

MEETING Minutes

Wednesday, January 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... Max Stillwell
Max is a great asset to our team! We are very fortunate to have him as one of our IT support people. He is polite, prompt, and patient, even when the issue we're working on is something I know little to nothing about. Max was nominated by Emily Tuschhoff Health Promotion Director.....Butterfield
- III. Roll Call – Determination of Quorum.....quorum established.....McGarry
- IV. Guest Presentation – Andrew Brewick, Global Student Success Program- NAVATAS – Australian company, they are called GSSP on UI campus – handed out brochures. Andrew works for NAVATAS but also reports to UI. Students – 26 came, 23 have continued. Just on boarded 20 more students. Represent 10 countries. Undergrads go through cohort model. Get a 4th hour for 3 credit course. Additional academic support and language support. Also courses in culture, and how to write an email to a faculty member. Our approach is to grow organically, not to flood courses with foreign students. Over half of first cohort was directly admissible, but still chose the extra help. Most are in STEM fields. Would like to have more of a mix. After the first year, they matriculate into regular classes. Q-A: With graduate students, worked with grad programs as far as advising. Courses only, not committees or theses. For year two they are matched with a program. Fees are set with University. Actually slightly less than regular non-resident fees. European countries don't send as many students so they are not included in brochure, but they are included on the website. They are identifiable in Banner, GSSP cohort code. Affiliate in degree audit shows even later. Housing was involved for undergrads, but grads didn't need help. If we have potential candidates? Send to GSSP office. We help in all aspects – visa interviews etc. Over 50 percent of those with I-20 from the UI, did not get approved for visas. Moscow is over-all very welcoming, and we encourage this.
- V. Executive Committee Reports
 - a. **Off-Campus**.....Staff in centers feel left out of events and opportunities – for example: Health Coaching is only available at the Moscow campus...Are there other University models that we could follow? Training example from Bob about subsidizing training for off campus. Elissa is addressing with PDL. Using Zoom?.....Wells
 - b. **Communications**.....Statistics for Staff Council newsletter – Open rate 45.4% click rate 8%...People are looking for something to be more interesting –Bob is open to suggestions or content...Prizes for finding “key word?” ...Is there a fact sheet? There is a brochure on the S drive that could be updated...Hoffmann
 - c. **Treasurer**.....Got the \$\$ from the president for staff awards account.....Freitag
 - d. **Secretary**.....nothing.....McGarry
 - e. **Technology**...Duo – get set up...encourage all that you know – fobs available no cost...1/17 deadline.....Kearney
 - f. **Vice Chair**.....Great colleges survey – improved communication and shared governance and salary were all concerns – further discussion in new business.....Baker
 - g. **Chair**.....nothing further.....Howard
- VI. Advisory/Other Reports
 - a. Faculty Senators.....did not meet in Dec. talking points.....Tibbals/Mahoney
 - b. Human Resources.....Supervisors forum 1.19.....Matthews
 - c. Finance & Administration.....absent.....Foisy
 - d. Professional Development & Learning.....none.....Keim
- VII. Subcommittee/UI Committee Reports
 - a. Staff Awards & Recognition...planning is smooth, working to provide gifts to off sites prior to event (April 24). Further in new business. Nominations for staff awards need to come in – don't have many in yet.....Leibbrandt

University of Idaho

Staff Council

- b. Joint Policy Committeehas still not met. will find more info about improving education benefit elevate dependencies have a good marketing case -also with sister orgs - esp. at off sites.....Neilson
 - c. Communication.....Hoffmann
 - d. Strategic Plan.....nothing.....Soelberg
 - e. Elections ...two elections and recruitment for May openings: Rep for Safety and Loss: Diane McGarry vote passed to affirm. Off-site rep: Stephanie Fox vote passed to affirm.....Crossland
- VIII. Old Business
- a. Budget for Off Campus events – Freitag – Budget proposal – see attached – will need help determining numbers, vote passes unanimously
- IX. New Business
- a. Representation of Staff Council Members – subcommittee needed for by-law change and policy proposal. Patricia Baker: one of the concerns is our representation, we are not equally represented in areas of campus. Do we change our bylaws to get demographic representation? Is it available to all? Yes, but some areas do not support participation. Support needs to come top down. Leadership team will help with access. Letters to supervisors re: Staff council and what it is. Also to call to the attention to the President matters that affect staff.
 - b. Wes: We need to consider how it was created and what is the charter? What is the responsibility? Did the president want it? Or was it a volunteer org with no standing? Why does it exist? Foundation really helps to build the house.
 - c. Patricia: reads charter 1971 – created by name changes 2015 changed to be reps for staff – not just to put on parties. Employment policies, communication up and down – rep every 50 board appointed employees. Are we “advisory to leadership?”
 - d. Charles: FSH1800 2 2 lists charges of staff council
 - e. Summer: Need another committee to discuss and formulate plan for equitable representation
 - f. Patricia: Exec committee meet w\Provost instead of VP of finance.
 - g. Wes: need to leave everything on the table – size of staff council.
 - h. Statement in agreement that supervisor signs that states that it is part of employment
 - i. Elissa volunteers to be part of subcommittee on history and recruiting strategy. – Samm and Ian will volunteer.
 - j. Reaffirmation by request for second term.
 - k. Patricia is planning to set up meetings with VPs and Provost regarding this.
- X. Approval of last month’s minutes and attachments. Vote passes unanimously.
- XI. Good of the Order - none
- XII. Adjournment 10:51

Proposal:

Off-campus Funding for Staff Council Sponsored Events

an equitable and sustainable approach

In the past, Staff Council has given \$500 to CDA, Boise, ID Falls and Twin Falls. This meant that some off campus staff were able to participate in Staff Appreciation/Staff Award events and some weren't included. These off campus sites have differing amounts of staff yet we were giving a lump sum amount without regard to how many staff were getting covered by these funds. There are also many staff that are in smaller extension offices and research facilities that need to be given the opportunity to participate. Last year the staff awards committee included many sites and provided them with funding for an awards lunch etc.

Since we are no longer doing staff appreciation events but have expanded the Staff Awards events. I propose to give a per employee amount of at least \$10, more if funds are needed and available, to any off campus site that communicates with staff council or the staff awards committee that they desire a staff awards ceremony and are willing to plan it. This cannot be used for gifts for staff but is to be used for the food etc. at any staff awards event.

We will pull from Human Resources the number of staff at each site.

Staff Council Financials FY18

Organizatic Organization Title			Account	Transaction Description	Values		
					Budget	Expenses	Funds Available
PEN150	Staff Team Awards	05		7/2017 CIT Distribution Budget	2037.21	0	2037.21
		99			126.55	0	126.55
	Staff Team Awards Total				2163.76	0	2163.76
PEN150 Total					2163.76	0	2163.76
PEN300	Employee Recog/Comm	05		kf moving to 05	200	0	200
		99			419.74	0	419.74
		E5410			0	37.14	-37.14
	Employee Recog/Comm Total				619.74	37.14	582.6
PEN300 Total					619.74	37.14	582.6
PEX100	Staff Affairs	05		FY18 Original Budget	3000	0	3000
		99		KF moving carryforward to OE	710.67	0	710.67
		E4105		HR Payroll 2017 UI 15 1	0	1375	-1375
		E4110		HR Payroll 2017 UI 25 1	0	1375	-1375
		E4281		HR Payroll 2017 UI 14 0	0	92.6	-92.6
		E5025			0	932.37	-932.37
		E5410			0	25.2	-25.2
		E5020		AUG - CAMPUS MAIL	0	44.63	-44.63
				DEC - CAMPUS MAIL	0	10.48	-10.48
		E5749		1011 PRECISION ENGRAVING GIFTS 208-	0	19.1	-19.1
		E5199		ABDTBD-Google Training	0	11.95	-11.95
				ABFJPF-Active Shooter Training	0	150	-150
		E5939		ABDTBD-Google Training	0	65	-65
				ABFJPF-Active Shooter Training	0	170	-170
		E5983		ABFJPF-Active Shooter Training	0	100	-100
				T Num 298345 Staff Council Holiday	0	66.75	-66.75
	Staff Affairs Total				3710.67	4438.08	-727.41
PEX100 Total					3710.67	4438.08	-727.41
PEX102	Staff Awards	05		FY18 Original Budget	12500	0	12500
		99		KF moving carryforward to OE	6260.17	0	6260.17
				Trinam, Staff Awards fm Central	20000	0	20000
		99			0	0	0
		E5020		AUG - CAMPUS MAIL	0	20.68	-20.68
	Staff Awards Total				38760.17	20.68	38739.49
PEX102 Total					38760.17	20.68	38739.49
PEY103	Staff Affairs Learning & Dev	99			16608.32	0	16608.32
	Staff Affairs Learning & Dev Total				16608.32	0	16608.32
PEY103 Total					16608.32	0	16608.32