University of Idaho Staff Affairs

June 12, 2013 Commons Aurora Room 9:00 - 11:00am Pacific

Conference Bridge: 1-888-706-6468 participation code: 8858973

Meeting called to order at 9:05am

Staff of the Month recognition: Noell Kinyon – Staff Affairs presented Noell with a certificate and a gift basket.

Presentations:

Kenton Trautvetter & Shannon Haselhuhn – Health Education

Kenton gave a presentation on becoming a Smoke-Free Campus. Handouts were provided on tobacco facts and a few FAQs. There are over 1,100 universities and colleges statewide that have gone smoke free. The University of Idaho is one of the last universities that have not made this change. It was mentioned that it cost 5 cents per cigarette butt to be picked up around campus. Kenton was invited to Portland State University to discuss and present on becoming a smoke free campus. A challenge was given that by 2016 all campuses in the region are smoke or tobacco free. A survey was completed campus wide that showed 62% favor a smoke free campus. Kenton is hoping by the 2013-14 year that the ASUI will take this challenge on and make it a reality on campus. The goal is for UI to become smoke-free with a two year implementation. Federal Grants are passing on universities and colleges that do not have a smoke-free or tobacco-free campus. An example given by Shannon a grant that is \$100,000 each year for three years for prevention on suicides was passed over due to UI not being a smoke-free campus.

Keith Goodenough – Risk Management

Keith gave an overview on what Risk Management does for the UI Campus, employees, and students. Risk Management safeguards lives and monitors regulations. They review all claims except Workman's Compensation. Review all waivers, faculty use agreements, certificate of insurance and volunteer forms (4-H was given as an example). Consult all departments with RM and insurance questions, encourage "share responsibility". Provide an overview of their website: http://www.uidaho.edu/public-safety-and-security/risk-management-and-insurance and mentioned about the Claims page which can be found by going to: http://www.uidaho.edu/public-safety-and-security/risk-management-and-insurance/submitaclaim. Gave a "snap shot" of the University of Idaho over the last 123 years, by going over operations, exposures, and risks. The UI is a unique university as being one of the largest research universities; besides Idaho, UI is in 19 other states and 6 countries.

Members Present: Quorum – 22 present

Ali Bretthauer, Brian Mahoney, Clint Payton, Lysa Salsbury, Marlene Wilson, Matt Dorschel, April Buvel, David Pittsley, Debra Rumford, Glen Kauffman, Irma Sixtos, Janice Todish, June Clevy, Laura Nalle, Marty Lunt, John (J.R.) Kok, Amanda Moore-Kriwox, Carol Spain, Liz Ridgway, Michele Weitz, Angie Sowers

Excused Absences:

Amber Crowley, Greg Fizzell, Kristin Strong, Colton Oliphant, John Shuttleworth

May 2013 meeting minutes:

Janice Todish made a motion to accept the minutes. Motion 2nd by Matt Dorschel and passed.

Executive Committee Reports:

Chair: Brian Mahoney

Brian and Ali partook in a Presidential Retreat – Cultural Competency. It was a very good retreat and it brought folks in outside the University. An exercise was given with a deck of cards that Brian will share with the Staff Committee at a later date.

The Classification Comp Study is still going on. Lots of communications in regards to concerns about the process are happening campus wide. Brian will be meeting with Interim President Bennett on June 27 to discuss the overall feeling/climate of staff.

Vise Chair: Ali Bretthauer

Ali discussed more about the Classification Comp Study and brought Matt Dorschel into the communication. Discussion of the Hay Point system was mentioned, and State Board of Education needing to weigh in their vote to move forward.

Secretary: David Pittsley

No report

Treasurer: Janice Todish

See attached financial summary

Media: Debra Rumford

No Report

On/Off Campus Coordinator: Liz Ridgway

No Report – Looking forward to seeing us all at the Retreat on Tuesday (June 18)

Human Resources: Elissa Keim

No Report – was not present at meeting due to other commitments on campus

Sub-Committee Report:

Communications: Debra Rumford

No Report

Appreciation Fair: Amber Crowley No Report – Excused Absence

Learning & Development: Ali Bretthauer

Still working on piecing together the Leap Conference (December 5). Will be asking for help at the retreat.

Vandal Pride: Debra Rumford

No Report

Elections: Glen Kauffman

Two new staff nominated themselves to be part of Staff Affairs, Teresa Million (Administrative/Technical/Research) and Ron Polley (Maintenance/Service/Skilled Craft). Committee voted them in as new members.

Policy: Colton Oliphant

No Report – Excused Absence

Staff Awards: Irma Sixtos

No Report – Left meeting early

University-wide Committee Reports:

Faculty Senate: Jane Baillargeon/Mark Miller

No Report – Jane had an excused absence and Mark Miller did not attend

Faculty Senate does not meet over the summer

New Business:

Re-Election of Members: Carol Spain was voted in for a 2nd Term

Reports needed: 2012-13 goals – what was accomplished this year: Brian thanked Ali, Greg, Debra and David for submitting their reports in. Will work up a draft and send out in a couple of weeks (after the retreat).

Retreat Update: June 18, met in the Winco parking lot at 7:30am, closest to the Best Western for those from off campus can locate the group easier. Will carpool to Twin Larch. Retreat will be from 8am to 4pm. Elissa Keim will be presenting the Nominal Group Process (what is SA, where do we want to SA to go, what rolls do we want SA to take). Be prepare for discussions, everyone's input will be needed.

Ali shared some history of Staff Affairs, why SA was formed and what was the purpose. Dan Noble was mentioned as a great resource. SA started in 1971; policy, communication, recognition for staff members at University of Idaho. Staff Awards was developed in 1972 to show appreciation to staff members. Appreciation Fair was started in 1996 or 1997 to show appreciation for all staff members across campus. The fair was very well received and grew year after year and still continues today. Mention of a Staff Forum, staff was able to meet with the President every semester to communicate about compensation and staff issues. Last President to hold a forum/town hall meeting was President White.

Next Meeting: Wednesday, August 14, 2013, 9-11AM Pacific – Commons Crest Room

Adjourn: Matt Dorschel made a motion to adjourn, Debra Rumford 2nd and passed at 10:37am