

Meeting #6 – November 9, 2011 Idaho Commons Crest 9:00am – 11:00am Pacific

Members Present:

Rachel Halsey, Denise Carl, Joyce Davidson, Greg Fizzell, Nick Popplewell, Brian Mahoney, Patti Heath, Jim Logan, Ana Burton, Diane Musick Renfro, Megan Masias, Debra Rumford, David Pittsley, Ali Bretthauer, Michael Placke, Glen Kauffman, Shishona Turner, Barb McDonald, Elissa Keim

Members Absent:

Excused Absences: Mark Miller, Amber Crowley, Lorraine McConnell, Rhonda Zenner, Irma Sixtos, Michelle Wheeler, Mark LaBolle, Michelle Weitz, Liz Ridgeway

Unexcused Absences: Melissa DiNoto, Timothy Sanders, Bonnie Bernstein, Rick Wilkins, Carol Spain, Suzette Yaezenko, Stephanie Retter

Special Guests:

Amanda Moore-Kriwox and Matthew Kurz

Pre-Meeting Presentations:

Began: 9:04 am

Nikki Jones, Benefits Administrative Manager

Discussion held on 2012 Annual Enrollment for Benefits. There are five more meeting times that employees can attend to learn more about upcoming changes for calendar year 12 and to complete the enrollment process. You may also visit the HR website to find additional information about benefit changes and how to enroll.

Carl Root, Director, Parking & Transportation Services, and Rebecca Couch, Information Specialist, Parking & Transportation Services

Discussion held on Parking & Transportation Services FY13 proposal for increases in parking permit costs for Red and Residential parking. Increased funds would support bicycle improvements – rack, covered rack facilities; maintenance initiatives. Proposal also would change lot 60 from blue to red and lot 6 from red to purple. PTS would like to submit final proposal to President & upper administration by end of year 2011. (See attached documents that were included in presentation)

Mychal Coleman, Associate Vice President of Human Resources.

Presented on new direction of Human Resource department. Spoke of becoming a more proactive unit and University as opposed to one that is proactive. Working towards becoming a "world class" institution. Provided a paper copy of a powerpoint presentation, which address the characteristics of a quality unit as well as 9 Strategic Imperatives and the objectives of the UI HR department in becoming more approachable and positively effective for the University as a whole. (See attached presentation documents)

- 1. Call to Order 10:01 am
- 2. Roll Call

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Staff Affairs

3. Approval of Minutes – One change noted – change wording under Policy Committee Report from "handbook" to "bylaws". Minutes approved by Shishona Turner, seconded by Nick Popplewell, all favor. Minute Approved.

4. Officer Reports

- a. Chair Report Rachel thanked Staff Affairs committee for quick turnaround in responses and feedback regarding the multiple policies that needed to be reviewed, approved, and passed onto Faculty Affairs and Faculty Senate.
- b. Vice Chair Report Ana did not have anything to report.
- c. Secretary Report Irma was absent. Ana is filling in for her. No report.
- d. Treasurer Report Patti Heath was excused to class, Rachel reported on budgets and SAC agreed that treasurers report could be sent electronically for all to review prior to SA meetings. See attached budget report.
- e. On/Off Campus Coordinator Liz Ridgeway was absent. No report.
- f. Communication Amber Crowley was absent. Rachel Halsey reported on her behalf and Debra Rumford provided additional information that the off campus deadline for submission is Friday, November 11th and the newsletter will go out either Friday or Monday. They have received great comments and would like to track number of views.

5. Committee Reports

- a. Appreciation Fair James Logan, Michelle Wheeler, & Shishona Turner all vendors have paid fees and they will be working with Patti to close the books. Need to get items back into storage. Received positive feedback from committee.
- b. Staff awards Patti Heath and Irma Sixtos were absent. No report given.
- c. Communication Amber Crowley was absent. See comments above.
- d. Elections Megan Masias reported that the committee is working on a new election process model following faculty affairs structure.
- e. Learning and Development Ana Burton thanked SAC for feedback on proposal that will be submitted to the President on 11/14. She also asked Shishona Turner to talk about the 1-day Professional Development Conference that this committee will be working on in collaboration with PDL. It will take place on 2/29/12, will be seeking proposals for presentations.
- f. Policy Rachel Halsey reported on behalf of Mark LaBolle on the Dependent Tuition Policy. Michael Placke spoke on the updates of the policy to reflect the wishes of staff, including tuition restrictions on programs such as MOSS. He addressed issues concerning tax issues for graduate programs and also suggested that the waiver be similar to the spouse fee waiver. It was suggested to look at summer-school issue and to have that align with spouse waiver. Summer is a self-sustaining, could become an issue. Rachel noted that the policy needed to be approved through SAC immediately in order to get it to Faculty Affairs as they would like to get it approved through administration. Jim Logan made a motion to approve the policy as amended with SA suggestions. Glen Kauffman seconded. All were in favor. Motion was approved. Rachel will send to faculty affairs.
- g. Vandal Pride Nick Popplewell reported that his committee will be meeting on 11/10
 @ 2:00 pm.

6. Old Business

- a. Dependent Tuition Assistance Program Policy Committee see above report.
- 7. New Business

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- Staff Affairs
 - a. Professional Development Proposal Rachel reminded SAC that a proposal for funding is going to be submitted to the President on 11/14.
 - b. Election
 - i. Staff Affairs Representative position
 - 1. Off Campus Twin Falls
 - a. Amanda Moore-Kriwox, Program Specialist Ag & Extension Education
 - i. Amanda attended today's meeting via phone and would like to join SA
 - ii. Rachel Halsey asked for a motion to elect Amanda to the SAC.
 - iii. Shishona Turner moved to elect Amanda to SA, Nick Popplewell seconded. All were in favor. Motion passed.
 - iv. Welcome Amanda!
 - 2. Exempt Rachel noted that we have two (2) Exempt and one (1) classified position open on Staff Affairs.
 - a. If anyone is interested, please contact Megan Masias.
 - c. Roundtable Discussion none.
 - 8. General Announcements/Miscellaneous Business/Kudos none
 - 9. Date and Time of Next Meeting:
 - a. December 14th from 9:00 to 11:00 am Crest Room
 - i. Holiday Party there will not be any presentations.
 - 1. People can bring low cost gifts to participate in a gift-exchange. Can also bring in food or snack to share.
 - 10. Adjournment Michael Placke moved to adjourn the meeting, Greg Fizzell seconded. All in favor. Meeting adjourned at 10:15 am.

Minutes submitted by: Ana Burton, Vice Chair