



MEETING MINUTES

Wednesday, April 10, 2019 9:00 to 11:00 a.m. Paul Joyce Faculty & Staff Lounge

- I. Call to Order.....Howard
Staff Member of the Month..... Brian Kelly, Web Technician, University Communications & Marketing
Over the past 6 months, Brian has patiently, diligently, and efficiently worked with the Office of Research and Faculty Development (RFD) to create our web presence within the UI community. As a new office here on campus, with many new brand new programs, processes, and responsibilities, there has been MUCH work to be done, and many tasks were added Brian's already lengthy to-do list. Most visible among Brian's efforts, and which demanded much of his time, was building a suite of web pages for our new Research, Infrastructure and Scholarly Excellence (RISE) program and its multiple programs. RISE is such an important program for UI faculty, and Brian's contributions to communicating about this program are impactful. Brian has also trained and taught our staff to handle some tasks on our own – most notably working closely with our Administrative Coordinator, newly-trained in Sitecore, honing her skills and addressing many of her questions. I cannot say THANK YOU enough to Brian for all of the hard work and time that he has devoted to RFD! Submitted by: Dr. Carly Cummings, Director, Office of Research and Faculty Development..... Espenschade
- II. Roll Call – Determination of Quorum.....determined.....Howard
- IV. Approval of Minutes.....approved.....Howard
- V. Guest Presentation –
 - a. Jessica Long – Term Director, College of Law – Overview of the clinical law programs that the U of I runs. Students are granted a limited license to practice law to help gain hands on experience while earning college credit. The three Moscow clinics are: Immigration, Mediation (mainly handles family law cases), Main Street Law (designed to feel like a small town rural law clinic). All services are free of charge to the community, but have income guidelines that must be met. There are also three clinics in Boise: Tax Disputes with IRS (low income tax payer clinic), Entrepreneurship Clinic (helps small businesses get started), Faces of Hope (clinic is hosted within this organization that was created to house services to victims of domestic violence all in one building).
- VI. Executive Committee Reports
 - a. Off-Campus...absent.....Fox
 - b. Communications.....Newsletter Sent.....Hoffmann
 - c. Treasurer...absent.....Freitag
 - d. Secretary...absent.....Baker
 - e. Elections.....ballots will be sent later this week, Monday Deadline.....Howard
 - f. Technology.....best use initiatives.....Kearney
 - g. Vice Chair...Committee reports – if you are on a U of I Committee please write one paragraph summarizing committee work for the year, due to summer before next meeting. Will go to Anne Thompson who will compile into final report that will be reviewed by the president.....Baker
 - h. Chair...Announcement of the new president is tomorrow at 10:30 in admin auditorium. At 2:30-3:00 Summer and Patricia will meet with new president to discuss important aspects related to staff council – Market Based Compensation and Shared Governance.....Howard
- VII. Advisory/Other Reports
 - a. Faculty Senators...Administrator review, currently only faculty can initiate an administrator review, senators will keep fighting for staff inclusion.....Tibbals
 - b. PostDocs...attending national conference, submitting proposal to UBFC for Research.....VanLeuven

- c. Human Resources.....Salary spreadsheets going to supervisors tues..Matthews
- d. Finance & Administration.....Foisy
- e. Professional Development & Learning.....Keim
- f. Staff Awards...Mon Apr 22, Please RSVP & Volunteer.....Leibbrandt

VIII. Old Business

- a. Staff Development Learning and Development budget
 - i. Discuss proposal and take vote
 - ii. Approved

IX. New Business

X. Good of the Order

XI. Adjournment 11:00 a.m.