

Call to Order, Welcome Statement, Introduction

Ana Burton called formal meeting to order at 9:06 am

Roll Call, Determination of Quorum

Roll call was conducted. Quorum was established with 23 voting-members present

Members Present: Ali Bretthauer, Vickie Burnet (Boise), Ana Burton, Denise Carl, Amber Crowley, Greg Fizzell, Glen Kauffman, Elissa Keim, Mark Labolle, Brian Mahoney, Barb McDonald, Amanda Moore-Kriwox, Laura Nalle, Colton Oliphant, Katie Payne, Clint Payton, David Pittsley, Michael Placke, Stephanie Retter, Liz Ridgway, Debra Rumford, Lysa Salsbury, Carol Spain, Kristin Strong, Janice Todish. **Guest:** John Shuttleworth

Members Absent (excused): Matthew Kurz, Amanda Mollet, Irma Sixtos, Shishona Tuner

Members Absent (unexcused): June Clevy, John Kok, Michelle Weitz

Non-voting Present: Greg Walters, Elissa Keim

Non-voting (excused): Stephanie Retter & Suzette Yaezenko

Presentation

Julie Lang from Professional Development & Learning spoke about the Idaho State Employees' Charitable Campaign as an opportunity to help individuals as a public service throughout Idaho to regional or national tax-exempt charitable organizations i.e. emergency housing, having a representative for court. Additional areas to support can be found at: www.unitedwecare.idaho.gov/donate. The funds given through this campaign is reported to the Governor, it's not part of the University of Idaho's charities, so donations to the UI will not count towards the campaign or for reporting. The agency who will be coordinating the donations is your area United Way. The Campaign has arranged with UI for payroll deductions.

Approval of Minutes

Brian Mahoney moved to approve the August 8, 2012 minutes; Michael Placke seconded the motion. All in favor. Motion carried. Ali Bretthauer moved to approve the August 22, 2012 minutes after a correction to members present (Ali); Colton Oliphant seconded the motion. All in favor. Motion carried.

Presentation

Greg Walters talked about the Classification/Compensation Taskforce Update, Reclassification Process Update, and the Background Check Process. In the next few days the consulting firm and task force will be meeting, with the consultant on campus for two days. Walter's has a background of going through 5 major classification studies.

They want to group positions, work at similar levels, compare ourselves with the marketplace. Move us forward for correct compensation levels, update job descriptions, a goal to a clear career path. Emotionally folks are tied with their positions and it will be difficult. They'll be looking at duties, titles, relationship with each other within the organization. Go to the website and watch for the PDQ (Position, Description, and Questionnaire). This process will start mid-October. Individuals will need to send in their current position description or someone else will. They will compile them all electronically.

If your job doesn't match the job description, find a basis. You'll be required only to send in 4-6 major responsibilities and time; sometimes there will be personal interviews.

Questions:

Since the cut backs, people have been doing more outside their job description, will there be a higher pay for additional duties? No, there's no pot of gold and this process will not solve this issue. But will try to fix this policy and procedure and have a plan in place 3-4 years down the road to look for compensation. If your responsibilities are less than what is in your job description, you will not have a reduction in pay or lose your job.

Why are we not following the state classification system? UI broke away from the state because of the unique positions, especially exempt positions. The UI is a land grant and can be exempt from other institutions regarding classification. There will also be some consideration with retention and trouble in recruiting going forward. Not quite sure of process. The current system is broken and not manageable. When we have a system in place, it'll need to be revisited in 5-8 years as positions change.

New positions will require a background check, all posting for faculty and staff. If a current employee changes jobs to a security sensitive position they will require a background check. Current employees are exempt unless reclassified to work with sensitive data or a supervisor requests it. HR will screen applications if applicant checks that they have been convicted of a crime. HR will check the level of crime with background checks and pass only those acceptable according to policy. Greg will review the application in that section to update.

Report from Faculty Senate

Jane Baillargeon: The Faculty Senate just started and there's nothing to report. Give Jane or Mark Miller your questions, the 9/11 Faculty Senate minutes will be available sometime today.

Executive Committee Report(s)

Chair Report

Ana Burton reported that she met with President Nellis last week. Together, Staff Affairs and President will look into the shared leave bank to determine who's eligible and make clarifications if necessary. There will be a dialogue dinner September 20. Last Friday the Friday Letter came out and it highlighted faculty, Shishona asked what about staff recognition. Ana discussed with President Nellis and he asked for names of outstanding staff by Oct. 1. We could look back at the outstanding staff nominations for information to forward to the president. There's discussion concerning the Vandals joining the Big Sky conference. Enrollment has changed to have a mid-Oct cutoff date for dual credit, transfer students. The State board legislative session review 1) Equity with the Idaho universities, 2) Performance contracts, and 3) CEC funding request. ASUI is going for a tobacco free campus. They would like faculty and staff who are interactive with students to encourage them to be responsible drinkers.

Financial Report

Janice Todish handed out a summary of all budgets, not all of the figures are current, information still coming in, and she'll be sending an updated budget. New this year is the budgets for the off-campus centers for their Staff Appreciation events. Some are onetime funding. Please send your receipts by scanning and emailing them to Janice, add descriptions for the expenses. Not all the staff appreciation receipts are in. Catering last year was \$2,071.55.

Media Report

Debra Rumford reported the brochure is coming along, still working on the map that will indicate the main centers and location of staff statewide. Communications and Marketing is again donating the printing of a 1,000 brochures this year. The brochures will be distributed to our centers and at the Staff Appreciation Fair. Minutes & agenda's are being added to the Staff Affairs website. Working with Amber on revising the Kudo submission form to include an address section for off-campus staff recognition and also when someone submits a Kudo both the staff and nominator will receive an email.

Requested an Off-campus staff mailman listserve, ITS suggested to change our SA prefix because we are competing with Student Affairs and Study Abroad. They suggested staffaffairs-offcampus@uidaho.edu. So that is something to think about when requesting mailman listserves. ITS found other listserves sacoffcampus@uidaho.edu mailman list with charityb@uidaho.edu as owner, as well as (sac-nfe, sac-ce, etc). Deb asked ITS for access to those accounts to see what they are all about. Ana requested that the list be sent to her.

Vice-Chair Report

Brian Mahoney reported that the presidential retreat is next week. He showed a draft of a 5x7 magnet with information on it that would be a good resource for faculty and staff, it's not dated, something to give out at events. It has a list of Resources, Services and Safety of departments and contact numbers, an idea from viewing a website. Previous draft included website addresses but after talking with a colleague, might be more useful to staff to have the contact phone numbers listed. Quotes for 500 run from .68 to .89 each (\$375-\$395). A few members gave him ideas to add to the magnet. Everyone liked the idea. Mention of a QR code (a link to information by scanning this code bar) be included on the magnet to reflect the Staff Affairs website.

Brian has a lineup of speakers for the next several months: Oct. Campus Rec, Nov. Carl Root, Parking, Dec. Matt Dorschel Safety & Management, Jan. Greg Walters, Human Resources. Irma Sixtos will be scheduling the speakers for spring. Brian had an idea of inviting Rob Spear for February and will contact him to see if he's interested. Brian also read the subcommittee assignments, he'll be sending a copy of the list to members.

Off-campus Report

Liz Ridgway reported they are working on staff appreciation events, including off-campus and marketing themselves.

Subcommittee Reports

Staff Appreciation Fair Report

Greg Fizzell reported they have several sponsors, plenty of funds for next year. They had to decline 6 businesses. Staff serving food this year has permission but will have a food observer because of Sodexo new food safety standards (approximately 650-700 are served). Other members expressed that they were not allowed to serve food for their events. The HTML invitation for the Staff Appreciation Fair currently have 250 folks signed up, it also includes a drawing for football tickets. The invitation will be sent out again this Friday.

Staff Awards Report

Brian Mahoney reported that they will have their first meeting sometime in October.

Learning and Development Report

Ali Bretthauer reported individual grants are completed but will need General Council's approval of the wording. Get the word out to staff that there are lot of opportunities on campus, please send in your ideas for workshops.

Policy Review Report

Mark Labolle reported the committee's that have turned in their revisions of the bylaws so far was communications. He would like others to turn bylaw revisions in and have a final by the end of November.

Elections Report

Glen Kauffman reported two staff have applied to be on the Staff Affairs committee, John Shuttleworth and Matt Dorschel. Shishona will not be continuing on the committee but will continue to help.

Communications Report

Debra Rumford sent the bylaw edits to Mark Labolle. The staff newsletter is moving forward. Amber mentioned Staff Affairs could have a Flickr account for photos and could easily be imbedded into the SA website. It could also be used for archive purposes. Debra showed a map of Idaho that could be used as a model for staff coverage by CDA, Moscow, Boise, Twin Falls, and Idaho Falls that was adapted from the State of Idaho Center White Papers. Ana asked if the centers were confirmed. Deb is working on it.

Vandal Pride

Debra Rumford reported not having a chance to meet with members yet. But was contacted by a soliciting vendor and preliminarily asked for a quote for a customized lanyard w/ UI logo & the words Thank you!. Quantity of 150 for \$350 (includes setup & shipping). She called the Bookstore for a price of a lanyard and it was more expensive with a discounted price. Bookstore said to go through their store and pick out items and they'll give us a discounted price. They are not able to donate any more items to Staff Affairs. Members expressed they can help with vendor sources, because the prices are very expensive.

New Business

Staff Interested in being a member

John Shuttleworth and Matt Dorschel. John, a cabinet maker for housing, was present and he is new to the UI, mainly has worked in the private sector and would like to be involved in Staff Affairs. Mark Labolle motioned and Clint Payton second.

Tobacco Free Campus

There will be discussion on having a tobacco free campus (chew & cigs). Cheryl Hasselhon not just a smoke free campus a possible effective date is 2015. But they will need to have 3500 signatures. The smoke negatively affects other people, people don't follow the 25 ft away or smoke close to the in-take air vents that effect people inside. The goal is to for overall health and help with the insurance. Have to find a way to keep students from starting. Member said Boise State have verbal warnings where their supervisors are notified. It'll be difficult to enforce. Could suggest folks to ask the offender to leave the area. Ticketing was an idea, but you would have to have official authority to write tickets. Facilities would love to not have smoking on campus, they estimate a nickel per butt that it costs the UI.

Clearwater Corn Maze

Ana Burton handed out Clearwater Corn Maze flyers by the College of Agricultural and Life Sciences. Next year they hope to work with the College of Engineering.

Finding Your Voice

Denise Carl handed out Finding Your Voice flyers that students need to register to attend Thursday's events and MT & W workshops this fall. Look on website for more information. They can get a 20% coupon off for Starbucks.

Next Meeting

Wednesday, September 26, 2012 – 9:00 am – Crest Room

Adjournment

Glen Kauffman moved to adjourn the meeting; Greg Fizzell seconded. All in favor. Motion carried. Meeting adjourned at 10:54 am.

Minutes submitted by:

Debra Rumford, Staff Affairs Committee