

Staff Council Agenda

Date: Feb. 8, 2023

Location: Zoom

Zoom: <https://uidaho.zoom.us/j/81867983508>

1. Call to Order & Welcome [1 min] - Crystal
2. Attendance [3 mins] – Renee – Quorum 23/27
3. Approval of Minutes [3 mins] - Crystal
 - a. Jan. 2023 - approved
4. Staff Member of the Month: **Dusty Fleener** [3 min] – Tami – Professional Development and Learning team lead.
5. Reports [20 mins]
 - a. Staff Compensation Committee [5 min] -Omni – No report given.
 - b. Staff Council Working Group reports [2 min]
 - i. Awards & Recognition – Elissa – Nominations for excellence have closed; Staff appreciation is on March 23rd; excellence awards will be held May 4th; Great colleges to work for on employee recognition begins this month.
 - ii. Wellness – Arlette – we will be closing this working group moving forward. Thank you for the work!
 - c. Human Resources [2 min] – Brandi – Evaluation reminders to get these completed.
 - d. Employee Training [2 min] – Elissa – Partnering with OIT for trainings to kick off in Teams, with Microsoft trainings. Presidents’ supervisor training initiative continues until March; close-out on FY23 with an extension 98% completion rate (12 individuals); system updates for trainings will be changing this Fall.
 - e. Faculty Senate [2 min] – Charles/Bob – Flexwork changes.
 - f. Elections & University Committees [1 min] - Erika
 - i. Friday will be the first mtg. for the fiscal year; Staff volunteers needed please complete the survey.
 - ii. Need a new Post Doc rep (know of anyone?)
 - iii. Still need more facility/trades representation – Need two more board appointed seats for Staff Council.
 - iv. Getting to 4 months left for Elections Officer (running out of time to find next year’s officer) – Needing a staff council member from this group are you interested?
 - g. SC Leadership Report [5 min] – Crystal – Updates given to VP/Presidents about what Staff Council should be doing. They appreciate the research/knowledge we bring to the conversations, as being an advocate. Faculty/Senate meeting appreciate the knowledge and work we have done! Staff Council will be stepping back on some constraints.
6. Parking Lot and Good of the Order breakout sessions action items [30 min] - Crystal

[Staff Council By-laws](#) and [Operations Manual](#).

- i. Purpose – Advocating for staff that are not board appointed (i.e.- IH); email communications need to be addressed.
- ii. Challenges – 1) Miss a meeting discussion? Ideas given- proxy, accountability; listen to recordings, action item of adding to the daily registrar. How else could we excuse absences? Stretched thin in capacity from staff building in grace for

this. 2) What is the workload of Staff Council? Proposal where should we be putting our efforts? Ideas - Splitting up committees' duties to other staff council members. Staff Council shared governance and support for staff council, such as a secretary support? University committees FSH 1620 committees that have-to-have staff representation.

iii. Impact

1. Communications and Web Committee – Why we exist and who we are? Do we need a new committee for this? Utilizing the changes and channels for communications.
2. Policy reviews – If significant changes happen have them come and present at monthly meetings. Process adjustments for policy maybe a sub-committee possibility?
3. Questions and answers – Using the parking lot time to discuss with staff council as appropriate.

iv. Directions

7. [JAGGAER](#) – Julia McIlroy 10:00 a.m. PT – Eprocurement system coming for REQ/PO's and contracts. State board of education implementation requirement. APM 30.16 – OIT will have a separate process. jaggaer@uidaho.edu if you have any questions.
8. Close [1 min] – Crystal – 10:38am adjourned

Meeting Guidelines

1. The monthly agenda will be posted in Teams (UI-Staff Council) under the general channel and agenda tab. A copy of the agenda will also be emailed before each meeting and posted to Staff Council's website.
2. Each agenda item will be assigned an estimated time limit. All council members are encouraged to hold the agenda item owner accountable to time and topic integrity.
3. Discussions will spur questions and topics not on the agenda. Those items will be recorded in the topic parking lot section of the agenda and meeting minutes. Items in the parking lot will be reviewed by the Staff Council officers. If the items align with the parameters of Staff Council's mission, they will be added to next month's agenda as new business.
4. Presentations and subsequent Q&As will be time limited. If more time is needed, items may be posted in the parking lot and presenters may be invited to future meetings. The desired outcome is a presentation specific to topics that align with Staff Council's purpose.
5. If training or long-form presentations are relevant to staff, Staff Council is happy to facilitate brown bag lunches or other such meetings.
6. Committee chairs may request time to present updates. The agenda will no longer allow for round robin reports.