MEETING AGENDA
Wednesday, September 9, 2015  9:00 to 11:00 a.m.  Idaho Commons Crest
Off-Site Connection: Lync access available via emailed invitation

I. Call to Order………………………………………………………………………………………………………Fizzell

II. Guest Presentation………………………………………………………….Dan Ewart VP Infrastructure

III. Strategic Plan Goal 4: Leadership within the University of Idaho governance structure
     Presentation: University organizational structure.................................................................Howard

IV. Roll Call; Quorum Determination..............................................................Cornwall

V. Approval of Minutes, pages 2-7.................................................................Fizzell

VI. Executive Committee Reports
    a. Off-Campus.................................................................................................................Sowers
    b. Communications........................................................................................................Rumford
    c. Treasurer...................................................................................................................Todish
    d. Secretary..................................................................................................................Cornwall
    e. Technology...............................................................................................................Kearney
    f. Vice Chair.................................................................................................................Miller
    g. Chair.........................................................................................................................Fizzell

VII. Advisory/Other Reports
    a. Finance & Administration.......................................................................................Brian Foisy
    b. Human Resources.....................................................................................................Walters
    c. Professional Development & Learning.................................................................Keim

VIII. Subcommittee/UI Committee Reports
    a. Staff Appreciation Fair............................................................................................Wilson
    b. Policy.........................................................................................................................Miller
    c. Strategic Plan Goal 2: Staff empowerment update........................................Sixtos
    d. Strategic Plan Goal 3: Advocate for investments in people update............Miller/Kearney

IX.  Old Business

X.  New Business

XI. Good of the Order

XII. Adjournment
August 2015 meeting minutes

Wednesday, August 12, 2015
9:07 AM

Call to order at 9:00 AM

Approval of June 2015 Retreat Minutes
  Motion to approve minutes by Ali Bretthauer, 2nd by Kris Freitag. Approved unanimously.

Executive Committee Reports
Vice-Chair - Lisa Miller
  Guest speakers have been scheduled. Looking for additional ideas for guest speakers. Please email Lisa with additional ideas. Suggestion: Have IT come in to talk about the new software implementations and updates.

Chair – Greg Fizzell
  Nothing to report

Technology – Darren Kearney
  Windows 10 is not up and running, but recommend holding off as the IT department have not tested it yet. We can upgrade for free the first year for personal devices, after the one year faculty/staff has to pay to upgrade.

Off-Campus – Angie Sowers
  Nothing to report

Communications – Debra Rumford
  Not present; nothing to report

Secretary – Laila Cornwall
  Nothing to report

Past-Chair – Ali Bretthauer
  New Bylaws survey has been added to Qualtrics with changes. Will run by committee, then it will be ready to go out to all staff. To go out on September 15, 2015. Will be announced at the appreciation fair. Andrew suggested having computers set up at the fair to staff to vote.

Roll Call, Determination of Quorum
  Absences: Cindy Ball, Inna Popova, Kristin Strong, Patricia Baker, Sue Branting, Creg Empey, Debra Rumford, Irma Sixtos, John Shuttleworth, Adam McKinney, Elissa Keim, Brian Mahoney. Quorum is met.

Advisory/Other Reports
Faculty Senate Rep – Andrew Brewick
No meeting held over the summer. Faculty Senate Retreat is scheduled for next week, then regular meeting after that.

Human Resources – Greg Walters
Online Skills Training for Supervisors coming along. Working on 4 modules, will possibly add a 5th module.
1. Legal & Policy
2. Selection & Hiring
3. Performance Management (Evaluation)
4. Legal Issues
5. Policy Issues
Will most likely be mandatory for all supervisors but will be available online for everyone who is interested in taking the modules.

Appreciation Fair – Amber Wilson
Theme this year is Agriculture Awareness – animal themes. Appreciation Fair Handouts - please see page 5. Planning is going well. Fees have increased this year, but is still reasonable. Great presence and a larger audience that usual.

Appreciation Fair has been changed this year to Vandal Appreciation Fair to include both faculty and staff. We are still looking to add more vendors, so if you have any suggestions please let us know. You can also contact the vendors directly and have them get in contact with us, if interested.

It will be held on Tuesday, September 15, 2015 in the International Ballroom in the Pittman Center from 10 AM – 2 PM.

There will be an “animal walk” and local radio stations will be present. Again, any suggestions or comments for participation, please let us know.

Committee Discussion – Greg Fizzell
Executive Committee
Communications – help needed with the Kudos – staff of the month program
Policy Committee – Chair: Chad Neilson
Enhanced Benefits – Laila Cornwall and Sue Branting

We will come back to this next month.

Vote: Security Compliance Committee Staff representative (New Committee)
Motion to recommend Gary Thomson to be staff rep., 2nd Laila Cornwall

Discussion: He is located in McCall and would have to call in to meetings, this was voiced as a concern.
This is a brand new committee that will be reviewing the policy in regard to the Cleary Act to start out with. Members? Just one from Staff, faculty and general council. They will meet 3 times a year and Gary Thomson would report back to Staff Council.

See Proposal for committee on page 6-7.

Votes:  Yes – 19  
No – 0  
Abstain – 1  
Motion passes.

Staff Council Presentation – Kris Freitag  
Comparison of old versus new Bylaws. Please see handouts from last month’s agenda. Overall summary: Changes from Staff Affairs to Staff Council is positive as it would better reflect who we are and what we represent.

Good of the Order
Janice Todish – The Budget Office paid for the Staff Retreat breakfast. We have had discussion on solicit for funding from individual departments in the past. Would like to bring this up again as we have limited funding this year.

Discussion: we would have to ask for funding for a specific purpose to be more successful. Examples: tablet for secretary to take notes, funding received from the IPO; Retreat Breakfast, funding received from Budget Office etc. Could we put together a list of “wants” to present to individual departments?

Janice Todish will put together something and will share it with the executive team.

If nothing else, break out into Strategic Planning work groups for additional work.

Meeting adjourned at 10:56 AM
COME ENJOY FOOD, MUSIC, VENDORS, GAMES AND PRIZES.

VANDAL APPRECIATION FAIR
TUESDAY, SEPTEMBER 15
BRUCE PITMAN CENTER
10AM-2PM
ALL FACULTY AND STAFF ARE WELCOME!

REGISTER NOW!!!
Tuesday, September 15, 2015

For the first time, the University of Idaho Staff Affairs Committee invited all staff and faculty to participate at this year’s Vandal Appreciation Fair. It will be held on Tuesday, September 15, 2015 from 10:00AM – 2:00PM at the Bruce Pitman Center. This fair offers you the opportunity to promote your services, products and resources. There are a number of ways you can participate:

- **We invite you to host a booth** at our event and feature your services, products, sample(s), demonstration(s) and/or resources. Booths are $50 and cover 2 daylong parking passes, potato bar lunch, table space with two chairs, and accessibility to plugins if necessary.

- **Donate a door prize** for our drawings throughout the event. This is a great opportunity to promote your business to the people who live, work and buy on the Palouse. Prizes and corresponding donors are broadcasted amongst fair attendees every 10-15 minutes.

- **You can be a Gold Sponsor** for the fair. This sponsorship includes a booth in the front of the main stage, special advertising, recognition over the microphone throughout the event, and your logo on the event signage. Gold Sponsorship is $270. To enable us to accommodate advertising materials, the Gold Sponsorship rate will be due by September 1, 2015.

This year’s theme is “Agriculture Awareness” in honor of our local, hardworking agriculturalists. This theme should prove to be both fun and interesting. There is a prize for the best-decorated booth, as voted by staff and faculty. In the spirit of Agriculture Awareness, the Staff Affairs Committee has decided to sponsor a game, a spinoff from the traditional cakewalk for which we are referring to as the “farm walk.” Dots with differing farm animals, equipment and plant species, will be placed around the Pitman Center. When the music stops, stand on a dot and wait to hear what is drawn. In place of cakes, vendor door prizes will be announced and given to winners. We encourage everyone to be creative and have fun with your booth décor and offerings!

Due in part to limitations on space and resources, the University reserves the rights to select exhibitors who in the sole discretion of the University, best promote the goals and themes of the Vandal Appreciation Fair. Please keep in mind that space is limited, so registering in advance should help to secure your participation in the fair.

If you decide to host a booth, please complete the online registration at [www.uidaho.edu/staffappreciation](http://www.uidaho.edu/staffappreciation) no later than September 11, 2015.

See you at the fair!

Jennifer Baillargeon-Hauck  
Staff Appreciation Chair  
jenniferbh@uidaho.edu or 208-885-6156

[University of Idaho](http://www.uidaho.edu/staffaffairs)
UNIVERSITY SECURITY AND COMPLIANCE COMMITTEE - Proposal

Background

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC § 1092(f)) is the landmark federal law, originally known as the Campus Security Act that requires colleges and universities across the United States to disclose information about crime on and around their campuses. The law is tied to an institution’s participation in federal student financial aid programs and it applies to most institutions of higher education both public and private. The Act is enforced by the United States Department of Education. Possible consequences for an institution’s non-compliance with the Clery Act include:

- A suspension or limiting of the institution’s Title IV funding
- The Department of Education may issue a civil fine up to $38,500 per violation
- The institution may suffer reputational loss due to negative media attention
- Failure to comply with the Clery Act can be used in various litigation matters

Justification/Rationale for establishment of the University Security and Compliance Committee

The Clery Center for Security on Campus recommends that institutions formally charter Clery Compliance committees to ensure full compliance with the Clery Act. The formation of such a committee at University of Idaho would both ensure Clery Act compliance and aid the University Office of Public Safety’s commitment to creating and maintaining a safe environment for the UI Community and those who visit. Establishing the Security and Compliance Committee would also help broaden awareness of security issues facing the University of Idaho and help enhance policies and programs that support a secure campus environment.

Proposed Charter - FSH 1640.95

The University Security and Compliance Committee (USCC) is charged with ensuring the University’s compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), and planning and facilitating activities that support a safe and secure living, learning and working experience. USCC will focus on accurate disclosure (reporting of Clery crime statistics) and implementation of best practices regarding safety policies and procedures. The USCC will conduct an annual review of all reportable crimes prior to submitting crime statistics to the U.S. Department of Education. The committee will also perform a thorough review of the Annual Security and Fire Safety Report (ASFR) prior to its publication.

The USCC shall meet a minimum of three times each year. Topics will include, but not be limited to, the following:

- Review updates to the law, policies and procedures related to security and Clery Act compliance
- Ensure timely collection of Clery crime statistics from applicable jurisdictions
- Recommend enhancements to security policies
- Identify programming efforts and recommend improvements.
- Review crime and disciplinary data to avoid report duplication.
- Conduct a final review of the data elements for the ASFR and recommend policy changes.
- Confirm procedures for distributing the ASFR.

The Clery Center for Security on Campus a nonprofit dedicated to preventing violence, substance abuse and other crimes on college and university campuses across the United States
Proposed Membership

Executive Director, Office of Public Safety & Security, Chair – Voting

Staff Affairs - Voting
General Counsel - Non-Voting
Dean of Students Office- Voting
Moscow Police Department- Voting
Two faculty members - Voting
One non-Moscow representative (faculty/staff) - voting
Title IX Coordinator - Voting
EHS Fire Safety Specialist - Voting
Two undergraduate students - voting
Graduate Student - voting
Policy making body for all public education in Idaho and provides general oversight and governance for public K-20 education.
PRESIDENT – CHUCK STABEN

Responsible for the management of the university and all its departments, including operation of the physical plant and the administration of the university’s business activities.

Three groups work with President Staben to fulfill the university’s mission and achieve its goals as outlined in our strategic plan:
President’s Cabinet, Provost’s Council and the Administrative Roundtable.
PRESIDENTIAL CABINET

• Report directly to the president
• Meet regularly to discuss and make decisions that relate to overall mission and vision of the institution
• Led by University of Idaho President, the cabinet makes strategic decisions and plans for the future based on input from various divisions that make up the greater university.

Provost and Executive Vice President
John Wieneck

Vice President of Advancement
Mary Kay McFadden

Vice President of Finance
Brian Foisy

Vice President of Infrastructure
Dan Ewart

Vice President of Research and Economic Development
Jack McIver

University Counsel
Kent Nelson

Special Assistant to the President
Joe Stegner

Chief Diversity Officer (Interim)
Yolanda Bisbee

Executive Director of University Communications and Marketing
Stefany Bales

Athletics Director
Rob Spear

Vice Provost for Student Affairs and Enrollment Management
Jean Kim

Executive Assistant to the President
Brenda Helbling

Presidential Events Director
Kevin Ketchie
• Coordinates the activities of the vice presidents and other senior administration members.

• Responsibility to develop and recommend policy and budget priorities for consideration and action by the president.

• Develops and assures compliance with administrative directives as are reasonable and necessary to support the mission of the university.
PROVOST’S COUNCIL – CONTINUED

Vice Provost for Academic Affairs
Jeanne Stevenson

Executive Director for Tribal Relations
Yolanda Bisbee

WWAMI Medical Education Program
Jeff Seegmiller

Institutional Research and Assessment
Dale Pietrzak

Director of Undergrad Research
David Pfeiffer

Regional Executive Offices
Boise, Idaho Falls, CD’A
PROVOST’S COUNCIL - DEANS

Agricultural and Life Sciences  
John Foltz

Art and Architecture  
Mark Hoversten

Business and Economics  
Mario Reyes

Education  
Corrine Mantle-Bromley

Engineering  
Larry Stauffer

Law  
Mark Adams

Natural Resources  
Kurt Pregitzer

Libraries  
Lynn Baird

Graduate Studies  
Jerry McMurtry

Science  
Paul Joyce

Letters, Arts and Social Sciences  
Andrew Kersten
ADMINISTRATIVE ROUNDTABLE

Shared Governance

Associated Students
University of Idaho
Max Cowan

Faculty Senate
Randal Teal

Staff Council
Greg Fizzell

Graduate and Professional Students Association
Anthony St. Claire

Student Bar Association
Linda Wells
What IS Shared Governance??

It is a delicate balance between faculty and staff participation in planning and decision-making processes, on the one hand, and administrative accountability on the other.
STAFF COUNCIL

To consider any issue that has the potential to affect the general welfare of employees

• One elected member for each 50 full-time, board-appointed staff from within each paygrade
• Statewide representation, three at large members elected to represent those not at the Moscow campus
NON-FACULTY EXEMPT

• Cindy Ball – Chemistry
• Ali Bretthauer – Academic Support and Access Programs
• Greg Fizzell – McCall Outdoor Science School
• Kris Freitag – Office of Sponsored Programs
• Leslie Hammes – Student Financial Aid Services
• Darren Kearney – ITS
• Chad Neilson – University Communications and Marketing
• Todd Perry – Risk Management
• Inna Popova – PSES
• Stacey Smith – Bridge Idaho/TRIO
• Kristin Strong – Campus Recreation
• Marlene Wilson – Student Affairs/ICSU
ADMINISTRATIVE, TECHNICAL, AND RESEARCH

• Jennifer Baillargeon-Hauck – English
• Patricia Baker – EHS
• Sue Branting – Computer Science
• Laila Cornwall – American Language and Culture Program
• Creg Empey – ITS
• Summer Howard - Parking

• Marty Lunt – CALS
• Lisa Miller – Auxiliary Services
• Debra Rumford – Educational Communications
• Irma Sixtos - Office of Development
• Janice Todish – Budget Office
• Amber Wilson – Human Resources
MAINTENANCE, SERVICES AND SKILLED CRAFTS

- Lewis Paul – Facilities
- John Shuttleworth – Housing
- (2) Vacant Positions
OFF CAMPUS REPRESENTATIVES

- Debbie Caudle – Idaho Falls
- Angie Sowers – Coeur D’Alene
- Adam McKinney – Aberdeen
- Brenden McNulty - Boise
ADVISORY CAPACITY (W/O VOTE)

- Andrew Brewick – Faculty Senate Rep
- Elissa Keim – Human Resources
- Brian Mahoney – Faculty Senate Rep
- Brian Foisy – VP Finance
- Greg Walters – Human Resources
QUESTIONS?

THANK YOU!