MARCH 2014 Monthly Meeting Notes

Wednesday, March 12, 2014

Call to Order: Meeting called to order at 9:05 AM

Recognition-staff of the month:

Cheri Cole, Management Assistant for the College of Graduate Studie.

Roll call: Quorum was met

Absences: Matt Dorschel, Laila Cornwall, Kristi Overfelt, Vickie Burnet, Amanda Moore-Kriwox, Liz Ridgeway,

Michelle Weitz, Mark Miller

Presentation: Kathy Aiken, Interim Provost & Exec VP

Provost Aiken talked briefly about FFF (Focus for the Future). PV Aiken does not want the info to be public until the Board sets Student Fee rates at the SBOE meeting 4/15-16/14 as CEC etc. cannot be established until we know what our revenues will be. She also needs to update President Staben on FFF. She does not believe FFF will have any direct impact on employees ie: cutting depts. etc. that would eliminate jobs. Since the UI is currently working on FY15 budgets, FFF will probably not have any affect until FY16.

Provost Aiken also talked about the Class Comp appeals. Thought the work the employee did on their appeal and the committee did a "top notch" job. Clint Payton (committee member) agreed with the Provost and she asked that we put that in a quote! The committee heard all appeals before decisions were made. Deliberated for 2 days, most decisions were unanimous. There were 135 appeals with approx. 40% approved.

Provost Aiken would also like to look at faculty/staff awards collectively and try to put them altogether so there is history of what types of awards, amounts and funding sources.

Approval of Minutes: It was brought up there were several grammatical and punctuation errors in the January minutes. Motion made by Clint Payton and 2nd by Mary Lunt to approve the corrected minutes – motion passed.

Executive Committee Reports:

Chair – Mahoney:

- Today is the first day of live streaming the monthly SA meetings, which is being funded by the President's
 Office through the remainder of this fiscal year. Boise is working on getting a space for the feed, possibly
 in the Water Center.
- Policy committee is looking at the smoking ban proposal. A rep from the Dept. of Health and Human Services for the "Fresh Air Campus Challenge" on tobacco free campuses will be here on 3/25 to talk about what other colleges and universities throughout the Pacific NW have/are implementing.

Vice-Chair/Policy - Bretthauer:

- An email was sent out 3/11 from the Comp Time Task Force. Policy committee hasn't met for a while due to scheduling conflicts. Next meeting is scheduled for Friday, 3/15.
- An outline of Staff Affairs merging with Faculty Senate is being reviewed. SA is not 100% sure how Policy
 changes are made through the system...do they all go through Staff Affairs and Faculty Senate. Thought a
 Staff Constitution is a good idea. SA needs to change our own bylaws and possibly change the name of
 Staff Affairs.
- Ali announced that Stephanie Lathrop, Academic Success Counselor from the Academic Support and Access Programs office, applied and received a Learning Grant of \$200 from Staff Affairs.

Treasurer/Signature Events – Todish:

An updated budget was not attached this month with the agenda as there was not much activity. There will be more expenses once the Awards Ceremony expenses start coming through. An updated spreadsheet will be attached in April.

- Ad hoc-signature events:
 - Irma and Teresa are working hard on Awards and Longevity
 - ➤ Kevin Ketchie would like to include the 125th Celebration in our venue and serve cheesecake instead of the traditional carrot, chocolate and white cake. The President's office will pay for the difference.

Secretary/Membership & Elections – Cornwall:

• There are two vacancies on SA and several on the UI Wide Committee. The deadline for nominations is 3/14. Members with terms expiring in 2014 received an email from Leila. Any renewals must have the supervisor approval form. SA committee applications will be sent out asap.

Media/Communications – Rumford:

- A communication was sent out to SA members after the January meeting and no one asked to be removed from their assignment.
- Lisa Miller has had some Site Core training to assist with the SA web updates. The website was tweaked a little so employees could navigate easier.

Off-Campus – Ridgway:

Nothing to report

UI Advisory Member Reports:

Faculty senate Rep – (Miller)

- SA noted that we can appoint someone to serve as alternate auditor for Jane Baillargeon. Marks term ends this July and he is not going to serve again.
- Brian is resigning as SA Chair in May but is interested in serving on Faculty Senate.

Human Resources - (Keim)

• People Admin will go live 4/01/14. There will be a one hour preview 3/18 from 1-2 in the Borah Theatre. All are invited to attend. Other training will begin in May.

- Was some demand for computer skills training Basic Excel is being offered through PDL 4/9-10.
- The Supervisor Excellence Program will begin again May-June.
- HRAI is hosting Diversity training on 4/21. Look on the PDL website for more info.
- The President's Diversity Counsel has developed an Arthur Taylor memorial \$4k award for a faculty or staff member who has demonstrated exceptional influence in human rights and diversity across campus. More info to come.

New Business:

Staff Awards (Teresa)

• Teresa has around a list for SA members to sign up to help at the Awards ceremony. Recipients have been chosen; plaques and plants have been ordered...so far so good!

Longevity (Group)

- There was lots of communication and ideas about what else SA could do for longevity prizes in places of what is currently offered through the Bookstore.
 - Possibly a "discounted" parking pass
 - ➤ Gold or "Staff of the Month" parking space (SA would have to subsidize.

Upcoming SA Elections (Bretthauer)

- Nominations for Chair and Vice Chair were discussed.
- Ali attended a Faculty Senate meeting yesterday, 3/11. They looked into appointing an alternate with voting rights in place of a member who is absent.

FSH Policy 3180 (Bretthauer)

Back in 2012, the SBOE assigned Kent Nelson, General Counsel, with updating Policy 3180
 Employee Professional Dev & Learning outlining supervisor/employee responsibility.

Staff Constitution & Staff Senate Bylaws (Bretthauer)

No update

Miscellaneous (Bretthauer)

Ali introduced Scott Clyde, Director, ID EOC/TRIO Training in the College of Education. His concern, as well as with others across campus, is the lack of communication and knowledge of how externally funded grants work with the UI and wondered if SA would like to create a committee to look into some solutions and/or guidelines. There was much discussion and it was recommended that if SA did want to take this on that a representative from OSP be on the committee.....more to come.

Good of the order:

David Pittsley announced that Parking has teamed up with Security and is offering emergency services from 5:00am – 9:00pm. He passed out cards to everyone that has emergency contact information.

Marty Lunt commented on People Admin that there were a lot of unfinished/open ended items that some members of the committee have questioned HR about but have not received an answer.

Motion made to adjourn: (did not catch who made the motion) Second (did not catch who made the motion) Meeting Adjourned at 10:50am.