MEETING Minutes
Wednesday, May 9, 2018  9:00 to 11:00 a.m.  Paul Joyce Faculty & Staff Lounge

I. Call to Order………………………………………………………………………………………………………Howard

II. Staff Member of the Month…..  Congratulations Landscape & Grounds Team!
You have been selected as University of Idaho’s Staff Member of the Month
Over the weekend of the first UIBound event of 2018, an alumni friend and I spent time strolling around campus, reminiscing about our undergraduate days here. We noticed how beautiful the campus grounds, streets and landscaping looked, especially after all of the sanding and graveling from snow and ice during the winter. We want to extend our appreciation and thanks to the hardworking grounds staff for helping our campus leave a positive impression on prospective students and their families visiting for UIB. Thank you!
Nominators Name: Jamie Garlinghouse, Employer Relations Specialist, Career Services....Butterfield

II. Roll Call – Determination of Quorum.............quorum established.............................McGarry

IV. Approval of Minutes..........................1 abstention...............................................................Howard

V. Guest Presentation—
a. Bob Smith – Asst VP ORED and Samir Shahat – Director, EHS – Culture of Safety
   • Not just laboratory safety – even to not walking in front of cars. Nationally there have been accidents that have highlighted a need for notion of culture of safety. Not just the right training, but the right mind set – we are serious about safety measures. APLU (land grant Universities) made a set of standards. See handout.
   • Safety is the responsibility of everyone
   • Good Scholarship is safe scholarship
   • Safety is essential to University goals embedded as a core goal within strategic plan
   • Enhanced safety reduces our risk
   • Students are better prepared for work place
   • Safety programs cycle – Lab safety, building performance, hazards committee, fire safety, environmental health,
   • Safety and loss control committee now reports to the Presidents
   • Extension centers need more engagement
   • APLU 20 recommendations:
   • Resources in handout
b. Erin Agidius – Director, Civil Rights and Investigations – Title IX
   • Presentation (usually 1.5 hours) on sexual misconduct disclosure available to units
   • Greater than athletics, or women, very broad. Covers all programs to prevent sexual discrimination
   • All UI employees must report within 24 hours to Title IX coordinator – all authorities – or anyone that a student could believe – so all employees. Is Idaho state policy. There are some limited exceptions in counseling.
   • Assess, Inform, Refer, Report. (see handout card)
   • Vandal care for m does go to Erin. Can email, or call, any kind of reporting.

VI. Executive Committee Reports
a. Off-Campus........none..............................................................Wells
b. Communications........none..........................................................Hoffmann
c. Treasurer........none.................................................................Freitag
d. Secretary........none.................................................................McGarry
e. Technology...TSP have deadline for end of the year purchases.........Kearney f. Vice Chair...trips to off campus sites, June 11-12 – funds?...Retreat on June 13, Lighthouse, Michelle did planning.........................................................Baker
g. Chair........none.................................................................Howard

VII. Advisory/Other Reports
a. Faculty Senators...Charles has last report .................................Tibbals/Mahoney
b. Human Resources...all CEC decisions in to payroll, almost everyone up to 80%...percent of salary increase is not the only indicator, they were way behind, percent of target is what is important. Something new is coming up, salary notification, or contract. This year the notification letters will be electronic. There is a new evaluation review committee, they seem to be reinventing the wheel. What should employee input look like?................Matthews
c. Finance & Administration......absent.................................................................Foisy
d. Professional Development & Learning...absent.............................................Keim

VIII. Subcommittee/UI Committee Reports

a. Staff Awards & Recognition......absent..................................................Leibbrandt
b. Joint Policy Committee  ...There will be a survey sent to employees regarding tution benefit and inter-institutional benefits.........................................................Brandt
c. Strategic Plan...subcommittee ready to present this week to review before retreat..........................Soelberg
d. Elections...There is a new membership list for the June retreat. We still need a skills/maintenance representative, so please spread the word. Does anyone want to run for chair or vice chair? The ballot (that will be sent vial qualtrix survey) only has one choice, so decision is pretty much made. There are still some open committees,
1. The compliance board, not meeting currently, has two positions for classified staff;
2. The student conduct board – there is a high level training, but not bad according to Cari Espanshade, has an opening..................................................Crossland
e. Restructure/Bylaws......The committee reviewed the bylaws but needed to go back to the original bylaws as many items in the original had been omitted in the last revision. The will need to meet again. This is a great opportunity for new members. This revision needs to match strategic plan. The committee will provide draft before retreat if you want to join please let Patricia know...............................Baker
f. Persi and optional retirement committee met with other groups to answer questions in preparation to research the options and the costs to the institution, The ORP still an important option. The faculty are not in favor of unfunded mandate from the other Idaho institutions, Wes got a call, Brian got a call. The Faculty Senate voted to slow down and has put the brakes on proposal. Proposed ORP participants also pay some to PERSI (1990) but the subsidy was reduced. Faculty Senate would like to get rid of subsidy and the link of PERSI and ORP
.................................................................Brandt

IX. Old Business

X. New Business

XI. Good of the Order

XII. Adjournment : 10:59
IMPLEMENTING A SAFETY CULTURE
EMPHASIS ON SAFETY BY CHANGING CULTURE

Series of events--nationally and on campus--raised awareness of the importance of safety

President Leadership Meeting - January 15, 2018

Organizing Institutional Safety Culture Steering Committee

- VPs Foisy and Nelson to co-chair
- University though leaders – Faculty, Staff, and Students

Charged to implement APLU recommendations in a way that honors UofI values

*Not a new program but a change in culture*
RELATIONSHIP BETWEEN SAFETY CULTURE AND PROGRAMS

UI Values Foundational to a Safety Culture

- Safety is the responsibility of everyone – faculty, staff, and students alike.
- Good scholarship is safe scholarship.
- Safety training and safety education are essential elements of the university strategic goals to Innovate, Engage, Transform and Cultivate.
- An enhanced safety culture will allow us to reduce risk in all our activities.
- Students educated in a robust safety culture are better prepared for the workplace and citizenry.
RELATIONSHIP BETWEEN SAFETY CULTURE AND PROGRAMS

Recent Safety Initiatives

Building Performance (2014)
- Surveyed all UI buildings for standard indoor air quality and physical parameters

Hazards Communication (2015)
- Hazards Communication Program

Fire Safety (2016)
- Fire safety plans, evacuation plans, and fire drills

Laboratory Safety (2017)
- Laboratory safety five target areas / laboratory safety commitment
- Chemical Hygiene Plan and Laboratory Signage Program
CAMPUS LEAD AND LEADERSHIP TEAM:

Association of Public & Land-Grant Universities (APLU)
20 Recommendations from their Guide to Implementing a Safety Culture in our Universities - Categories:

- Led by the President and/or Campus Lead and Leadership Team
  - Institution-Wide Dynamics and Resources (12)

- Institutional
  - Data, Hazard Identification, and Analysis (2)
  - Training and Learning (2)
  - Continuous Improvement (4)
RESOURCES AND LINKS OF INTEREST:


- I-Safety Website – [http://www.uidaho.edu/i-safety](http://www.uidaho.edu/i-safety) and [http://www.uidaho.edu/isafety](http://www.uidaho.edu/isafety)

- Chemical Safety Board Video – Experimenting with Danger [https://www.youtube.com/watch?v=ALBWxGik64A](https://www.youtube.com/watch?v=ALBWxGik64A)
Sexual Misconduct Disclosure Procedures

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“Something happened this weekend.”
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“I don’t know what to do.”
“This class is hard to go to now.”

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**Dean of Students** 208-885-6757
**Women’s Center** 208-885-2777
**Student Health** 208-885-6693
**ASUI Representative** 208-885-6583
**Safe Walk** 208-874-7550
**Counseling Center** 208-885-6716
**Gritman Medical Ctr.** 208-882-4511
**Ombuds** 208-885-7668
**Moscow Police** 208-882-2677
**Latah County Sheriff** 208-882-2216
**Legal Aid Clinic** 208-885-6541
**ATVP** 208-883-4357

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**Employee Response Moscow**

Report all acts of reported sexual misconduct to the Office of Civil Rights and Investigations (OCRI)

What is your role?
- Report incident
- Be nonjudgmental
- Be kind
- Be informed

What should you leave to the experts?
- Investigation
- Counseling
- Follow-up/questions
- Support & Accommodations

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A way to gently interrupt & inform of your obligation:

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Sample email response to a written disclosure:

[Student],

I am truly sorry to hear about what happened. I want you to know that I care about you and want to help you. If you’re interested, I can recommend several resources available to assist you during this difficult time.

The staff in the Office of Civil Rights and Investigations is an excellent starting resource that is student-survivor centered. You are brave to come forward and I know how difficult this may be and I also know sometimes students worry in cases like this that they are somehow at fault or in trouble. I encourage you to consider talking with the Office of Civil Rights and Investigations staff as they are here to support you and do not think that way. They are there to help. I must provide the Office of Civil Rights and Investigations with your name and contact information so they can reach out to you and discuss with you your options. They also can explain the many ways in which efforts are made to protect your privacy. The information I share will be handled with the utmost discretion and will only be shared with those people who need to know.

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- **Employee Response**
  - Boise

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- 208-885-6757

**Women’s Center**
- 208-885-6583

**ASUI Representative**
- 208-885-1459

**Counseling Center**
- 208-381-2222

**St. Luke’s Emg.**
- 208-557-2700

**Ombuds**
- 208-345-0106

**Boise Police Dept.**
- 208-377-6790

**Ada County Sheriff**
- 208-577-3000

**Legal Aid**
- 208-343-3688

**WCA**
- 208-343-3688

**Faces of Hope**
- 208-577-4400

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Kootenai Hospital*
208-625-4000

NW Urgent Care
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Ombuds**
208-885-7668

CDA Police Dept.
208-796-2320

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The staff in the Office of Civil Rights and Investigations is an excellent starting resource that is student-survivor centered. You are brave to come forward and I know how difficult this may be and I also know sometimes students worry in cases like this that they are somehow at fault or in trouble. I encourage you to consider talking with the Office of Civil Rights and Investigations staff as they are here to support you and do not think that way. They are there to help. I must provide the Office of Civil Rights and Investigations with your name and contact information so they can reach out to you and discuss with you your options. They also can explain the many ways in which efforts are made to protect your privacy. The information I share will be handled with the utmost discretion and will only be shared with those people who need to know.

Please know that I will help in any way I can. However, the Office of Civil Rights and Investigations staff are the experts and will work with you to ensure that you are informed and supported every step of the process.

Sexual Misconduct Disclosure Procedures

A way to gently interrupt & inform of your obligation:

I apologize, I need to stop you. I want you to know that I care about you and want to help you get the support you need, but as a University employee, I am required to report some details about this case to our university and give your name and contact information to the Office of Civil Rights and Investigations (OCRI).

I want you to know this upfront. In reporting this information, OCRI will be in contact with you to determine if an investigation needs to occur and then potentially a judicial/conduct case needs to be initiated. I want you to know that the staff in OCRI who conduct these investigations are student-survivor centered. You are brave to come forward and I know how difficult this is to talk about and I also know sometimes students worry in cases like this that they are somehow at fault or in trouble. The OCRI staff does not think that way and please do not be afraid to talk to them. They are here to help, just as I am. If OCRI determines that a case is warranted, the OCRI staff will discuss with you the process and ways in which efforts are made to protect your privacy. The information I share will be shared with the utmost discretion and will only be shared with those people who need to know. You certainly don’t have to participate — that decision is entirely yours.

I want to give you this information so you can make an informed choice about what you disclose to me today. If you would rather talk to someone who can ensure your confidentiality, I am more than happy to connect you with an advocate from Alternatives to Violence of the Palouse (ATVP) or take you to the Counseling or Testing Center CTC. What would you like to do?

Sample email response to a written disclosure:

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A.I.R.R.
1. Assess immediately for health and safety.
2. Inform the student of your reporting obligation.
   You cannot promise confidentiality, only privacy
3. Refer student to available resources.
4. Report the documented conversation to OCRI.

Leaving phrases someone may say to you:
“I have a friend who…”
“Something happened this weekend.”
“I don’t want to get (anyone) in trouble.”
“I don’t know what to do.”
“This class is hard to go to now.”

Report all acts of reported sexual misconduct to the Office of Civil Rights and Investigations (OCRI)

What is your role?
• Report incident
• Be nonjudgmental
• Be kind
• Be informed

What should you leave to the experts?
• Investigation
• Counseling
• Follow-up/questions
• Support & Accommodations

OCRI/Title IX Coord 208-885-4285
Erin Agidius
Dean of Students 208-885-6757
Women’s Center** 208-885-2777
ASUI Representative 208-885-6583
Counseling Center* 208-282-2130
E. Id. Reg. Med. Ctr.* 208-529-6111
Mountain View Hosp.* 208-557-2700
Ombuds** 208-885-7668
IF Police Dept. 208-529-1200
Bonneville Sheriff 208-446-1300
Legal Aid* 208-524-3660
WCA* 208-345-7273
DVSAC* 208-235-2412

*Confidential Resource: Confidential reporting locations do not disclose the information shared to the university, the police or anyone else without permission or as required by law (e.g., child abuse, imminent threat of harm). Please note: Gritman Medical Center will contact police and ATVP but it is your decision if you want to speak with an agency representative.

** Semi-Confidential Resource: Does not disclose information that does not amount to a “Clery Crime” and did not occur on campus. Identifying information and specific disclosure are not reported, only the crime and where it occurred.

Sexual Misconduct Disclosure Procedures

Listen for behaviors that may amount to sexual harassment, sex-based discrimination, sexual assault/violence, dating/domestic violence, stalking.

Leaving phrases someone may say to you:
“I have a friend who…”
“Something happened this weekend.”
“I don’t want to get (anyone) in trouble.”
“I don’t know what to do.”
“This class is hard to go to now.”

A.I.R.R.
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Report online to uidaho.edu/vandalcare
Sexual Misconduct Disclosure Procedures

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