



**EXECUTIVE TEAM
MEETING MINUTES**

Wednesday, October 10, 2018 9:00 to 11:00 a.m. Paul Joyce Faculty & Staff Lounge

- I. Call to Order.....Howard
- II. Staff Member of the Month.....not this month – instead Cindy Ball story in Lewiston Tribune... Butterfield
- III. Roll Call – Determination of Quorum.....quorum determined.....McGarry
- IV. Approval of Minutes.....approved.....Howard
- V. Guest Presentations – Ombuds, Laura Smythe

This is her 8th day. Wants to listen more than speak. Ethical tenets by IOA. Impartial, not an advocate, but to problem solve. Mediation, coaching, and trainings. Informal, not an office of record. Confidential. Independent – not connected. For faculty, staff, and students. Please consider referring students. Plans to change the website to be more student friendly. Off –campus access are supported as well. Example of staff visit: co-worker with poor relationship – sometimes just to dump, or role play current situation or solutions. Can invite co-worker to come with them to Ombuds. Changes the dynamic. Not a lot of institutional knowledge. Has position changed? Not as far as Laura knows. Can a supervisor refer employees? Yes, but she cannot tell you if they come. Biggest challenge is to identify resources and get to know campus. Please come by to visit. Responsibility is large, but does not want students left out. Do you see the potential for additional staff? It is plausible. Patricia has used services to practice having difficult conversations, and it was very helpful. Story about international school parent. Why do you always look angry? Not aware that she looked angry. Thanked for telling me. Time was important – too many meetings. Likely processing last meeting thinking about next meeting, and being a bit stressed. Just being aware was able to change. Feedback is important. Question regarding student access in Idaho Falls.
- VI. Executive Committee Reports
 - a. Off-Campus... has a list of off-campus folks. Concern about open enrollment sessions – not offered off campus.....Fox
 - b. CommunicationsHoffmann

Request to check staff council website for errors. Newsletter reformulation? Not so much puff piece, more news you can use. Is it providing what we need? Chart V information? This is really of service and actively addressing them. Dates and deadlines section. More work for me? Suggestions? Let Bob know. Requested a SC email alias for workflow purposesa new section on TEAMS (collaboration tool) for SC newsletter.....Hoffmann
 - c. Treasurer.....will get a finance spreadsheet out.....Freitag
 - d. Secretary.....none.....McGarry
 - e. Technology:Kearney
 - i. New version of Windows 10 – ITS is waiting to vet it first, so please don't upgrade for campus computers. Office 2019 is also out – same thing, don't get it yet. Question regarding updates. ITS moderates most updates on UI computers but not all, so the updates are not recommended.
 - ii. Banner 9 has rolled out. No great problems Seems to be stable and running.
 - iii. Making changes to Duo-3000 accounts that will need to be modified.
 - f. Vice Chair:Baker

Job allows her to travel and encourage participation. We may not be aware of what membership form says. Please read it, and if you have a change in supervisor please get it approved. Work does come first. Come prepared to meetings. Parking concern was brought to SC and then went forward. Members can raise concerns for themselves or constituents. Take them to executive committee. We can also use



University of Idaho

Staff Council

Ombuds. Please actively engage in conversations. Wrap up bylaws revisions. Please vote when requested. It is important.

- g. Chair:Howard
 - i. SC will support the Healthy Holiday Challenge with a lunch for the winners. Chart V poll is going to be discussed tomorrow with Wes and Brian Foisy.
 - ii. Banner 9 – where is the training? Training could be more “college” specific. Is user friendly, did find training. If any problems do come up that is newsletter-worthy or could help others on campus, please let Bob know. Wes doesn’t get to touch Banner 9 – transition always requires practice.
 - iii. Has been communicating with Stefany Bales, exec director re: communication with off-campus sites. We are creating an off-campus inclusion group to help encourage off-campus inclusion. Need volunteers - one IT person, one C & M and one off-campus person. Stephanie Fox, Summer, Debbie Caudle.
 - iv. Presidential search: Kathy Barnard is AVP of Alumni Relations is also staff representative. Wants to meet with us. SBOE rep. says we can have forums in any location.
 - v. Staff Council flyer. Please circulate and give feedback. Final review and get printed.
 - vi. Staff Council Bylaws need to be wrapped up. Next Friday is deadline for flyer and bylaws.

VII. Advisory/Other Reports

- a. Faculty Senators: Only met twice, not much to discuss.Tibbals
 - i. Program Prioritization is coming again. Faculty Senate wants Talking Points distributed. Please send them out. Print and post for those with limited computer access.
 - ii. Ben Bridges new Faculty Senate representative.
- b. Human Resources:
 - i. Annual evaluation rollout, made a new draft. Oct 26 forum for supervisors, anyone can attend.
 - ii. Dept. of Labor is again exploring compensation test for exempt employee. Duties test is already in place. Currently C test is too low to be valuable. There are legal challenges. We had already implemented our process before state process was halted. Market based compensation helped our process. We are monitoring. \$38,168 (annual) is current standard for U of I. Attended listening sessions. We are already aligned with SOC code that Federal govt. uses. What is in duties test? Executive duties – management, Administrative duties – significant responsibility, Professional duties – bachelor’s degree in field that you are using.....Matthews
- c. Finance & Administration...absent.....Foisy
- d. Professional Development & Learning.....Keim
 - i. Any feedback on Banner 9 Training (now that we are a week post change). Updated online training is already available for the Student and Finance Modules. More to come in the near future for the HR module.
 - ii. Updated Supervisor Training Program – postponed roll out until spring semester – though some of the new live trainings will be piloted later this winter (November/December/January)
 - iii. Cultural Literacy Symposium – scheduled for October 30 (afternoon) and October 31 (morning). Watch for details from in Today’s Register. This will be a great opportunity to continue the diversity dialogue with students, faculty and staff.
 - iv. Reminder: 2018 All-Employee Required Training began in September, and needs to be completed by December 7. Two training topics this year: Creating a Respectful Workplace and IT Security. Nearly 2000 employees (this includes faculty, staff and IH) have successfully completed.
- e. Post-doc: annual orientation occurred, and bylaws formation is underway – need more participation.. Slow progress..... VanLeuven

VIII. Old Business

- a. Response to Active Shooter Training (RAST)– scheduling postponed until new Security Liaison is in place.



University of Idaho

Staff Council

- i. More information coming soon – 2 sessions will be offered. For off campus, local security will handle training at locations.
 - ii. Table at Health and Wellness Fair?
- IX. New Business
 - a. Bylaws review: new post –doc position, new officer for elections, removed all Staff Affairs references. Succession? Does not feel it should be. 10 days of review and then vote. Have set aside breaking apart from Faculty Senate. Email Patricia. Do you want to be an officer next year? Current ones 1800 FS handbook, will send out new.
- X. Good of the Order
 - a. Health and Wellness Fair next week
 - b. Traction devices handed out at Risk Management.
- XI. Adjournment: 11:02