

Staff Affairs Committee Meeting Minutes
August 8, 2012
Commons – Crest Room

Pre-meeting Presentation (9:05 am) – Parking Services with Rebecca Couch, Information Specialist, Parking & Transportation Services

Rebecca provided an overview of Parking & Transportation Services with informational pamphlets regarding Zipcars and general parking & transportation information. All materials available online a www.uidaho.edu/parking.

The ITC Building, located at the corner of Sweet and Railroad, is under construction and will be completed by late October. Parking & Transportation Services offices will move to the ITC building by early November.

PTS is conducting a traffic survey of bicycle and pedestrian safety on 6th street and Deacon. They are currently in Phase 1 of the survey.

Clarification was stated on the overnight parking restrictions on Lot 30 in regards to departments who work during closed hours – departments will be given an exception and will be able to park there.

Lot 60 will no longer allow for overnight parking; contact PTS if there is a special circumstance in which overnight parking is needed and permits will be authorized.

Call to Order, Welcome Statement, Introduction

Ana Burton called formal meeting to order at 9:11 am.

Roll Call, Determination of Quorum

Roll call was conducted. Quorum was established with 20 voting-members present

Members Present: Denise Carl, Amanda Mollet, Kristin Strong, Laura Nalle, Clint Payton, David Pittsley, Glen Kauffman, June Clevy, Michael Placke, Shishona Turner, Vickie Burnet, Ana Burton, Colton Oliphant, Katie Payne, Mark LaBolle, Barb McDonald, Carol Spain, Amanda Moore-Kriwox, Liz Ridgway, Michelle Weitz.

Members Absent (excused): Matthew Kurz, Brian Mahoney, Greg Fizzell, Irma Sixtos, Amber Crowley, Ali Bretthauer, Debra Rumford, Janice Todish, J.R. Kok

Members Absent (unexcused): Lysa Salsbury, Tim Helmke

Non-voting Members Present: none

Approval of Minutes

Shishona Turner moved to approve the May 9, 2012 minutes; June Clevy seconded the motion. All in favor. Motion carried.

Executive Committee Report(s)

Chair Report

Ana Burton reported that there will be a President's Cabinet meeting held on August 9, discussion will include Morrill Act Bus Tour and objectives that came forth from the tour that will need to be addressed such as extending engagement with our off-campus centers and extension. Additional items to be discussed will include August 17 convocation.

Ana extended an invitation to be a guest to one Staff Affairs member at a dinner on August 16 at the President's Residence to meet and speak with George P. Bush, convocation guest speaker.

Ana briefly mentioned the Dependent Tuition Reduction Waiver and gave a quick recap of a meeting she attended with University leadership on August 7. (further discussion pursued under new business).

Financial report to be given at August 22nd meeting.

Other Executive Committee members were not present.

Subcommittee Reports

Policy subcommittee

Update provided by chair Mark LaBolle

Suggested changes to the Staff Affairs By-laws (Chapter 1, Section 1800) were emailed prior to Staff Affairs Committee meeting for review.

Mark suggested that each subcommittee and every member review the by-laws and provide suggestions, amendments and changes to the by-laws. Ana proposed that all revisions be made by August 22 to be reviewed at the next Staff Affairs Meeting. At that meeting, the Staff Affairs Committee as a whole will review the by-laws, make final changes, and send changes to Faculty Senate to be approved and vetted through the General Faculty meeting to be approved and formally updated.

Areas in greatest need of revision include elections process.

Staff Appreciation Fair

Update provided by co-chair Shishona Turner

The Appreciation Fair will take place on September 27 from 10:00 am to 2:00 pm in the SUB Ballroom.

The theme is celebrating 150 years of the Morrill Act.

Shishona will be meeting with Sodexo on August 9 to review costs and regulations regarding the service of food at the event as all preparation, etc., will need to be handled through Sodexo and the use of the Wallace Complex facility.

Currently there are 19 vendors attending the fair with 5 major sponsors – United Dairyman (supplying all dairy products), Heinz (supplying all potatoes); local radio station (providing live coverage of fair), Office Max (\$250 sponsor), Blue Cross of Idaho (\$250 sponsor).

Ana noted that she will review Staff Affairs budget with Janice Todish to discuss options for providing additional funding to each subcommittee, including off-campus centers for appreciation fairs.

No additional subcommittee reports were given.

University-wide Committee Reports

Staff Affairs is responsible for nominating and securing staff representation in University wide committees. Through the elections subcommittee a more well-defined process will be implemented to ensure timely nominations and selections of representatives.

Future Staff Affairs meetings will have updates from staff representatives for a greater knowledge sharing of their initiatives, projects, etc.

Faculty Senate staff representative Jane Baillargeon was unable to attend today's meeting. Will be at future Staff Affairs meetings to provide updates. Will speak at the September 12 meeting regarding the upcoming staff survey, in which Staff Affairs will be asked to help encourage all staff participation.

Old Business

Dependent Tuition Reduction

Ana provided a brief overview of the FAQ document that will be available online through HR and/or Financial Aid regarding the Dependent Tuition waiver. Discussion pursued regarding the implementation process and the understanding of how the waiver will impact student financial aid. It is recommended that students contact their financial aid advisor to review awards received to accept a plan that will be most beneficial.

Due to the extensive nature of this benefit, the first year will be a learning experience for various departments and issues that become apparent will need to be resolved.

Expanded Health Insurance Benefits

The Benefits Advisory Group has rewritten the definition of "Other Eligible Adult" and will be (if necessary) sending the definition to general council for review.

BAG is working on logistics to have the benefits cost have the lowest impact. More information should be forthcoming.

Additional Staff Representative on Faculty Senate

It was recommend that the elections subcommittee discuss the elections and nominations process for the Staff Representatives on Faculty Senate to be placed within the Staff Affairs by-laws. Further discussion pursued under New Business

New Business

2011-2012 Staff Affairs Annual Report

Ana submitted the annual report to the President, Provost, Faculty Secretary and UI Library Archives per the Staff Affairs by-laws. She noted that Staff Affairs received kudos from President and Provost and each are looking forward to continuing to work together in the next year.

Faculty Senate Representative (ACTION)

Nominations were sought in May for a second staff representative to serve a two-year term on Faculty Senate.

One nomination was received: Mark Miller.

Discussion pursued on formally electing Mark to the position.

Glen Kauffman moved elect Mark Miller to the serve as the 2nd staff representative on Faculty Senate. Shishona Turner seconded. All in favor. Motion carried.

Retreat Follow-up

Ana provided updates on items from the Staff Affairs retreat held on July 31 and Staff Affairs Committee and Subcommittee goals were compiled and emailed to Staff Affairs members for review.

June Clevy initiated access for Staff Affairs to have a Blackboard Learning discussion board for confidential discussion to be held among Staff Affairs members. Ana, June and Brian Mahoney will attend a training on using Blackboard on August 13.

Prior to the Staff Affairs Committee meeting, Katie Payne suggested that Staff Affairs look into utilizing social media as a means of communication such as Facebook. Ana discussed this use of communication with Brett Morris (Communication & Marketing) and further discussion on social media use will be held with members of the Communications and Marketing department to outline the value of such use for Staff Affairs. Brett did offer additional suggestions such as Today's Register and Trumba.

Ana discussed the new events/calendaring system that the University will be implementing in the fall - Trumba. The Trumba system could be of great benefit to Staff Affairs. A user account with an individual editor has a projected cost of \$324/year. Ana is going to discuss with Debra Rumford and Amber Crowley if they will have access to a Trumba account or if they would be willing to maintain the account.

Staff Affairs members provided suggestions for future meeting presenters, including: Study Abroad Office (FIDA); Keith Ickes, Budget Office; ITS; Creative Services.

Ana asked that if any other ideas came up to please email her with suggestions.

It was decided that the Staff Affairs Mission Statement discussion be moved to the August 22nd meeting.

Good of the Order

None

Next Meeting

Wednesday, August 22, 2012 – 9:00 am – Crest Room

Adjournment

Shishona Turner moved to adjourn the meeting; June Clevy seconded. All in favor. Motion carried. Meeting adjourned at 10:20 am.

Minutes submitted by:

Ana Burton, Chair, Staff Affairs Committee