University of Idaho
Staff Affairs
October 9, 2013
Commons Horizon Room
9:00 - 11:00am Pacific
Conference Bridge: 1-888-706-6468 participation code: 8858973

Meeting called to order at 9:00am

Staff of the Month recognition:

- Tracy Abdallah, Personnel Services Coordinator for Facilities Services (October) – Marty Lunt presented her with a plaque, $75 Clear View Eye clinic gift card and a certificate for $300 off of any service from Naturally Designed Smiles.

Presentations:
Carmen Suarez (Chief Diversity Officer & AVP Student Affairs): presented a handout and talked about each of the different areas she oversees…. Human Right, Access & Inclusion, Native American Student Center, Office of Multicultural Affairs, Women's Center, College Assistance Migrant Program (CAMP) and the LGBTQA Office. The main mission for the Division of Diversity and Human Rights is recruit, retain and focus on culture and climate.

Brandi Terwilliger (Director, Human Resources): presented a handout and overview of the Patient Protection and Affordable Care Act (PPACA- or also known as Obama Care which is not an acceptable term). She covered who within the UI will be covered under this plan, which are: current temporary employees working 30+ hrs./wk. during look back period, new temporary employees anticipated to work 30+ hrs., temp faculty teaching 10 credit hrs. (1 credit = 3 hrs. of work) or more per semester, students in a temp staff position (if a student works in a temp staff position and meets the hrly. eligibility requirements, then they would fall into this non-subsidized employee group). Regular students will not be covered in 2014 but will still be offered the SHIP program. She also talked about the Medical, Prescription, Retiree, Dental, Vision, Disability, Flexible Spending Account plan and rate changes. All of this can be found on HR's website.

Jane Baillargeon (Asst. Dir., Institutional Rsrch & Assmnt): presented a power point of the results of the University of Idaho 2013 .Staff Survey. 58% of staff completed the survey (1053 respondents). It was interesting to compare some of the current results with those of the last survey. Jane asked for feedback and if this should be sent out to any other group. You can look in the shared drive for the Power Point or on IRA's website.

Members Present: Quorum – 26 present
Ali Bretthauer, Amber Crowley, Brian Mahoney, Kristin Strong, Lysa Salsbury, Marlene Wilson, April Buvel, David Pittsley, Janice Todish, June Clevy, Marty Lunt, Teresa Million, John Shuttleworth, Joe Hunt, Ron Polley, Amanda Moore-Kriwox, Carol Spain, Liz Ridgway, Michelle Weitz, Vickie Burnet, Angie Sowers
Absences:
Greg Fizzell, David Pittsley, Debra Rumford, Carol Spain, Mark Miller

September 2013 meeting minutes:
Creg Empey reported that his name was spelled incorrectly (Empy) in the September minutes. Laila Cornwall made a motion to accept the minutes with the spelling correction of Creg's last name. Motion 2nd by Matt Dorschel and passed.

Executive Committee Reports:
Chair: Brian Mahoney
Brain talked about the committees/working groups that are being developed to go over issues on the Class/Comp study. Interim VP Aiken is heading the groups. All staff will be receiving an email informing them of the working group duties and what their charge is.

President's Roundtable – wants to know what is "abuzz" on campus (good/bad/otherwise). Wants to see more transparency across campus.

Chad Nielson talked about what types of emails and redundancies we are receiving and that we can now subscribe to the types of emails we want to see, which was disseminated via email prior to this meeting.

Vice Chair: Ali Bretthauer
Based on the staff survey, Brian will assign a group of SA members to come up with 3-5 of the major concerns. Ali will send the list out to SA via survey monkey to rank the concerns.

Ali put together a spreadsheet of the different SA committees to review on how they should be comprised.

Secretary: David Pittsley
No report as David was absent and Janice is filling in and taking minutes.

Treasurer: Janice Todish
See attached financial summary

Media: Debra Rumford
No Report – out sick

On/Off Campus Coordinator: Liz Ridgway
No Report

Human Resources: Elissa Keim
Supervisor Training series kicks off next week. Employees can go to the PDL website to sign up.

Sub-Committee Report:
Communications: Debra Rumford
No Report – out sick

Appreciation Fair: Amber Crowley/Kristin Strong
Feedback on the fair was positive. Most people liked having it at the Rec Ctr. and the larger eating space. Some did not like the way the prize drawings were picked randomly as people walked through the door. Some latecomers were disappointed that vendors were already starting to tear down before the event was supposed to be over. Vendors would like to know number of attendees.

Writing Group: Ali Bretthauer
Writing group has completed the rough draft will present to Greg Walter and Carmen Suarez separately. The steps after the two meetings: General Council, presentation to SA, Brian will present to the President, Faculty Senate

Staff Awards: Teresa Million
Longevity: Irma Sixtos
Would like help from anyone who can

University-wide Committee Reports:
Faculty Senate: Jane Baillargeon/Mark Miller
Jane reported they are working on the Student Code of Conduct

New Business:
Presidential candidate forums - Brian encouraged everyone to attend both the open forums and Q&A with Staff Affairs. There is an online feedback form that was emailed out to all employees but he would like to have SA's feedback, good and bad, as he is on the hiring committee. The open forums are live streamed so you can review if you were not able to attend.

Retreat and Goals – Ali has, is and will continue to work on this and will be sending info out via email.

Shared drive access update – All SA members should be able to access the Staff Affairs file on their shared drive (S). The StaffAffairs_EX is only for the Executive Committee. Basically the same files are copied over to the general SA folder. Members SHOULD NOT be altering saved info in these files.

Restructuring of Exec committee duties - Janice Todish will be sending out the meeting agenda, previous month's minutes, and any presentations the Friday before the general meeting.

Awards committee membership – Teresa Million chairing 2014 Awards with Lori Krasselt & Cindy Bogar as protégés. Irma Sixtos chairing 2014 Longevity with Clint Payton & Laila Cornwall as protégés.

June Clevy, April Buvel, Joe Hunt and Marty Lunt agree help Kristin Strong and Amber Crowley with the Appreciation Fair committee.

Good of the Order: Laila Cornwall announced International Info Week starts off with a Cruise the World in the SUB Ballroom. Info is on IPO's website.

Kristin Strong mentioned flu shots for students are being given out today at the SRC from 11-4.

Next Meeting: Wednesday, November 13, 2013, 9-11AM Pacific – Commons Horizon Room

Adjourn: April Buvel motioned to adjourn, Marty Lunt second it…meeting adjourned.