing or faxing with a cover page identifying the report.

### TYPES OF IMAGES

- ONLY, JPG, PDF, PNG and TIFF files

# Emailing

- Receipt to your email
- To [receipt@ca1.chromeriver.com](mailto:receipt@ca1.chromeriver.com)  
subject line the dollar amount 125.00  
Attach receipt - send
- Email from one user to another ewallet
- To [receipt@ca1.chromeriver.com](mailto:receipt@ca1.chromeriver.com)  
subject: email address [lkeeney@uidaho.edu](mailto:lkeeney@uidaho.edu)
- Attach receipt - send

# Who is Eligible for Chrome River

Ability to: Create and enter Reports, upload images, approve pending reports, view Reports and Images.

- Must have an active employment record established on Banner.
- Must have an active Accounts Payable mailing Address.
- If a student or group – must be traveling with an active employee and listed on their Travel Report.

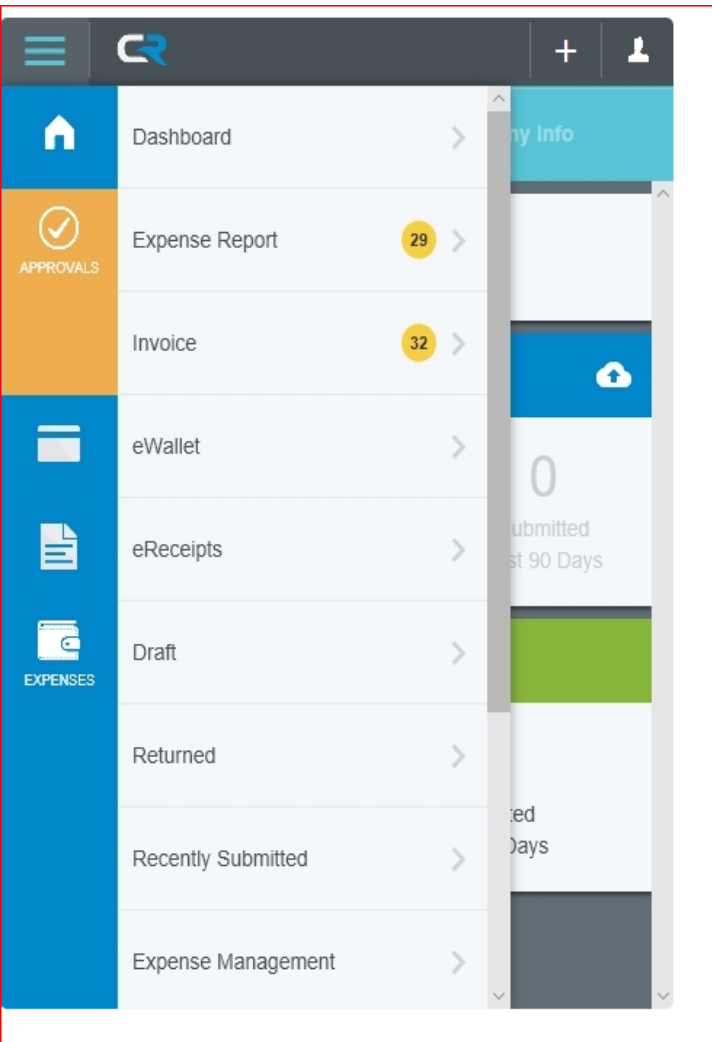
# CR Expense Included

- Employee Travel and Expense Payments
- Includes: Travel Reimbursements  
Claim Voucher Employee  
Reimbursement  
Purchasing Card Travel Expense  
Purchasing Card Purchases
- Can Be submitted on one form or in combination of the forms.
- T- NUMBERS assignments, selected w/in CR



# Terminology

## Menu



- Reports – Pre-Approval Travel and Travel Expense Reports  
Non Travel Expense Reports
- Dashboard – convenient way to access items
- eWallet –digital wallet a secure place to store payment information
- eReceipts – a secure place to store receipt images
- Hamburger icon – three-lined button in the CR Menu Bar



Menu

# Key Board Navigation

**CHROME RIVER**

+ New Chrome River CFA

**Approvals Needed**

- 1 Expense Reports
- 2 Invoices

**Expenses**

157 Draft	12 Returned	41 Submitted Last 90 Days
--------------	----------------	---------------------------------

**Invoices**

82 Draft	26 Submitted Last 90 Days
-------------	---------------------------------

**SELECT USER**

- ✓ Chrome River C...
- Select another user

Print New Invoice Cover

Settings

Platinum Interface

Help

Logout

**UPDATE: New Expense Policy**  
The new expense policy, which is a new limits on Airline Club members

**REMINDER: Emailing Receipts**  
You have an option to email any receipt message [expensememo@chromeriver.com](mailto:expensememo@chromeriver.com) ensure to send the email from the email address you can recognize and store the receipt available within your Receipt Gallery

Full HELP is available throughout the application in the Chrome River Help Center.

- [New Travel Policy Guide](#)
- [Quick Start: Creating a New Expense Report](#)
- [Quick Start: Expense & Invoice Approvals](#)

**REPORTING**

- [My Expense Items](#)

# Delegates

## Delegates

- Create Report Forms
- Access their Settings Menu Home Screen and Inquiry Reports
- Copies of email for the user
- WILL NOT be able to approve expense or invoices that are routed to the user.
- There are No limits to the number of delegates to a user.

## Approval Delegates

- Temporarily approve Report Forms for another user.
- Acting on their behalf.
- Examples: out of the office, vacations, delegation of work.
- There are NO limits to the number of Approval delegates to a user – However, WILL NOT be able to access the user's Approval Screen
- While you are not available and have assigned a proxy, you can not be listed as an approver for another user.

# Compliance Actions – Error Msg is instant

## Warning

- Indicates that additional information is required in order to submit the expense report for approvals.
- Alerting to outstanding expenses greater than 60 days.
- Enter the response and resubmit the report.

## Violation

- Indicates that the expense can not be submitted for approval or payment based on established policies.
- Remove or adjust the expense item before submitting the report.
- If approved by Administration – subject to Payroll withholding.

# Reports - INQUIRY

REPORT NAME	DESCRIPTION
My Expense Reports	List of expense reports created within a specified date range
My Expense Items	List of itemized expenses within a specified date range
My Delegates	List of people you have entered unsubmitted expenses for
My Expense Calendar	List of expenses shown in a calendar view
My Items	List of itemized expenses that were created from offline transactions, cash advances, emailed receipts, mobile transactions and credit card transactions
My Firm-Paid Items	Itemized list of expense transactions that are paid for by the firm
My Expense Approvals	Expense items that have been or are your responsibility to approve
My Paid Expenses	List of expenses that have been paid
Cash Advance	List of your cash advances
My Expense Pre-Approvals	Lists all the pre-approvals created by the logged-in user
My Pre-Approval Approvals	Lists all pre-approvals assigned to an approver in every stage of the approval process: approved, returned and awaiting approval
My Credit Card Statements	Provides the status of all expense items associated with a credit card statement; if the user has multiple credit cards, the report will automatically group statements by card

# Integration with Banner Finance

	Commodity	Commodity Description
1	TRAVEL	Non-Travel PC Expenses 01/2019

ACH Transaction Type

- Credit Memo
- 1099 Vendor
- Direct Deposit Override
- Text Exists

Payment Due: 04/04/2019

Bank: [ ] [ ]

Vendor Invoice: 410018843910

1099 Tax ID: [ ]

Income Type: [ ] [ ]

Sequence	COA	Yr	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj
[ ]	V	19		100000	666	E5399	07GAX			

1 of 1 | 10 Per Page | Record 1 of

# Recommended Browsers

- **ANDROID MOBILE DEVICES**
- **Operating System:** Kitkat 4.4.2 or higher
- **Browser:** Chrome v.51 or higher
- 
- **APPLE MOBILE DEVICES**
- **Operating System:** iOS 10 or higher
- **Browser:** Safari 9.1 or higher
- 
- **WINDOWS PC DESKTOP/NOTEBOOK**
- **Browsers:**
- Chrome v.51 or higher
- Internet Explorer 11 or higher
- Firefox v.33 or higher
- 
- **APPLE DESKTOP/NOTEBOOK:**
- **Browser:** Safari 9.1 or higher



# Contact Information

- Email to contact – [crtravel@uidaho.edu](mailto:crtravel@uidaho.edu)
- Web Page - <https://www.uidaho.edu/finance/controller/accounts-payable/travel-services>
- Welcome to Chrome River Travel and Expense!