

University of Idaho

Staff Affairs - Retreat

June 18, 2013

Retreat – Twin Larch Leadership Center

Retreat called to order at 8:30am

Members Present: 23 present

Ali Bretthauer, Amber Crowley, Brian Mahoney, Clint Payton, Kristin Strong, Lysa Salisbury, Marlene Wilson, April Buvel, David Pittsley, Debra Rumford, Glen Kauffman, Irma Sixtos, Janice Todish, June Clevy, Teresa Million, Vickie Burnet, Joe Hunt, John (J.R.) Kok, Ron Polley, Liz Ridgway, Michelle Weitz, Angie Sowers. Guests included Mark Miller & Jane Baillargeon from Faculty Senate

Absent: 7 absent

Greg Fizzell, Matt Dorschel, Colton Oliphant, Marty Lunt, John Shuttleworth, Amanda Moore-Kriwox, Carol Spain

Nominal Group Teaching:

Elissa Keim – HR

We started off by breaking off into small groups to come up with a mission/vision statement for Staff Affairs. After 10 minutes the whole group discussed what their smaller groups came up with. The whole group came up with these key words; work, life, home, balance.

Elissa presented the Nominal Group Teaching, a process that requires everyone's voice. She facilitated a recalibration of shifting focus with Staff Affairs.

The Nominal Group Teaching process started off by individuals coming up with an items on what they see Staff Affairs focus should be or be more stressed. The items were shared in a round-robin format until the entire group "passed". There were 28 ideas shared. The group then worked on getting more clarification on the ideas by asking questions. After clarification, the group then worked on combining the ideas into similar ideas, a "stay or go" format was used. This process brought the 28 ideas down to 18 (see last page).

As an individual, we had to select our top 5 of the 18. We ranked them 1 through 5, and were compiled as a whole and read out loud and numbers were assigned to each of the ideas. This brought us to the top 5 as a group:

- 1) Advocacy for Staff, Specially promoting satisfactory, well-being and success
- 2) Continue and enhance our relationship with the President and upper Administration
- 3) Develop a 5 year Strategic Plan to become equal governing body to Faculty Senate
- 4) Helping promote resources available to staff
- 5) Determine a clearly defined list of needs of the UI Staff and develop a solid plan to meet those needs

More information was needed for the top 5:

- 1) Awareness of off-campus time difference, compensation, work load, work-life balance, fact-finding transparency, longevity, flex time/place
- 2) Define upper management, staff forums, procedure for meeting with President (when/why/how), define roles/compare to Faculty Senate chain
- 3) Define equally govern body, equal voices, where do we want to be (small pieces)
- 4) Off campus (orientation), define/identify what resources, supervisor awareness

5) Needs assessment, prioritizing needs (important), what staff want/need, investigate/comprehensive, advocacy
Lunch (12pm to 1pm) – Provided by Quizno's

After lunch five groups were formed to form the top five ideas. The groups were facilitated by a Staff Affairs Executive Committee. The groups worked on what action items that could take place to have these ideas implemented.

The action items per group are:

- 1) Advocacy for staff, specifically promoting satisfaction, well-being and success. Advocates as a voice for all staff to ensure equity and standards. Lobby for fair salaries, manageable work-loads, a hospitable and comfortable work environment, and a good work-life balance.
 - a. Identify staff's top 5 concerns/needs from existing staff survey, and by implementing a new open-ended staff survey/in-person round table.
 - b. Identify feasible, cost-effective measures/programs to enhance employee productivity and satisfaction:
 - i. Flex time, flex place (supervisor training)
 - ii. Assessment of work load
 - iii. Support for dependent care (children/elders)
 - iv. Better inclusion of off-campus staff
 - c. Follow-through and follow-up on Classification & Compensation Study: SAC Executives to work on building relationships with upper-level administrators. Identify three key senior administrators and establish a recurring one-on-one meeting with them (Ron Smith, Kathy Aiken, Greg Walters, Keith Ickes, the Deans)
- 2) Continue and enhance our relationship with the President and upper Administration
 - a. Accountability of Issues
 - i. Staff Forums
 - ii. Lobbyist
 - iii. Provost
 - iv. Benefits
 - v. Issues
 - vi. Who are our leaders and how to we interact with them?
 - vii. How do we go about when issues come up?
 - viii. What point to go to next step?
 - ix. Protocol / Organization chart
 - b. Handbook with procedures
 - i. Mission Statement
 - ii. Officers
 - iii. CEC information
 - iv. Meetings
 - v. History
 - c. Vice President Staff Affairs on Provost Council
- 3) Develop a 5 year Strategic Plan to become equal governing body to Faculty Senate
 - a. Compile and communicate current UI (and accompanying)
 - i. Governing policies
 - b. Create Schedule
 - c. Research best Practices
 - d. Create implementation plan
- 4) Helping promote resources available to staff
 - a. Website staff resources guide (direct links)
 - i. Line off of HR to Staff Affairs
 - b. New employee orientation

- i. Audit what is in new employee folder
 - ii. Handbook for new employees “sponsored by Staff Affairs”
 - c. Incentive/Motivation to read newsletter
 - d. Training on/off campus
 - i. Continue online banner training
 - ii. Netlearning
 - e. Town Hall “sponsored by Staff Affairs”
 - i. SA can help monitor meeting with President and all staff
- 5) Determine a clearly defined list of needs of the UI Staff and develop a solid plan to meet those needs
 - a. Analyze Staff Survey and develop priorities
 - b. Ensure parity at sites around the state – based on priorities (focus group)
 - c. Determine working groups to develop/implement priority plan, including statewide representation
 - d. Determine assessment plan for elevating effectiveness of priority plans
 - e. Implement!

Side Announcements/Information:

- 1) Staff Affairs seats available
 - a. 3 vacant openings (Administration/Technical/Research)
 - b. 1 vacant opening (Non-Faculty Exempt)
- 2) Executive Committee will discuss absences at next meeting (August)
- 3) August will go over Staff Survey results
- 4) Brian will work on having formal reoccurring meetings (Fall) with President
- 5) Brian is working on a possibility for a state wide tour to visit off campus staff
- 6) Brian will look into the HR List of new employee he receives to make sure it includes off campus staff for him to send the New Employee Letter

August Meeting:

Will go over the information above.

Closing Activity

Ali had us do an activity where we were given four pieces of candy (Kudos) and we would give these Kudos to four individuals we felt deserved a big thank you and appreciation for what they do.

Cleaned up Twin Larch - headed back to Moscow around 3:30pm

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Nominal Group Process Prioritization Summary (provided by Elissa Keim)

1. Advocating for staff satisfaction, well-being, success, equitable salaries, manageable workloads, hospitable environment and good work life balance (95 points)
2. Continue to enhance your relationship with the president and upper administration (61 points)
3. Develop a five year structured plan to become an equal governing board to Faculty Senate (47 points)
4. Helping promote resources available to staff (38 points)
5. To determine a clearly defined list of needs of University of Idaho staff and develop a solid plan to meet those needs (30 points)
6. Open communication with staff (21 points)
7. Creating a process of enacting change (13 points)
8. Providing encouraging opportunities for all University of Idaho staff on and off campus for the betterment of all (13 points)
9. Improve staff morale by providing and promoting a close community of staff (12 points)
10. Improving staff morale through accountability – economic-educating staff to produce a more secure environment (8 points)
11. Build a strong foundation that is respected by faculty and builds strong lasting relations with the community and university (8 points)
12. A structuring of Staff Affairs to field both staff needs, recognition and awareness of campus (6 points)
13. Collaborating/interacting with other groups to enhance what we offer (services, etc.) at the University of Idaho (4 points)
14. To advertise to the campus community what Staff Affairs does besides the awards ceremony and appreciation fair (4 points)
15. Listening and learning to staff concerns and follow through (2 points)
16. Look in to the way things are done at other universities (2 points)
17. Continue recognizing hard work and longevity at the university (1 point)