UI STAFF AFFAIRS
MEETING AGENDA
Wednesday, March 11, 2015. 9:00 to 11:00 a.m. Idaho Commons Whitewater
Off-Site Connection: Lync access available

I. Call to Order
II. SOTM (Darrell Stout, CNR)
III. Guest Speaker (Brian Johnson, Facilities; pgs. 8-18)
IV. Roll Call; Quorum Determination
V. Approval of Minutes
   a. February 2015 minutes (pgs. 2-7)
VI. Executive Committee Reports
   a. Off-Campus
   b. Media
   c. Treasurer
   d. Secretary
   e. Vice Chair
   f. Chair
VII. Advisory/Other Reports
   a. Faculty Senate
   b. Finance & Administration
   c. Human Resources
   d. Professional Development & Learning
VIII. Subcommittee/UIT Committee Reports
   a. Staff Awards
   b. Enhancing Benefits
IX. Old Business
   a. Strategic Planning (Discussion; pgs. 19-25)
   b. FSH 1800: Staff Affairs Bylaws (Discussion; pgs. 26-34)
X. New Business
   a. Staff Parking (Carl Root)
   b. Employee Evaluations (Greg Walters)
   c. Technology Executive
   d. Elections (15-16 Term)
XI. Good of the Order
XII. Adjournment
February 2015 meeting
Wednesday, February 11, 2015
8:57 AM

Call to order at 9:01 AM

Recognition - Staff of the month
Karee Head, International Admissions Specialist, Admissions Office

Guest speakers
Faculty Senate Representative Candidate, Andrew Brewick
Takes a very active part in campus success, curricular matters, and college. Is part of the Benefits Advisory Group and the Presidential Leadership Group. Has a great commitment to the University of Idaho; has opinions and is not afraid to share them when appropriate.

Question: What do you think is the most important?
Morale – Turnover and the repercussions and the time it takes to replace

Question: What motivates you? Passion?
The rights of staff, have gained a lot of ground, and he does not want to see that go away. Considers the frontline staff “expert generalists” and is concerned that their voices are not heard. Staff on the ground all not recognized or heard.

Question: Removing yourself (own opinions) to serve the greater good?
Considers himself politically astute and feels that he has the skills needed to represent the needs of the larger body and receive guidance from colleagues. Make the best of the hand you all dealt. Small victories are important. Does recognize that he has strong opinions, but will be representing staff and staff affairs if elected.

Question: What do you think are currently overlooked issues?
Staff do not get a voice in shaping benefits and additional benefits as we should such as parking and childcare. This is a large issue that could shape a larger role.

UI Library, Rick Stoddard & Teresa
UI Library has undergone a lot of changes. We have migrated to a shared library system and have joined the Cascade Alliance, which includes access to materials from 37 libraries. The search on the library home page has also been changed; now has access to more materials. Requesting materials (summit) can now be done online. A “Refresh” for the 1st floor of library is underway to make it more student friendly.

Staff can check out materials for 6 weeks at the time and media (movies) for 2 weeks. Consultation sessions is available if you need help, we have assistance available. Contribute to the success of the library - research role.

Archive – Historical and Special Collections are being digitized and the project is ongoing.
Staff can subscribe to newspapers, journals and RSS feeds, and can have access to materials using their vandal login. The UI library is a Government Document Depository Regional Library. Examples: Agriculture, Transportation, Congressional documents.

Library staff can help demonstrate resources; can also come out to individual departments for additional training. There is a browsing section on the 2nd floor that displays current fiction, Music CDs both classical & jazz.

Question: Can spouses of faculty and staff use resources?
Yes, they can get their own guest/spouse library card at the circulation desk in library.

Question: Does the library have a lending program for electronic books?
We do, but it is very limited, most are academic texts or engineering. Hurdles to overcome to be able to offer more is very hard, but we do continue to advocate for it. It is open to educational resources, textbooks does have open access at no cost. Digital rights management is complicated.

Question: What about periodicals and newspapers?
Yes, there are quite a few available. Feel free to stop by anytime.

The library wants to build resources for staff and are always looking for displays by staff.

**Roll Call, Determination of Quorum**
Absences: Cindy Bogar, Teresa Million, Irma Sixtos, Amber Wilson, J. R. Kok, Elissa Keim.
Quorum is met.

**Faculty Senate Representative Candidate, Ron Anderson**
Works in support services, including stewardship at dome, locker rooms at gym & swim center. Ha been here since 2007. In touch with a lot of groups on campus, and understands the importance of providing a voice for staff. Advocacy for staff is important; has to be a partnership between staff and upper administration keep them here and to help bring student here.

Question: What do you think is the most important issue?
Attract and hire good people and keep them here, which is hard with the lacking in pay increases. We have staff living below minimum wage. Compensation – we need to push forward, continue advocacy, and help staff have a voice.

Making UI more attractive to students – we do that through hiring good people and making UI more competitive.

Question: Background checks for RA/TAs?
His department is the 2nd biggest employer of Students on campus. It is a risk issue, and we need to be more consistent. Who to cover costs needs to be a priority. Money will appear when it is prioritized.

Question: What motivates you to serve?
That he can have a positive impact and be a voice for staff. Be an advocate and represent staff and report back to Staff Affairs. Goal is to get staff back involved via Athletes and Dome activities – more staff orientated events.
Question: What important issues do you feel is being overlooked?
Compensation, Career ladder – “at war with policy” - would like to see a clear career path for staff. A lot of staff career hops – (UI – WSU – UI or elsewhere)
Would like to see flexibility to promote good people – obviously on the radar already, but working on ways to assimilate this to staff.

**Approval of December 10, 2014 Minutes**
Motion to approve minutes – Marty Lunt, Lisa Miller 2nd. Approved unanimously.

**Approval of January 14, 2015 Minutes**
Spelling error of Lauri needs fixed; motion to approve minutes with changes – Chad Neilson, Sue Branting 2nd. Approved unanimously.

**Executive Committee Reports**
**Off-campus – Angie Sowers**
Nothing to report

**Media/Communications – Debra Rumford**
Introduction of Savanna Tranchell (present), she is the new Internal Communications Manager for the Register and Staff Affairs is looking forward to working with her for our future communications and generating more participation for staff to come to our open monthly general meetings.

**Treasurer – Janice Todish**
Nothing to report

**Secretary – Laila Cornwall**
We have 2 openings on the UI budgets and finance committee as well as on Staff Affairs. Please encourage staff to apply.

**Vice-Chair – Greg Fizzell**
Nothing to report

**Chair – Ali Bretthauer**
*Staff Affairs Open Forum* - Looking at possible dates - April 8 from 9-11 AM? Or April 23 from 3-5 PM, possibly from 2:30 – 4:30 PM instead?

Would like to present Strategic plan (branding) and Bylaws at the open forum. Help from Savannah to get the work out. Ask for a release for staff to attend; reach out to Chairs/Deans to have them encourage their staff to attend.

Technology – live streaming, collect questions in advance of open forum as week as during the meeting, recording of session.

Length? 1 hour with half an hour for Q & A. Possibly 2 afternoon meetings to allow time for everyone to attend.
Mid-term evaluation – will also be sent out in electronic survey form to collect information easier after this meeting. Would like to hear constructive feedback from Staff Affairs members on direction we are heading.

**Advisory/Other Reports**

*Finance & Administration – Ron Smith*
- Career ladder committee to meet again next.
- Internal searches
- Longevity raises/increases
- Look for memo with guidelines for increases

*Human Resources – Elissa Keim, not present*

*Professional Development & Learning – Elissa Keim*
- Reminder of “Our inclusive workplace” training, a must for being considered for raises. Includes all staff including IH workers. Time it takes to take training was not reported.

*Faculty Senate – Brian Mahoney*
- Tobacco task force – compromise, also reported din the Argonaut. Viable report – went in to a fight on drugs, which was not received very well by Faculty Senate.

- Facilities – no money for maintenance and upkeep of buildings

*Staff Awards – Janice Todish*
- Some changes made to how longevity is calculated. The awards ceremony scheduled for May 8, 2015. Deadlines for nominating staff is coming up, also on calendar as daily reminder. Added a note on the submission form that nomination will be sent to the nominee when submitted. Last three years winners have been placed on the website.

- Ali: Kudos to Janice Todish, who took over the awards committee last minute. We need to send out a meeting invite to all staff and notify them of the changes to the longevity calculations prior to the ceremony in an email.

*Enhanced Benefits Committee – Laila Cornwall*
- Committee is meeting every two weeks to work on enhanced benefits. Is looking an added non-monetary benefits to faculty and staff to help raise satisfaction; not in lieu of raises. Will submit a final report to both Staff Affairs and Faculty Senate in April. Things being discussed includes dependent tuition waivers, parking permit and childcare discounts. Etc.

*Old Business*

*Meeting Location Vote – Ali Brethauer*
- Motion to move general meeting to the Commons for the remainder of the semester, Creg Empey 2nd.

- Discussion – reasons to move to Commons are easily overcome, the benefits of the Brink Faculty/Staff lounge is that everyone knows where it will be and location will not change.

- Scopia, currently used in the Brink, is terrible, either way technology is bound to be problematic.
Question: Can we schedule the room in Commons permanently? Will it be hindering the ability to go back to Brink at a later date?
Reservation in Commons cannot be made on a permanent basis, and no we can move back to Brink at any time.

Votes – Yes – 16
No – 8
Abstain – 1
Motion passes.

New Business

Staff Representative/Faculty Senator Vote -
Andrew Brewick – 13 votes
Ron Anderson - 12 votes

Staff Affairs voted in Andrew Brewick as the new Faculty Senate Representative for Staff Affairs. Ali Bretthauer will notify the candidates and Faculty Senate. To keep Ron Anderson in mind if position becomes available again.

CEC Allocation – also included in the agenda for today’s meeting –
Report put together by Budget & Finance Committee. The following was proposed:
1% CEC – all staff/faculty would receive a 1% across the board
2% CEC – 1% all staff, 1% allocated to merit, inversion and compression
3% CEC – 1% all staff, $140,000 to bring minimum wage up to $25,00/yr, affecting 98 employees
Left over moneys for merit, inversion, compression

The outcome from Faculty Senate was that they approved the recommendation

Discussion – evaluations not consistent, no good way to have a standard.

Flat fee was considered, would benefit lower paid employees more that higher paid employees. State board will require us to do raises based on merit. Keith Ickes was against this option as it would make compression issue worse.

Staff Affairs did not have a chance to review before it was presented to Faculty Senate. This was a concern.

Everyone is not evaluated the same way, suggested to have this written into the evaluations. Issue with HR dictating how employees are evaluated, supervisor training issues, evaluations are done differently across campus, put notes in your comments sections. This topic will be a high priority item for this group next year.

Inclusive Workplace training tied to raises.

Evaluation reform for faculty – committee in Senate headed up by Marty and Trish. Take to President and ask him for backing from upper administration.
Good of the Order –
The Sports Package rolls out next month

Meeting Adjourned – 11:06 AM
University of Idaho
Enrollment Experience
Facilities Viewpoint

March 2015
Brian Johnson, P.E., CEFP
Assistant Vice President, Facilities
Recent and Ongoing Work

- Gateways
- Pedestrian crossings
- Classroom improvements
- Covered bike parking
- Campus signage
- SUB improvements (ongoing)
Resource Benchmarking

- Sightlines review of Facilities and Housing operations and asset reinvestment
- Comparative data from hundreds of institutions
- Noted alarming increases in unmet capital renewal needs
- Laudatory comments noting that limited resources are often invested in long term infrastructure needs
Defining a stewardship target

University of Idaho – Entire Campus
FY2012 Stewardship Targets

Replacement Value = $1.15 Billion

$28.3
$24.9
$15.3
$6.3
$4.9
$3.0
$0
$5
$10
$15
$20
$25
$30
$35
$40

3% Replacement Value
Life Cycle Need (Equilibrium)
Functional Obsolescence (Target)

$34.6M
$29.8M
$18.3M

Entire Campus Totals:

NACUBO Estimate
Sightlines Recommendations

Target = 75% Envelope/Mechanical + 50% Space/Programming
Total project spending not reaching target levels
Gen Ed has received more one-time funding than Housing

Total Project Spending vs. Target

- **Gen Ed**
  - Equilibrium Need
  - Increasing NAV
  - Sustaining NAV
  - Decreasing NAV

- **Housing**
  - Equilibrium Need
  - Target Need
  - Increasing NAV
  - Sustaining NAV
  - Decreasing NAV

- **Annual Stewardship**
- **Asset Reinvestment**

<table>
<thead>
<tr>
<th>Year</th>
<th>Gen Ed</th>
<th>Housing</th>
</tr>
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<tbody>
<tr>
<td>2007</td>
<td>$5.0</td>
<td>$0.0</td>
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<tr>
<td>2008</td>
<td>$10.0</td>
<td>$0.0</td>
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<tr>
<td>2009</td>
<td>$15.0</td>
<td>$0.0</td>
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<tr>
<td>2010</td>
<td>$20.0</td>
<td>$0.0</td>
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<tr>
<td>2011</td>
<td>$25.0</td>
<td>$0.0</td>
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<tr>
<td>2012</td>
<td>$30.0</td>
<td>$0.0</td>
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</tbody>
</table>
Total funding vs. target compared to peers

Peers have been receiving large amounts of one-time capital to control their backlog

**Total Projects vs. Target**

- **Peer Averages**
  - **Sustaining or Increasing Net Asset Value**
    - Avg: 111%
  - **Decreasing Net Asset Value**
    - Avg: 65%
    - Avg: 37%

- **University of Idaho – Gen Ed**
  - Gen Ed 6-Year Avg. $/GSF: $3.36
  - = $2.5M less than peers annually

- **University of Idaho – Housing**
  - Housing 6-Year Avg. $/GSF: $1.21
  - = $2.5M less than peers annually

**Peer 6-year Avg. $/GSF: $4.29**

- Recurring capital
- Planned maintenance
- One-time capital
Asset Reinvestment Backlog

UI’s backlog has been growing rapidly from not meeting target spending levels.

Total Backlog ($/GSF)

<table>
<thead>
<tr>
<th>Stage</th>
<th>FY07</th>
<th>FY08</th>
<th>FY09</th>
<th>FY10</th>
<th>FY11</th>
<th>FY12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preventative Maintenance Stage</td>
<td>$20.00</td>
<td>$27.00</td>
<td>$34.00</td>
<td>$40.00</td>
<td>$45.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Capital Upkeep Stage</td>
<td>$40.00</td>
<td>$50.00</td>
<td>$60.00</td>
<td>$65.00</td>
<td>$70.00</td>
<td>$75.00</td>
</tr>
<tr>
<td>Repair and Maintain Stage</td>
<td>$60.00</td>
<td>$75.00</td>
<td>$80.00</td>
<td>$85.00</td>
<td>$90.00</td>
<td>$95.00</td>
</tr>
<tr>
<td>Systemic Renovation Stage</td>
<td>$80.00</td>
<td>$95.00</td>
<td>$100.00</td>
<td>$105.00</td>
<td>$110.00</td>
<td>$115.00</td>
</tr>
<tr>
<td>Transitional Stage (Gut Reno/Demo)</td>
<td>$100.00</td>
<td>$115.00</td>
<td>$130.00</td>
<td>$145.00</td>
<td>$160.00</td>
<td>$175.00</td>
</tr>
</tbody>
</table>

Renovation age:
- Peers: 47 years
- University of Idaho - E&G: 37 years
- University of Idaho - Housing: 31 years

9% increase
29% increase
45% increase

Peers
University of Idaho - E&G
University of Idaho - Housing
Current University Priorities

- Integrated Research and Innovation Center
- Education Building
- Northern Idaho Collaborative Education Facility
- Research and Classroom Facility
- WWAMI Expansion Needs
- Aquaculture Research Lab
- Idaho Law and Justice Learning Center
- McCall Bathhouse
- University House
- General Classroom and Class Lab Improvements
- Library Main Floor Improvements
- National Dairy Research Center
- Basketball Arena
Other Improvement Possibilities

- Electrical Distribution
- Highway 8 Frontage
- Pedestrian Malls
- Campus Parking
- Arboretum Expansion
- Recreation and Athletic Fields
- Campus Lighting, Signage, and Wayfinding
• Highest and best use of space
• Clear priorities for programs
• Phone in items for repair  885-6246
• Surplus unwanted items
Thank you
Draft Strategic Plan for Staff Affairs

February 24, 2015
Facilitator: Lorie Higgins

Staff Affairs Mission (draft):

To promote the recognition, empowerment, advocacy and leadership necessary to create a professional, collegial environment and work experience for staff members employed by the University of Idaho.

Staff Affairs Vision (draft):

We envision a safe, professional, collegial and equitable work environment for all staff members.

Staff Affairs Goals (draft):

Staff Affairs achieves its vision through REAL action arenas, including Recognition of staff excellence; Empowering staff to speak for their own interests and work in a collegial environment; Advocating for investments in people, retention strategies, career pathways and equity in compensation; and Leading from within the University of Idaho governance structure.

REAL Goals:

AA1: Recognition
AA2: Empowerment
AA3: Advocacy
AA4: Leadership
### AA1: Recognition of staff excellence

<table>
<thead>
<tr>
<th>Goals &amp; Objectives</th>
<th>Actions</th>
<th>Responsibility</th>
<th>Timeline</th>
<th>Resources</th>
<th>Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Short (learn)</strong></td>
<td>• Research and develop report on best practices (internal at UI and external at other institutions / companies) in employee recognition</td>
<td>• Reformulated Staff Appreciation and Recognition subcommittee that coordinates with committees working on similar projects</td>
<td>• Committee formed spring semester</td>
<td>• SA existing committee, faculty and admin representatives, work study students, time for field trips</td>
<td>• Administration is utilizing report</td>
</tr>
<tr>
<td><strong>Medium (act)</strong></td>
<td>• Follow up with admin</td>
<td>• SA leadership</td>
<td>• 2016-17 school year</td>
<td></td>
<td>• BASELINE: staff recognition and appreciation activities are handled by Staff Affairs</td>
</tr>
<tr>
<td><strong>Long (change)</strong></td>
<td>• 2017-18 school year</td>
<td></td>
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<td></td>
<td>• New resources and people are dedicated to the task of employee recognition and appreciation</td>
</tr>
</tbody>
</table>
**AA2: Staff are Empowered to self-advocate effectively**

<table>
<thead>
<tr>
<th>Goals &amp; Objectives</th>
<th>Actions</th>
<th>Responsibility</th>
<th>Timeline</th>
<th>Resources</th>
<th>Measures</th>
</tr>
</thead>
</table>
| **Short (learn)** 1. SA identifies and understands barriers to self-advocacy and engagement by staff | • Survey of staff beliefs and attitudes  
• Evaluate effectiveness of existing staff resources  
• Create comprehensive list/publication of ways that staff can engage at the University of Idaho | • Ad-hoc committee.  
• Possibly hire survey group on campus | • 2015-16 school year | • Possibly money to pay research group for survey design and analysis | • Report(s) and publications produced |
| **Medium (act)** 1. Staff expands knowledge of employee resources and opportunities for involvement through education resources | • Education / outreach to inform and engage  
• Annual SA report | • Ad hoc or permanent committee/officer focused on outreach and education specific to Staff Affairs | • 2016-17 school year | • Time and $ for outreach materials | • Staff understands appropriate ways to engage and get involved |
| **Long (change)** 1. Reduction in barriers to staff engagement, self-advocacy and participation  
2. Staff are self-advocating through existing and improved resources and engaging through existing and new avenues  
3. Staff are more engaged & involved in University community | • Propose solutions (e.g. may include development of confidential portal for sharing concerns and experiences to inform positive change)  
• Staff forums/meetings every semester | • Ad hoc or Executive Committee | • 2017-18 school year | • Time | • Number of staff nominations for university committees increases  
• Staff attendance at forums is high  
• Number of nominations for Staff Affairs seats increases |
**AA3: Advocating for investments in people**

<table>
<thead>
<tr>
<th>Goals &amp; Objectives</th>
<th>Actions</th>
<th>Responsibility</th>
<th>Timeline</th>
<th>Resources</th>
<th>Measures</th>
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</table>
| Short (learn)      | Compile existing research/reports  
 ▪ Demonstrate links between compensation/career pathways and retention  
 ▪ Staff survey  
 ▪ Structured exit interviews | Ad hoc committee with assistance from survey group on campus | 2015-16 school year | Time and $ to pay for survey | Report produced and results shared with University community |
| Medium (act)       | SA participates in staff recruitment, compensation and retention plan  
 ▪ SA participates in designing supervisor training  
 ▪ Initiate change in staff evaluation process | Chair and Vice Chair | 2016-17 school year | Time | Compensation  
 ▪ Lateral / internal transfers can result in additional compensation where warranted (career pathways and compensation)  
 ▪ New hires are brought in with salaries commensurate with existing staff doing similar positions  
 ▪ Longevity raises available for staff |

1. Learn best practices of employee investment
2. Increase knowledge and understanding of what makes UI employees feel valued
3. Understand correlation between supervising and employee retention
<table>
<thead>
<tr>
<th>Career Pathways</th>
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<tbody>
<tr>
<td>• Reclassification process is transparent and understandable to supervisors and staff</td>
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<td>• Career ladders available for positions where possible</td>
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<td>• Ample, high quality professional development opportunities available</td>
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<table>
<thead>
<tr>
<th>Retention</th>
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<tr>
<td>• Staff turnover rate is comparable to peer institutions</td>
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<td>• Supervisor issues, compensation, career pathway or professional development issues rarely surface during exit interviews</td>
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<td>• Employee evaluations are consistent across the institution and based on best practices</td>
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<table>
<thead>
<tr>
<th>Long (change)</th>
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<tbody>
<tr>
<td>1. Staff feel valued and invested in the University</td>
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<td>2. Staff invest back in the University</td>
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<thead>
<tr>
<th>Chair and Vice Chair</th>
<th>2017-18 school year</th>
<th>Time and $$</th>
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<tbody>
<tr>
<td>UI compensation has gained from current position of 85% of market</td>
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<td>UI excels by many measures of excellence</td>
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### AA4: Leadership within the University of Idaho governance structure

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<th>Goals &amp; Objectives</th>
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<th>Timeline</th>
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<tr>
<td><strong>Short (learn)</strong></td>
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<tr>
<td>1. Understand current governance structures at UI, including Idaho statute and the role of staff.</td>
<td>• At each SA meeting, policy committee members review and discuss FSH* &amp; APM** sections to foster working knowledge of UI governance structure</td>
<td>• Policy committee (selects sections) SA members read before meeting</td>
<td>• Launch September, 2015</td>
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<td>• Presentations conducted at each meeting</td>
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<td><strong>Medium (act)</strong></td>
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<tr>
<td>1. University as a whole acknowledges SA’s current role within the governance structure at UI and desires to formalize it.</td>
<td>• Request support from administration, faculty senate, students and staff</td>
<td>• SA leadership</td>
<td>• 2015 - 2017</td>
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<tr>
<td>2. SA understands and operates within governance structure and according to Idaho statute</td>
<td>• Implement changes in operations to comply with Idaho statute (as necessary)</td>
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<td>3. Formalize changes SA’s current role in governance structure if needed</td>
<td>• Network analysis</td>
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<td>4. Administration operates according to policy</td>
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<td>5. Staff trust procedures</td>
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<td><strong>Long (change)</strong></td>
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<tr>
<td>1. UI policy requires engaging staff affairs to assess policies related to staff investments</td>
<td>• Create policy mandating staff affairs engagement in policy assessment (might already be in place?)</td>
<td></td>
<td>2017-2018</td>
<td></td>
<td>• Level of responsiveness</td>
</tr>
</tbody>
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* FSH: Faculty Senate Handbook
** APM: Administrative Policy Manual
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<tbody>
<tr>
<td>2. Staff are equitably represented in University governance structure</td>
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<tr>
<td>3. Mechanisms to codify SA's changing role in governance structure</td>
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*Faculty Staff Handbook

**Administrative Procedures Manual
BYLAWS OF THE STAFF COUNCIL

Preamble: The Staff Affairs Committee was created on the recommendation of the Faculty Council and the director of personnel services and with the approval of President Ernest Hartung in the summer of 1971. The Staff Senate bylaws were amended in September 2002 and again in January 2007. In 2008 Staff Affairs Committee removed the SAC acronym, changes were made to reflect current employment classification and off-campus staff were given permanent representative on Staff Affairs. In January 2012 membership and subcommittee were revised under Articles III and IX [rev. 9-02, 1-07, 7-08, 1-10] The Staff Council was created in 2015 to represent University of Idaho board-appointed staff by providing advocacy, reviewing policy changes and additions, and representing staff.

CONTENTS:

Article I. Function and Membership
Article II. Duties of Officers
Article III. Terms of Office
Article IV. Elections
Article V. Annual Reports
Article VI. Meetings
Article VII. Committees
Article VIII. Parliamentary Authority
Article IX. Amendments

ARTICLE I - FUNCTION AND MEMBERSHIP.

Section 1. General. The Staff Council serves as a resource, advocate, and representative for the staff of the University of Idaho. The council identifies the needs of its constituents, provides information and advice in response to those needs, and recommends policies and procedures to the administration and Faculty Senate that benefit staff and assist in fulfilling the mission of the University of Idaho.

Section 2. Functions.

a) Scope. The council may consider any issue that has the potential to affect the general welfare of employees. As a general rule, the council shall confine itself to matters internal to the university.
   Specifically, the council’s purpose is:
   (1) To study issues, problems, welfare, and working conditions of staff;
   (2) To call to the attention of the President matters concerning staff in any division or department that the Staff Council believes should receive special attention;
(3) To work with the university administration in the development and/or revision of university policies, employment benefits, and other matters where staff are directly affected;
(4) To cooperate with University and Faculty Senate leadership to participate in the formulation of joint recommendations concerning issues common to staff and faculty; [ed. 7-09]
(5) To advise on salary and promotion matters pertaining to staff;
(6) To serve as a communication link between university administration and staff;
(7) To work with the president’s designee, who will serve as a liaison with university administration

b) **Constituency.** The Staff Council represents the staff of the University of Idaho. The staff is defined as board-appointed employees at the University of Idaho who do not have faculty status. The council shall be responsive to issues raised by any employee, any representative, or any administrator of the university. The council may communicate with any appropriate person or body.

c) **Process.** The council may perceive and accept issues within its scope, discuss and study them, explain them, respond and advise about them, and recommend and support them.

**Section 3. Structure.** The Staff Council is constituted as follows:
Council members shall be released from normal work duties for the purpose of attending meetings and performing council-related responsibilities. This release time shall not be charged against their accrued leave.

**Section 4. Representative Election.** Nominations for Staff Council will be solicited from the University staff community statewide. The council shall elect one member for each 50 full-time, board-appointed staff from within each pay grade (rounding down). Pay grades with fewer than 50 full-time staff members will be combined into one group and one member for each 50 full-time staff will be elected from the combined group. To ensure fair as well as statewide representation, three at large members will be elected regardless of pay grade with a particular focus on ensuring that staff who are not based on the Moscow campus or represent particular interests not currently represented on the Council are represented fairly. The Executive Committee with input from the entire council will determine these needs and solicit nominations accordingly. Members not based on the Moscow campus shall have the right to participate and vote in Staff Council meetings by means of available two-way technology.

**ARTICLE II—OFFICERS.**

**Section 1. Definition.** The officers shall be chair, vice chair, secretary, planning and budget executive, communications executive, technology executive and statewide inclusion executive each of who shall be a current Staff Council member at time of election. All officers shall have full voting rights at council meetings. To be eligible for election as an officer, a nominee must be a current board-appointed staff member, and have served for at least twelve months on Staff Council.
Section 2. Term. All Officers shall be elected for a one-year term and eligible for reelection for up to three consecutive terms, or until council member term limit is reached, whichever comes first.

Section 3. Elections. Nominations for chair and vice chair will be solicited from currently elected council members beginning March 1 annually and collected by the Secretary or designee. Nominations will close annually on April 15th. Nominees will be invited to provide a brief statement and entertain questions from the council membership. If the nominees are unable to attend the meeting by video, phone or in person, they will have the opportunity to prepare a written statement that will be read aloud at the meeting by the Chair or their designee. Elections of the chair and vice chair will be electronic and completed by the regular Staff Council meeting in May. Elections shall be by a majority of votes received from council members by the deadline. Chair and Vice Chair positions must be held by staff members that are based on the Moscow campus. Positions begin annually on July 1.

Section 4. Appointment of Officers. Officers shall be appointed by the chair, with input and approval of the Staff Council, no later than the August Council meeting.

Section 5. Duties of the Executive Committee
   a) Executive Committee. The executive committee shall
      1. Be composed of the current officers
      2. Accept items of business to bring before the council and act for the council between regular meetings; and
      3. Act as a cabinet for the chair in an advisory capacity.

   b) Chair. The chair shall
      1. Preside at all meetings of Staff Council;
      2. In consultation with Staff Council, appoint required standing and ad-hoc committee chairs;
      3. Maintain lines of communication between Staff Council, Faculty Senate leadership, and university administration;
      4. Call the members to special meetings of the council;
      5. Create ad hoc committees where deemed necessary with the approval of the executive committee, and promptly report such committees to the council;
      6. Appoint members to ad hoc committees;
      7. With vote of Staff Council nominate members to Faculty and Staff University-Wide Committees;
      8. Assign to standing and ad hoc committees items to study and recommendation to prepare for the council; and
      9. Represent the council at university leadership meetings and university functions and events, as scheduled and/or requested.

   c) Vice Chair. The vice chair shall
1. Assume the duties and responsibilities of the chair in the absence or disability of the chair and, at the request of the chair, share in the duties of administering the council;
2. Work closely with, and attends Staff Council-related meetings with the Chair; prepares reports of recommendations on policy actions for presentation to the president.
3. Schedule regular presentations from university leadership at monthly council meetings;
4. Collaborate with Communications Delegate and Secretary to ensure meeting materials are prepared, circulated, and advertised in advance of meetings.
5. Serve as chair of the policy subcommittee;
6. Performs such other duties as may be assigned by the chair or Staff Council.

d) **Secretary.** The secretary shall
   1. Supervise the recording and distribution of minutes of each regular and special meeting of the council and of the executive committee, and shall maintain a permanent record of these minutes and proceedings;
   2. Provide agenda materials and previous meeting minutes to the executive committee, council members and advisors one week in advance of each meeting for review;
   3. Supervise the facilitation of council member, university-wide committee, and officer nominations and elections;
   4. Performs such other duties as may be assigned by the chair of the Staff Council; and
   5. In the event that the chair and vice chair are unable to attend, the secretary shall chair the executive committee and regular meetings.

e) **Planning and Budget Executive.** The planning and budget delegate shall
   1. Supervise the acquisition, budgeting, and disbursement of all council funds via appropriate university channels;
   2. Maintain an accurate record of all the budgets and monetary transactions of the Staff Council;
   3. Perform such other duties as assigned by the chair of the Staff Council;

f) **Communications Executive.** The communications delegate shall
   1. Work with appropriate university units to ensure staff council is introduced to new employees either through orientation materials or other identified avenues.
   2. Serve as a contact person for information to be published or released to media sources;
   3. Publish notices of monthly meetings, agendas and minutes in the University Register, on the Staff Council website and other locations as appropriate;
   4. In consultation with chair, gather information from executive committee and committee chairs to be distributed for publication;
   5. Distributes information to the appropriate media organizations in a timely manner;
6. Maintain all council communications, including newsletter and website;
7. Perform such other duties as assigned by the chair of the Staff Council.

g) **Technology Support Executive.** The technology support executive shall
   1. Provide technical support to the Staff Council as a whole to ensure
      meetings are accessible by members across the state.
   2. Support electronic communications;
   3. Support electronic balloting;
   4. Perform other duties as may be assigned by the Chair or by the Staff Council.

h) **Statewide Inclusion Executive.** The statewide inclusion delegate shall
   1. Serve as Staff Council representative for off-Moscow-campus
      communications and events;
   2. Promote and increase communication with the University of Idaho’s on/off-
      campus staff;
   3. Address issues and concerns of on/off-campus staff;
   4. Perform such other duties as may be assigned by the chair or by the Staff Council.

**Section 6. Filling Officer Vacancies.**

   a. In the case of the position of the Staff Council chair being vacant, the vice
      chair shall become the acting chair until the next regular meeting of the
      Council, at which time any unexpired portion of the term shall be filled by a
      special election. If the vice chair becomes the chair at the special election, a
      new vice chair will also be elected at this meeting.
   b. In the case of the position of the Staff Council vice chair being vacant, at the
      next regular meeting of the council a special election will be held to fill any
      unexpired portion of the term of vice chair.
   c. In the case of the position of other officers becoming vacant, at the next
      regular meeting of the council the chair will appoint an Officer to fill any
      unexpired portion of the term of that office. The appointment will be subject
      to the approval of the Staff Council.

**ARTICLE III – TERMS OF OFFICE.**

**Section 1. Members.** The terms of office for members of the council are as provided in
the constitution of the university staff Article V. Section 3. and in accordance with these
bylaws.

**Section 2. Officers.** The term of office for officers of the council is one year, beginning
on July 1. No member may serve as chair more than three consecutive one-year terms.
Section 3. Election and Appointment of Officers. Election and appointment of officers occurs as outlined in the Staff Council bylaws Article II, Sections 3 and 4.

ARTICLE IV – MEMBER ELECTIONS.

Section 1. Continuity. To provide continuity of membership on Staff Council, approximately one-third of the member positions are filled by election each year. As far as possible, terms of members representing the same group are staggered.

Section 2. Election Date. Elections of Staff Council members are held such that the election results are presented at the July Staff Council meeting. The election date is announced in official UI communications and/or publications one month in advance for regular elections and as soon as possible to fill vacancies.

Section 3. Nominations. Nominations will be sought annually on March 1 and collected by the Secretary or designee. Nominations will be closed annually on April 15th. Nominees will be invited to the monthly Staff Council meeting in May and asked to provide a brief statement and entertain questions from the Council membership. If nominees are unable to attend the meeting by video, phone or in person, they will have the opportunity to prepare a written statement that will be read aloud at the meeting by the chair or their designee.

Section 4. Elections. Elections of new or renewing council members will be electronic and completed by the last day of June. Elections shall be by a majority of the votes received from the council membership by the deadline.

Section 5. Seating of Members. Those elected are seated as Staff Council members at the first regular Staff Council meeting in July.

ARTICLE V – ANNUAL REPORTS.

Section 1. Annual Reports. The Staff Council will compile an annual report. A preliminary report is to be presented at the May meeting of every year. The final copies of the annual report shall be submitted to the membership at the September meeting. Copies of the report will be sent to the President’s Office, Provost’s Office, Faculty Secretary’s Office and place on the Staff Council shared drive.

Section 2. Contributors. The report will be composed of year-end summaries from each of the following members:

a. The chair;
b. The vice chair;
c. The Executive Committee members
d. The chairs of all standing subcommittees;
e. The chairs of all ad hoc subcommittees;
Section 3. The Official Record. The annual report will constitute the official record for the year for the Staff Council. The final copy will be kept on the Staff Council shared electronic drive.

ARTICLE VI – MEETINGS.

Section 1. Regular Meetings. The Staff Council will hold at least nine regular meetings each fiscal year. Staff Council designates the time and place for regular meetings. Meeting time, place and agenda shall be publicized in advance on the Staff Council webpage and in the University Register.

Section 2. Executive Committee Meetings. The function of the Executive Committee meetings is to act for Staff Council on emergency matters when the Council will not have a regular meeting for a period of two weeks or more, and an issue pertinent to Council requires an immediate response. The Executive committee reports to the Staff Council, and the Council retains the authority to review actions of the Executive Committee.

Clause A. Structure and Quorum. The Executive Committee is made of such members of the Council as are present at a meeting called upon with 24 hours written electronic, or oral notice. Five voting members of the Council constitute a quorum for the meeting of the Executive Committee.

Clause B. Officers. The officers of the Staff Council also serve as the officers of the Executive Committee. In the absence or incapacity of both the chair and the vice chair, the members of the Executive Committee attending the Executive Committee meeting will designate a chair pro tempore. Minutes of Executive Committee meetings will be kept and presented in written form at the next regular meeting of the Staff Council.

Clause C. Call of Meetings. Executive committee meetings may be called on 24 hours’ notice by the chair or vice chair or by the president of the university or the president’s designee.

Section 3. Quorum. A quorum of Staff Council consists of half of the voting members of the Staff Council.

Section 4. Agenda. An agenda listing all substantive items to be acted upon must be published in official UI communications and/or publications in advance of the meeting.

ARTICLE VII – COMMITTEES

Section 1. Elections. The Elections Committee manages:

Clause A. Vacancies. The Elections Committee monitors the vacancies and filling of staff positions on all UI standing Committees.
Clause B. Elections

a. The Elections Committee functions by submitting a statement to the Media Coordinator stating member positions to be filled by election, for publication in official UI communications and/or publications (i.e., UI Register, the Staff Council website), prior to the May meeting. Notice will also be sent via the Staff Council email listservs. Nominations must be in writing.

b. The confirmation of eligibility and availability of each nominee.

c. Preparation and distribution of ballots, ensuring that each eligible staff council member has an opportunity vote.

d. Collecting and counting the ballots.

e. Reporting the election results to the Staff Council at the July regular meeting. The election results are validated and the winning candidates officially voted in. The Staff Council secretary records the order in which all candidates finished the election.

f. In the event the number of candidates and vacancies are equal in any category – the election shall be considered non-contested. These positions shall be elected by voice vote at the June Staff Council meeting.

Clause C. Officer Elections. The Elections Committee manages the process for electing new officers for the Staff Council in May. Nominations for new officers may be made from the floor or submitted to the chair of the committee.

Section 2. Staff Awards and Recognition Committee. The Staff Recognition Committee, in conjunction with university and community partners, oversees the coordination of awards and recognition opportunities and events for staff.

Section 3. Policy Committee. The Policy Committee addresses issues directly related to staff as well as overseeing the bylaws to ensure they are up to date and accurate. The Committee will bring to the attention of Staff Council changes in policy and procedures that may affect the staff and advise members on the issues. They will consider policies affecting staff and make recommendations. The Committee will review current Staff Council policies and committee descriptions yearly to ensure Staff Council is adhering to policies/procedures. They will also review, research best practices, evaluate, and recommend policy or procedural changes to FSH/APM in relation to any issues pertaining to UI staff.

Section 4. Communications Committee. The Communications Committee is responsible for maintaining and updating the Staff Council website, assisting with the creation of print material for other committees, distribution of a “Welcome to Staff Council letter” to new members, distribution information to UI staff members via the Staff Council listservs, and serving as a communication bridge between staff and administration. The Committee will study and make recommendations on methods of dissemination appropriate for different types of information. They will act as a liaison
between other University groups and associations; promote and publicize all Staff Council activities; and fulfill communications needs of the Council as requested by Standing Committees, Ad Hoc Committees, and the Executive Committee.

Section 5. Executive Committee. The Officer’s Committee is responsible for setting agenda items for the regular Staff Council meetings.

Clause A. Staff Forums. The Staff Affairs Committee will facilitate periodic scheduling of the Staff Forum and Staff Meetings to enhance reciprocal communication between UI staff, leadership, and the Staff Council.

Section 7. Ad Hoc Committees. Under the authority of the constitution of the university staff, the Council has the right to establish and maintain special committees which apply to staff governance, except those specifically reserved to the president or the Faculty Senate.

ARTICLE VIII – PARLIAMENTARY AUTHORITY. The rules contained in the current edition of Robert’s Rules of Order Newly Revised shall govern the Staff Council in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Staff Council may adopt.

ARTICLE IX – AMENDMENTS. These bylaws may be amended either by a majority vote of the members of the staff voting at a Staff Meeting or by a majority vote of the members of the staff voting on an electronic ballot. The notice of proposed bylaw amendments must be published at least two weeks prior to the vote in official UI communications and/or publications (i.e., uinews, the Staff Council website). These bylaws and amendments thereto are subject to review and approval by the president of the university or the president’s designee.