

## Staff Council Agenda

Date: Jan. 13, 2021

Location: Zoom

Zoom: <https://uidaho.zoom.us/j/93449125346>

1. Call to Order [1 min] - Chad
2. Attendance [3 mins] - Cari
3. Approval of Dec Minutes [5 mins] - Chad
  - a. Approved
  - b. November minutes have been reviewed and edited by Brian Foisy for financial accuracy. They will be emailed out for approval at the February meeting.
4. Staff Member of the Month [3 mins] – Tami
  - a. Jessica Fleener – Team Cleaning Lead in Recreation & Wellbeing – attended
    - i. “Jessica made every professional staff and graduate assistant within the Recreation & Wellbeing department a personalized holiday ornament. She did this completely on her own and without any of us having a clue. The ornaments will keep our ‘Giving Tree’ looking great and festive after all our tags disappear. Jessica is so kind and deserves to be recognized.”
5. Preferred Name Effort [20 mins] - Vice President Ewart
  - a. Project was a collaborative effort across the institution. The essential goal was to allow faculty, staff and students to use their preferred first name. Project approved late October 2020. ITS implemented a form in VandalWeb that allows for the entry of preferred first name. The entered name will now be integrated into additional UI systems.
  - b. By the end of Summer 2021, ITS is hoping to have the library, VandalCard and VandalStar systems automated to accepted preferred first names.
  - c. Preferred first names will be used everywhere at UI that they legally can be. There are a few places where legal first name is still required.
  - d. If you have questions, please reference the preferred name website [here](#). If you think of additional places where preferred first names should be implemented please e-mail Dan Ewart at [dewart@uidaho.edu](mailto:dewart@uidaho.edu) or Chad Nielsen at [clnielsen@uidaho.edu](mailto:clnielsen@uidaho.edu)
6. Staff Survey Results [10 min] – Chad
  - a. Each Staff Council member has a copy of the survey for more detailed review. This will be a high-level overview.
  - b. Information in this survey and previous survey has informed some leadership changes and considerations.
  - c. Question 1 – Morale, stress and mental health at work.
    - i. Morale at work – 5.6 - overall positive
    - ii. Stress at work - 6 – overall negative
    - iii. Mental health at work – 5.6 – overall negative
    - iv. Summary – employees are still stressed and we have some mental health work to do.
  - d. How is your work being impacted by the following items:
    - i. Caring for a dependent – 3.88 – overall negative
    - ii. Staff reductions – 3.53 – overall negative
    - iii. Zoom meetings – 5.5 – overall neutral
    - iv. Supporting dependents with learning at home – 3.23 – overall negative
    - v. Flexible work arrangement – 6.5 – overall positive
    - vi. Summary - SC needs to focus topics surrounding caring for dependents at home, staff reductions and supporting dependents with learning at home.
  - e. Flexible work arrangements
    - i. Do you know where to find information on how to apply for a flexible work arrangement
      1. 650 responded – majority stated that yes, they know where to apply
    - ii. Have you requested a flexible work arrangement?
      1. Majority said no, they have not requested a flexible work arrangement.
      2. SC thoughts on why NO was the majority response:

- a. There may be confusion about what will actually be approved
    - b. Not all jobs can be completed at home
    - c. There may be employees working from home without HR approval
    - d. Some may believe that their supervisor wouldn't be supportive of a request to work from home
  - iii. Is your supervisor supportive of your flexible work arrangement request?
    - 1. Majority said yes, their supervisor is supportive
    - 2. SC thoughts on why YES was the majority response:
      - a. Supervisor may be supportive, yet there are essential workers who can not work from home.
      - b. Supervisor may be supportive, yet there are staff that are more comfortable or less distracted when working in the office vs. at home
  - iv. Do you have the resources you need to complete your job from your current work location?
    - 1. 652 answered. Majority said yes.
    - 2. SC Thoughts regarding employees who said NO:
      - a. Technology needs and access
      - b. Could have also have been answered by employees working in the office
        - i. May see the same response during non=pandemic times.
    - 3. For the nos, it would be nice to know what they need.
      - a. Technology needs – don't have a great laptop or webcam.
      - b. Could also be for those on campus – if you asked this question during a non-pandemic time, you might still get people saying no.
  - v. Open-ended question summaries:
    - 1. What resources have you used?
      - a. Flex-location and flex-schedules were listed #1
      - b. EAP
    - 2. What additional resources do you wish were available?
      - a. Flex-location
      - b. More and varied counseling services
    - 3. Top two for both questions correlated
    - 4. As staff council, we can try to point people in the correct direction for resources, refer them to HR partner.
  - vi. How comfortable are you with the university's COVID-19 safety protocols?
    - 1. This question was asked in both the August and November surveys. Greater amount of positive responses in November than in August.
  - vii. How supported do you feel balancing work requirements and your well-being, specific to the COVID-19 pandemic?
    - 1. The responses from August to November to look very similar, however, there were fewer responses of "not supported at all" in the most recent survey.
  - viii. Please rank how well the university communicates COVID-related information
    - 1. There was a large increase in positive responses from the August to November surveys.
      - a. Comments Chad made to President Green that more communication needed to be pointed towards staff was helpful and acted upon.
- f. Should SC send another survey this semester?
- i. Yes – good to keep our finger on the pulse. Show staff that there is a Staff Council that cares about what they think.
  - ii. Consider making it less COVID related and more about what issues should be brought forward to leadership.
  - iii. Ask: What resources do you need to do your job? Include a text field that says "please tell us specifically what you need."
  - iv. COVID related questions – helpful to have an "NA" response for essential personnel who are not able to work remotely.
  - v. Timing – February or later, after P3 is finalized.

- vi. Consider a way to demonstrate outcomes of the survey to staff to show that their data is being used to make improvements to policy.
7. Discussion | Focus for 2021 [20 min] – Chad
- a. Fall semester '20
    - i. Focus was on mental health and wellness and the operations manual
    - ii. Results of efforts:
      - 1. New webinars from HR that will go live soon
      - 2. HR researching new counseling offerings
      - 3. Operations manual is in progress
  - b. Spring semester '21
    - i. Areas of possible focus:
      - 1. Ongoing work on operations manual
      - 2. Keeping market-based compensation in conversations with President Green and Brian Foisy
        - a. Request an update on the new Sustainable Financial Model from President Green or Brian Foisy
      - 3. Replacing positions/updated job descriptions
      - 4. Wellness Committee – ensuring that resources are available and accessible
      - 5. Awards and Morale committee – continue promoting KUDOS campaign
      - 6. New employee onboarding and orientation
        - a. Staff Council will as to reinstate live, in-person orientations (once it is safe to do so)
        - b. Employee Development and Learning has agendas and walking tour documents from when these orientations used to happen that we can utilize.
      - 7. Flex Schedule/Location awareness for caretakers even post-pandemic.
8. Reports [25 mins]
- a. Human Resources - Brandi
    - i. Update on AbilitiCBT
      - 1. Previously discussed program that could expand counseling services, including virtual counseling sessions.
      - 2. HR is currently in negotiations with the vendor due to pricing. In the initial review, HR was not informed the pricing advertised was contingent on students participating. Without student participation, the price point is ~\$75,000, which is much higher than anticipated. HR will present this option to the Benefits Advisory Group to seek their recommendations.
    - ii. Flexible work location 2021
      - 1. Family First Coronavirus Response Act (FFCRA) – Benefit ended Dec. 31<sup>st</sup>, 2020. This Act offered additional paid leave due to COVID related reasons. The new bill does not provide new leave options. FML is still an option for employees, however COVID symptoms or isolation does not qualify for FML. HR is currently reaching out to make sure people are aware of what leave options that they do have. If an employee is required to quarantine, and if telework is available, HR will work with supervisors to allow this without any additional paperwork. The one difficult aspect is not divulging medical information to supervisors.
    - iii. Workshops – Wellness Training & Webinars
      - 1. Will start in February and go through April. If an employee would like to participate they will need to register. After registering, they will be provided with information on how to access the webinar. Most sessions will be recorded and available afterwards.
      - 2. There are currently offered webinars that are available through HR that can be viewed at any time.

- b. Faculty Senate – Charles
  - i. First meeting of the semester is next Tuesday 1/19/21
- c. COVID advisory committee – Erin
  - i. Haven't met yet this semester. Since proposal for dashboard – was approved in limited basis. All interested in publishing is visualization of the data that is already being shared. Hoping that once they see how little upkeep it is to post data, they might be willing to update more often (one a week right now) and add more data.
  - ii. David Lee painter has stepped away as chair. Looking for new chair and writing up a charge for this semester.
- d. Elections – Erika
  - i. Ryan Haworth is a new member.
  - ii. We currently have a full roster.
- e. Staff Awards/Morale – Michelle
  - i. 2000 pint glasses per purchased, 200 were left after the VandalStore event. All remaining longevity gifts will be delivered in the next several weeks. The Vandalstore has offered to help with distribution.
  - ii. 9 staff members were missed for longevity recognition. They will be recognized in this spring.
  - iii. There were several requests for the return of the 15 and 20 year plaques. These were expensive to produce. Summer Howard is in contact with a vendor to see if it is possible to purchase these at a more reasonable price.
  - iv. The committee is currently planning for a Spring '21 event. Details TBD.
- f. Operations Manual – Emily
  - i. Still gathering pieces. Need the bulk of content before editing/fine tuning can begin.
- g. Wellness Committee – Erin
- h. Employee Training – Elissa
  - i. 2020 Employee Required Training
    - 1. 95% employee completion rate for required training. Benefits eligible employees had a 99% completion rate, IH and temp employees are the category that has the lower rate of completion.
  - ii. 2021 Employee Required Training
    - 1. Training will be open from Feb. 1-Oct 31<sup>st</sup> with 5 different trainings.
  - iii. Upcoming Supervisory Training
    - 1. Intensive session in February. Looking towards later in the spring for a three-day intensive leadership training. More closely aligned with Leadership Academy. Cohort model with opportunities to take trainings to the next level. Preference for an in-person training as the program is highly interactive.
- 9. Parking Lot Topics [2 mins] - Chad
- 10. Good of the Order [5 min] - Chad
  - a. Reminder that staff can still participate in free COVID testing. Can sign up here: [Booking Grid \(force.com\)](https://booking.grid.force.com)
- 11. Close [1 min] - Chad

### 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 the 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.