

Staff Affairs Committee Meeting Minutes

August 8, 2012

Commons – Crest Room

Pre-meeting Presentation (9:05 am) – Parking Services with Rebecca Couch, Information Specialist, Parking & Transportation Services

Rebecca provided an overview of Parking & Transportation Services with informational pamphlets regarding Zipcars and general parking & transportation information. All materials available online a www.uidaho.edu/parking.

The ITC Building, located at the corner of Sweet and Railroad, is under construction and will be completed by late October. Parking & Transportation Services offices will move to the ITC building by early November.

PTS is conducting a traffic survey of bicycle and pedestrian safety on 6th street and Deacon. They are currently in Phase 1 of the survey.

Clarification was stated on the overnight parking restrictions on Lot 30 in regards to departments who work during closed hours – departments will be given an exception and will be able to park there.

Lot 60 will no longer allow for overnight parking; contact PTS if there is a special circumstance in which overnight parking is needed and permits will be authorized.

Call to Order, Welcome Statement, Introduction

Ana Burton called formal meeting to order at 9:11 am.

Roll Call, Determination of Quorum

Roll call was conducted. Quorum was established with 20 voting-members present

Members Present: Denise Carl, Amanda Mollet, Kristin Strong, Laura Nalle, Clint Payton, David Pittsley, Glen Kauffman, June Clevy, Michael Placke, Shishona Turner, Vickie Burnet, Ana Burton, Colton Oliphant, Katie Payne, Mark LaBolle, Barb McDonald, Carol Spain, Amanda Moore-Kriwox, Liz Ridgway, Michelle Weitz.

Members Absent (excused): Matthew Kurz, Brian Mahoney, Greg Fizzell, Irma Sixtos, Amber Crowley, Ali Bretthauer, Debra Rumford, Janice Todish, J.R. Kok

Members Absent (unexcused): Lysa Salisbury, Tim Helmke

Non-voting Members Present: none

Approval of Minutes

Shishona Turner moved to approve the May 9, 2012 minutes; June Clevy seconded the motion. All in favor. Motion carried.

Executive Committee Report(s)

Chair Report

Ana Burton reported that there will be a President's Cabinet meeting held on August 9, discussion will include Morrill Act Bus Tour and objectives that came forth from the tour that will need to be addressed such as extending engagement with our off-campus centers and extension. Additional items to be discussed will include August 17 convocation.

Ana extended an invitation to be a guest to one Staff Affairs member at a dinner on August 16 at the President's Residence to meet and speak with George P. Bush, convocation guest speaker.

Ana briefly mentioned the Dependent Tuition Reduction Waiver and gave a quick recap of a meeting she attended with University leadership on August 7. (further discussion pursued under new business).

Financial report to be given at August 22nd meeting.

Other Executive Committee members were not present.

Subcommittee Reports

Policy subcommittee

Update provided by chair Mark LaBolle

Suggested changes to the Staff Affairs By-laws (Chapter 1, Section 1800) were emailed prior to Staff Affairs Committee meeting for review.

Mark suggested that each subcommittee and every member review the by-laws and provide suggestions, amendments and changes to the by-laws. Ana proposed that all revisions be made by August 22 to be reviewed at the next Staff Affairs Meeting. At that meeting, the Staff Affairs Committee as a whole will review the by-laws, make final changes, and send changes to Faculty Senate to be approved and vetted through the General Faculty meeting to be approved and formally updated.

Areas in greatest need of revision include elections process.

Staff Appreciation Fair

Update provided by co-chair Shishona Turner

The Appreciation Fair will take place on September 27 from 10:00 am to 2:00 pm in the SUB Ballroom.

The theme is celebrating 150 years of the Morrill Act.

Shishona will be meeting with Sodexo on August 9 to review costs and regulations regarding the service of food at the event as all preparation, etc., will need to be handled through Sodexo and the use of the Wallace Complex facility.

Currently there are 19 vendors attending the fair with 5 major sponsors – United Dairyman (supplying all dairy products), Heinz (supplying all potatoes); local radio station (providing live coverage of fair), Office Max (\$250 sponsor), Blue Cross of Idaho (\$250 sponsor).

Ana noted that she will review Staff Affairs budget with Janice Todish to discuss options for providing additional funding to each subcommittee, including off-campus centers for appreciation fairs.

No additional subcommittee reports were given.

University-wide Committee Reports

Staff Affairs is responsible for nominating and securing staff representation in University wide committees. Through the elections subcommittee a more well-defined process will be implemented to ensure timely nominations and selections of representatives.

Future Staff Affairs meetings will have updates from staff representatives for a greater knowledge sharing of their initiatives, projects, etc.

Faculty Senate staff representative Jane Baillargeon was unable to attend today's meeting. Will be at future Staff Affairs meetings to provide updates. Will speak at the September 12 meeting regarding the upcoming staff survey, in which Staff Affairs will be asked to help encourage all staff participation.

Old Business

Dependent Tuition Reduction

Ana provided a brief overview of the FAQ document that will be available online through HR and/or Financial Aid regarding the Dependent Tuition waiver. Discussion pursued regarding the implementation process and the understanding of how the waiver will impact student financial aid. It is recommended that students contact their financial aid advisor to review awards received to accept a plan that will be most beneficial.

Due to the extensive nature of this benefit, the first year will be a learning experience for various departments and issues that become apparent will need to be resolved.

Expanded Health Insurance Benefits

The Benefits Advisory Group has rewritten the definition of "Other Eligible Adult" and will be (if necessary) sending the definition to general council for review.

BAG is working on logistics to have the benefits cost have the lowest impact. More information should be forthcoming.

Additional Staff Representative on Faculty Senate

It was recommend that the elections subcommittee discuss the elections and nominations process for the Staff Representatives on Faculty Senate to be placed within the Staff Affairs by-laws. Further discussion pursued under New Business

New Business

2011-2012 Staff Affairs Annual Report

Ana submitted the annual report to the President, Provost, Faculty Secretary and UI Library Archives per the Staff Affairs by-laws. She noted that Staff Affairs received kudos from President and Provost and each are looking forward to continuing to work together in the next year.

Faculty Senate Representative (ACTION)

Nominations were sought in May for a second staff representative to serve a two-year term on Faculty Senate.

One nomination was received: Mark Miller.

Discussion pursued on formally electing Mark to the position.

Glen Kauffman moved elect Mark Miller to the serve as the 2nd staff representative on Faculty Senate. Shishona Turner seconded. All in favor. Motion carried.

Retreat Follow-up

Ana provided updates on items from the Staff Affairs retreat held on July 31 and Staff Affairs Committee and Subcommittee goals were compiled and emailed to Staff Affairs members for review.

June Clevy initiated access for Staff Affairs to have a Blackboard Learning discussion board for confidential discussion to be held among Staff Affairs members. Ana, June and Brian Mahoney will attend a training on using Blackboard on August 13.

Prior to the Staff Affairs Committee meeting, Katie Payne suggested that Staff Affairs look into utilizing social media as a means of communication such as Facebook. Ana discussed this use of communication with Brett Morris (Communication & Marketing) and further discussion on social media use will be held with members of the Communications and Marketing department to outline the value of such use for Staff Affairs. Brett did offer additional suggestions such as Today's Register and Trumba.

Ana discussed the new events/calendaring system that the University will be implementing in the fall - Trumba. The Trumba system could be of great benefit to Staff Affairs. A user account with an individual editor has a projected cost of \$324/year. Ana is going to discuss with Debra Rumford and Amber Crowley if they will have access to a Trumba account or if they would be willing to maintain the account.

Staff Affairs members provided suggestions for future meeting presenters, including: Study Abroad Office (FIDA); Keith Ickes, Budget Office; ITS; Creative Services.

Ana asked that if any other ideas came up to please email her with suggestions.

It was decided that the Staff Affairs Mission Statement discussion be moved to the August 22nd meeting.

Good of the Order

None

Next Meeting

Wednesday, August 22, 2012 – 9:00 am – Crest Room

Adjournment

Shishona Turner moved to adjourn the meeting; June Clevy seconded. All in favor. Motion carried. Meeting adjourned at 10:20 am.

Minutes submitted by:

Ana Burton, Chair, Staff Affairs Committee

Staff Affairs Committee Meeting Minutes

August 22, 2012

Commons – Crest Room

Call to Order, Welcome Statement, Introduction

Ana Burton called formal meeting to order at 9:02 am.

Roll Call, Determination of Quorum

Roll call was conducted. Quorum was not present at this time.

Members Present: Matthew Kurz, Brian Mahoney, Greg Fizzell, Ali Bretthauer, Amanda Mollet, Lysa Salsbury, Irma Sixtos, Glen Kauffman, June Cleve, Vickie Burnet, Ana Burton, Colton Oliphant, Janice Todish, Katie Payne, Amanda Moore-Kriwox, Liz Ridgway, Michelle Weitz

Members Absent (excused): Denise Carl, Amber Crowley, Kristin Strong, Laura Nalle, Clint Payton, David Pittsley, Debra Rumford, Michael Placke, Shishona Turner, Mark LaBolle, J.R. Kok, Barb McDonald, Carol Spain

Non-voting Members Present: Elissa Keim, Greg Walters

Approval of Minutes

Minutes for August 8, 2012 were not approved as a quorum was not present.

Executive Committee Report(s)

Chair Report – Ana Burton

Formal introduction of Greg Walters, the new Executive Director, Human Resources.

By-Laws review deadline extended to September 12, 2012. Submit changes to Mark LaBolle.

Subcommittee chairs were asked to submit budget needs to Ana for Executive Committee to review and discuss funding allocation.

Co-Chair:

Brian Mahoney – No report

Treasurer:

Janice Todish – Reviewed the Financial report and passed out hand-outs

Secretary –

Irma Sixtos - No report

Subcommittee Reports

Staff Appreciation Fair

Update provided by co-chair Greg Fizzell

The Appreciation Fair will take place on September 27 from 10:00 am to 2:00 pm in the SUB Ballroom.

Enrollment for vendors was still open and signature sponsors are still needed.

Staff Affairs members will be allowed to serve food at this event per Sodexo.

Staff Awards:

Update by Brian Mahoney & Irma Sixtos

Would like to establish a cut-off date for the Longevity list

University-wide Committee Reports

Faculty Senate Retreat – Ana to email committee with recap of the Faculty Senate Retreat provided by Jane Baillargeon and Mark Miller.

Old Business

Mission Statement

Brian Mahoney – open discussion and input from present members for finalizing our new mission statement. The final version will be sent out for a vote via email.

Good of the Order

Elissa Keim :

Supervisory Excellence Program to start 9/11/2012

Women's Leadership Conference – register now

Time Management– One day session on Nov. 7, 2012 - seats are limited

Denise Carl:

Humans vs Zombies games – Sept. 17-21, 2012

Asked about student representation on Staff Affairs committee

Colton Oliphant:

Student's Abroad Fair

Brain Mahoney:

100% refund deadline for Rec Center is Aug. 31, 2012

Wellness Pass only – rates change to \$6.50 from \$5.50 but combo pass stays the same

Next Meeting

Wednesday, September 12, 2012 – 9:00 am – SUB Gold Room

Adjournment

Brian Mahoney moved to adjourn the meeting; June Clevy seconded. All in favor. Motion carried. Meeting adjourned at 10:07 am.

Minutes submitted by:

Irma Sixtos, Secretary, Staff Affairs Committee

Call to Order, Welcome Statement, Introduction

Ana Burton called formal meeting to order at 9:06 am

Roll Call, Determination of Quorum

Roll call was conducted. Quorum was established with 23 voting-members present

Members Present: Ali Bretthauer, Vickie Burnet (Boise), Ana Burton, Denise Carl, Amber Crowley, Greg Fizzell, Glen Kauffman, Elissa Keim, Mark Labolle, Brian Mahoney, Barb McDonald, Amanda Moore-Kriwox, Laura Nalle, Colton Oliphant, Katie Payne, Clint Payton, David Pittsley, Michael Placke, Stephanie Retter, Liz Ridgway, Debra Rumford, Lysa Salsbury, Carol Spain, Kristin Strong, Janice Todish. **Guest:** John Shuttleworth

Members Absent (excused): Matthew Kurz, Amanda Mollet, Irma Sixtos, Shishona Tuner

Members Absent (unexcused): June Clevy, John Kok, Michelle Weitz

Non-voting Present: Greg Walters, Elissa Keim

Non-voting (excused): Stephanie Retter & Suzette Yaezenko

Presentation

Julie Lang from Professional Development & Learning spoke about the Idaho State Employees' Charitable Campaign as an opportunity to help individuals as a public service throughout Idaho to regional or national tax-exempt charitable organizations i.e. emergency housing, having a representative for court. Additional areas to support can be found at: www.unitedwecare.idaho.gov/donate. The funds given through this campaign is reported to the Governor, it's not part of the University of Idaho's charities, so donations to the UI will not count towards the campaign or for reporting. The agency who will be coordinating the donations is your area United Way. The Campaign has arranged with UI for payroll deductions.

Approval of Minutes

Brian Mahoney moved to approve the August 8, 2012 minutes; Michael Placke seconded the motion. All in favor. Motion carried. Ali Bretthauer moved to approve the August 22, 2012 minutes after a correction to members present (Ali); Colton Oliphant seconded the motion. All in favor. Motion carried.

Presentation

Greg Walters talked about the Classification/Compensation Taskforce Update, Reclassification Process Update, and the Background Check Process. In the next few days the consulting firm and task force will be meeting, with the consultant on campus for two days. Walter's has a background of going through 5 major classification studies.

They want to group positions, work at similar levels, compare ourselves with the marketplace. Move us forward for correct compensation levels, update job descriptions, a goal to a clear career path. Emotionally folks are tied with their positions and it will be difficult. They'll be looking at duties, titles, relationship with each other within the organization. Go to the website and watch for the PDQ (Position, Description, and Questionnaire). This process will start mid-October. Individuals will need to send in their current position description or someone else will. They will compile them all electronically.

If your job doesn't match the job description, find a basis. You'll be required only to send in 4-6 major responsibilities and time; sometimes there will be personal interviews.

Questions:

Since the cut backs, people have been doing more outside their job description, will there be a higher pay for additional duties? No, there's no pot of gold and this process will not solve this issue. But will try to fix this policy and procedure and have a plan in place 3-4 years down the road to look for compensation. If your responsibilities are less than what is in your job description, you will not have a reduction in pay or lose your job.

Why are we not following the state classification system? UI broke away from the state because of the unique positions, especially exempt positions. The UI is a land grant and can be exempt from other institutions regarding classification. There will also be some consideration with retention and trouble in recruiting going forward. Not quite sure of process. The current system is broken and not manageable. When we have a system in place, it'll need to be revisited in 5-8 years as positions change.

New positions will require a background check, all posting for faculty and staff. If a current employee changes jobs to a security sensitive position they will require a background check. Current employees are exempt unless reclassified to work with sensitive data or a supervisor requests it. HR will screen applications if applicant checks that they have been convicted of a crime. HR will check the level of crime with background checks and pass only those acceptable according to policy. Greg will review the application in that section to update.

Report from Faculty Senate

Jane Baillargeon: The Faculty Senate just started and there's nothing to report. Give Jane or Mark Miller your questions, the 9/11 Faculty Senate minutes will be available sometime today.

Executive Committee Report(s)

Chair Report

Ana Burton reported that she met with President Nellis last week. Together, Staff Affairs and President will look into the shared leave bank to determine who's eligible and make clarifications if necessary. There will be a dialogue dinner September 20. Last Friday the Friday Letter came out and it highlighted faculty, Shishona asked what about staff recognition. Ana discussed with President Nellis and he asked for names of outstanding staff by Oct. 1. We could look back at the outstanding staff nominations for information to forward to the president. There's discussion concerning the Vandals joining the Big Sky conference. Enrollment has changed to have a mid-Oct cutoff date for dual credit, transfer students. The State board legislative session review 1) Equity with the Idaho universities, 2) Performance contracts, and 3) CEC funding request. ASUI is going for a tobacco free campus. They would like faculty and staff who are interactive with students to encourage them to be responsible drinkers.

Financial Report

Janice Todish handed out a summary of all budgets, not all of the figures are current, information still coming in, and she'll be sending an updated budget. New this year is the budgets for the off-campus centers for their Staff Appreciation events. Some are onetime funding. Please send your receipts by scanning and emailing them to Janice, add descriptions for the expenses. Not all the staff appreciation receipts are in. Catering last year was \$2,071.55.

Media Report

Debra Rumford reported the brochure is coming along, still working on the map that will indicate the main centers and location of staff statewide. Communications and Marketing is again donating the printing of a 1,000 brochures this year. The brochures will be distributed to our centers and at the Staff Appreciation Fair. Minutes & agenda's are being added to the Staff Affairs website. Working with Amber on revising the Kudo submission form to include an address section for off-campus staff recognition and also when someone submits a Kudo both the staff and nominator will receive an email.

Requested an Off-campus staff mailman listserve, ITS suggested to change our SA prefix because we are competing with Student Affairs and Study Abroad. They suggested staffaffairs-offcampus@uidaho.edu. So that is something to think about when requesting mailman listserves. ITS found other listserves sacoffcampus@uidaho.edu mailman list with charityb@uidaho.edu as owner, as well as (sac-nfe, sac-ce, etc). Deb asked ITS for access to those accounts to see what they are all about. Ana requested that the list be sent to her.

Vice-Chair Report

Brian Mahoney reported that the presidential retreat is next week. He showed a draft of a 5x7 magnet with information on it that would be a good resource for faculty and staff, it's not dated, something to give out at events. It has a list of Resources, Services and Safety of departments and contact numbers, an idea from viewing a website. Previous draft included website addresses but after talking with a colleague, might be more useful to staff to have the contact phone numbers listed. Quotes for 500 run from .68 to .89 each (\$375-\$395). A few members gave him ideas to add to the magnet. Everyone liked the idea. Mention of a QR code (a link to information by scanning this code bar) be included on the magnet to reflect the Staff Affairs website.

Brian has a lineup of speakers for the next several months: Oct. Campus Rec, Nov. Carl Root, Parking, Dec. Matt Dorschel Safety & Management, Jan. Greg Walters, Human Resources. Irma Sixtos will be scheduling the speakers for spring. Brian had an idea of inviting Rob Spear for February and will contact him to see if he's interested. Brian also read the subcommittee assignments, he'll be sending a copy of the list to members.

Off-campus Report

Liz Ridgway reported they are working on staff appreciation events, including off-campus and marketing themselves.

Subcommittee Reports

Staff Appreciation Fair Report

Greg Fizzell reported they have several sponsors, plenty of funds for next year. They had to decline 6 businesses. Staff serving food this year has permission but will have a food observer because of Sodexo new food safety standards (approximately 650-700 are served). Other members expressed that they were not allowed to serve food for their events. The HTML invitation for the Staff Appreciation Fair currently have 250 folks signed up, it also includes a drawing for football tickets. The invitation will be sent out again this Friday.

Staff Awards Report

Brian Mahoney reported that they will have their first meeting sometime in October.

Learning and Development Report

Ali Bretthauer reported individual grants are completed but will need General Council's approval of the wording. Get the word out to staff that there are lot of opportunities on campus, please send in your ideas for workshops.

Policy Review Report

Mark Labolle reported the committee's that have turned in their revisions of the bylaws so far was communications. He would like others to turn bylaw revisions in and have a final by the end of November.

Elections Report

Glen Kauffman reported two staff have applied to be on the Staff Affairs committee, John Shuttleworth and Matt Dorschel. Shishona will not be continuing on the committee but will continue to help.

Communications Report

Debra Rumford sent the bylaw edits to Mark Labolle. The staff newsletter is moving forward. Amber mentioned Staff Affairs could have a Flickr account for photos and could easily be imbedded into the SA website. It could also be used for archive purposes. Debra showed a map of Idaho that could be used as a model for staff coverage by CDA, Moscow, Boise, Twin Falls, and Idaho Falls that was adapted from the State of Idaho Center White Papers. Ana asked if the centers were confirmed. Deb is working on it.

Vandal Pride

Debra Rumford reported not having a chance to meet with members yet. But was contacted by a soliciting vendor and preliminarily asked for a quote for a customized lanyard w/ UI logo & the words Thank you!. Quantity of 150 for \$350 (includes setup & shipping). She called the Bookstore for a price of a lanyard and it was more expensive with a discounted price. Bookstore said to go through their store and pick out items and they'll give us a discounted price. They are not able to donate any more items to Staff Affairs. Members expressed they can help with vendor sources, because the prices are very expensive.

New Business

Staff Interested in being a member

John Shuttleworth and Matt Dorschel. John, a cabinet maker for housing, was present and he is new to the UI, mainly has worked in the private sector and would like to be involved in Staff Affairs. Mark Labolle motioned and Clint Payton second.

Tobacco Free Campus

There will be discussion on having a tobacco free campus (chew & cigs). Cheryl Hasselhon not just a smoke free campus a possible effective date is 2015. But they will need to have 3500 signatures. The smoke negatively affects other people, people don't follow the 25 ft away or smoke close to the in-take air vents that effect people inside. The goal is to for overall health and help with the insurance. Have to find a way to keep students from starting. Member said Boise State have verbal warnings where their supervisors are notified. It'll be difficult to enforce. Could suggest folks to ask the offender to leave the area. Ticketing was an idea, but you would have to have official authority to write tickets. Facilities would love to not have smoking on campus, they estimate a nickel per butt that it costs the UI.

Clearwater Corn Maze

Ana Burton handed out Clearwater Corn Maze flyers by the College of Agricultural and Life Sciences. Next year they hope to work with the College of Engineering.

Finding Your Voice

Denise Carl handed out Finding Your Voice flyers that students need to register to attend Thursday's events and MT & W workshops this fall. Look on website for more information. They can get a 20% coupon off for Starbucks.

Next Meeting

Wednesday, September 26, 2012 – 9:00 am – Crest Room

Adjournment

Glen Kauffman moved to adjourn the meeting; Greg Fizzell seconded. All in favor. Motion carried. Meeting adjourned at 10:54 am.

Minutes submitted by:

Debra Rumford, Staff Affairs Committee

Call to Order, Welcome Statement, Introduction

Ana Burton called formal meeting to order at 9:04 am

Roll Call, Determination of Quorum

Roll call was conducted. Quorum was established.

Members Present: Denise Carl, Matthew Kurz, Brian Mahoney, Amanda Mollet, Amber Crowley, Kristen Strong, Laura Nalle, Ali Bretthauer, Clint Payton, David Pittsley, Glen Kauffman, June Clevy, Vickie Burnet, Ana Burton, Colton Oliphant, Janice Todish, Katie Payne, Mark LaBolle, John Shuttleworth, J.R. Kok, Carol Spain, Amanda Moore-Kriwox, Liz Ridgway

Members Absent (excused): Greg Fizzell, Lysa Salsbury, Irma Sixtos, Debra Rumford, Michael Placke

Members Absent (unexcused): Michelle Weitz

Non-voting Present: Elissa Keim

Guests: Mark Miller, Jane Baillargeon, Carl Root, Rebecca Couch

Presentation

Carl Root and Rebecca Couch conducted a presentation regarding Parking and Transportation Services. Items discussed:

- Intermodal Transit Center located at Sweet Ave and College St
 - The Center is owned by the City of Moscow and the land is leased from the University.
 - Tentative move-in date of 11/28 & 11/29
 - Tentative grand opening ceremony on 12/14
- Parking fee increases
 - None at this time
 - Will look to raise residential pass to the same cost of a Red permit
- Campus Crossing
 - Consultant is reviewing crossings on campus to make them more pedestrian friendly on 6th St. and on Deakin
 - No costs estimates were provided.

Approval of Minutes

Draft of October minutes were not available for review and approval.

Executive Committee Report(s)

Chair Report

Ana reported that she and Brian met with President Nellis the previous week. They updated the President on items moving forward from SA, such as the Learning and Development grants, Speed Networking Events, Staff Awards Ceremony, partnering with Vandal Store for kudos. The President spoke on University topic such as Enrollment, Legislative Session (in January), banning smoking on campus and the UI's decision to join the Big Sky Conference.

Financial Report

Janice Todish handed out a summary of all budgets. No questions were asked.

Media Report

No report.

Vice-Chair Report

No report.

Off-campus Report

No Report.

Subcommittee Reports

Staff Appreciation Fair Report

It was noted that this subcommittee is looking into reserving the Rec Center to host the Fair as the SUB will be under renovation.

Staff Awards Report

Brian Mahoney reported that the next meeting will be November 29.

Learning and Development Report

Ali Bretthauer reported that there will be a Speed Networking event on November 29 from 11:00 am to 1:00 pm. Registration is open and will be capped at 40 participants. Sodexo is providing the catering for the event.

Staff Supplemental Professional Development Grants are now available and will be posted to the SA website.

Planning is underway for the 2013 Professional Development Conference. David Pittsley and Ali will be co-chairing the event.

Policy Review Report

No report.

Elections Report

The Elections subcommittee has reviewed and revised their section of the by-laws to include a more description outline of assuming terms and clarifying timeline for elections process, including University-wide elections.

Communications Report

It was noted that sitecore had been down and Amber Crowley is working to fix errors caused by updates.

Vandal Pride

A message went in the Today's Register to highlight the Kudos program. Will work on establishing a relationship with Athletics to engage staff at the same level as students. It was suggested that we look at creating an Employee Pass to get into Athletic events, similar to what was done in the past.

University-wide Committee Reports

Faculty Senate Report

Jane and Mark recapped the last few Faculty Senate meetings. Further discussion on topics involving staff were discussed under old business.

It was noted that bullying is apparent between faculty-staff, staff-staff, and faculty/staff-student and is an issue that Staff Affairs should consider raising awareness on and working to develop a better culture climate at

UI. It was suggested that SA reach out to HR and PDL for discussion on trainings and procedures for employees influenced by bullying. Other suggestions including encompassing awareness in Supervisor Retreat (hosted by PDL) and the Faculty Retreat. The Staff Survey which will be coming out in January may include some questions to address the culture climate of the University that may indicate the presence of bullying.

New Business

None.

Old Business

Dependent Tuition Waiver

Mark Miller, Trish Hartzell, and Keith Ickes met to review the Dependent Tuition Waiver and to discuss the possibility of making it an actual benefit for staff. Further discussion is needed and it was suggested that a member of SA join in on the discussions. Ana will send out a request of interested staff affairs members.

Smoking Ban

Student survey's indicated there wasn't much interest in a smokeless/tobacco less campus. Faculty and Staff seem to have neutral opinions. An official survey will be conducted after the Thanksgiving break.

Good of the Order

It was suggested that SA look into pay equity among all levels of employees, including IH, Classified and Exempt.

Next Meeting

Wednesday, December 12, 2012 – 9:00 am – Crest Room

Adjournment

Katie Payne moved to adjourn the meeting; Colton Oliphant seconded. All in favor. Motion carried. Meeting adjourned at 10:54 am.

Minutes submitted by:

Ana Burton, Staff Affairs Committee

Elections: Glen Kauffman

Glen will send out a new Staff count for filling Staff Affairs membership vacancies.

Learning & Development: Ali Bretthauer

No report

Policy: Mark Labolle-

No report

Vandal Pride: Debra Rumford-

Newsletter is doing well. There are some intermittent problems with getting all of the info once a Kudos form is submitted. She will be checking with Amber Crowley.

Staff of the month was selected and will be submitted to the Inland Broadcasting station for announcement.

Faculty Senate Report: Jane

3-part staff survey will need to be reviewed. The first survey was completed –resulted in taking a look at the diversity on campus. She will send us a link for us to review the results once it is in place.

Old Business

New Business

Chair & Co-Chair nominations - Moved to nominate Brian Mahoney –Chair & Ali Bretthauer –Co-Chair; motion June Cleve & Janice Todish & seconded by Glen Kauffman; all in favor- all yeas

Second SAC meeting was cancelled unless needed

General Announcements/Miscellaneous Business/Kudos

Speakers for Feb – May will be done by Brian & Ali

Supervisory Training – Jan. 29, 2013

Supervisory Retreat – Feb. 25, 2013

½ Tuition update – still pending review by committee

Date and Time of Next meeting

Feb 13, 2013; 9:00 to 11:00 am; Gold Room – SUB 2nd Floor

Adjournment

Meeting was moved to adjourn and seconded; meeting adjourned at 11:05 am

Minutes submitted by Irma Sixtos

**University of Idaho
Staff Affairs**

Feb 13, 2013

SUB – Gold Room

9:00 – 11:00am Pacific

Conference Bridge: 1-888-706-6468 participant code: 8858973

Pre-meeting presentations:

Craig Chatriand, Associate Dean of Students, Student Affairs.

Craig talked extensively about the Code of Conduct (CoC), Student Conduct regarding alcohol and academic dishonesty and the various Student Crisis assistance that is offered at the UI. The UI only has jurisdiction on UI owned property, which excludes fraternities and sororities not owned by the UI. They are working on a new CoC, which will go to Faculty Senate and then brought to the Student Body. The process of appeal is not clearly documented. One major change is expanding jurisdiction not only on UI campus but what affect the UI as a whole. The new CoC will not cover any groups or organizations, but any individual/UI student that breaks the law. They get approx. 750 alleged violations per academic year and average 60 medical withdrawals per semester.

Members Present: Quorum - 18 present

Amber Crowley, Greg Fizzell, Brian Mahoney, Ali Bretthauer, Vickie Burnet, June Clevy, Glen Kauffman, Laura Nalle, Colton Oliphant, David Pittsley, Debra Rumford, Janice Todish, John Kok, John Shuttleworth, Liz Ridgway, Carol Spain, Michelle Weitz, Elissa Keim

Excused Absences:

Denise Carl, Matt Dorschel, Matthew Kurz, Amanda Mollet, Lysa Salsbury, Kristin Strong, Clint Payton, Irma Sixtos

Meeting called to order.

January 2013 meeting minutes:

Greg Fizzell made a motion to accept the minutes, motion 2nd and passed.

Officer Reports:

Chair: Brian Mahoney – commented on the elimination of the Personal/Business Property Tax that is looking at being eliminated and the Governor not approving any pay increases

Staff Survey: Data will be collected

President agreed to pitch in funds to assist with the LEAP conference this year

Attended Breakfast for Progress-main focus was technology and MOOCs – Massive Online Operating Courses. They are free courses you can now take for credit. The thought is if we offer those classes it might boost enrollment. Would take 100 students to pay for 1.3% CEC increase.

Vice Chair: Ali Bretthauer – January 25, 2014 is the UI's 125 years anniversary. Main goal is to get the word out regarding events and historical stories to market the university. She is looking for committee members/volunteers.

Secretary: Irma Sixtos – Excused Absence/No Report

Treasurer: Janice Todish – See attached report

On/Off Campus Coordinator: Liz Ridgway – No Report

Communications Coordinator: Debra Rumford – has blank staff envelopes we can use for “whatever”. Let her know if you need any.

Elissa said there will be training for the new email calendaring rollout coming in March. Will be a multi-phase roll out. She also stated the Class Comp Study is moving on.

Committee Reports:

Appreciation Fair: Greg Fizzell – No report

Staff Awards: Clint Payton and Irma Sixtos – No report

Communications: Debra Rumford – No report (has report on Vandal Pride)

Elections: Glen Kauffman – No Report

Learning & Development: Ali Bretthauer – SA has partnered with PDL and is hosting a ½ day Supervisor’s Retreat Feb 28. Will also be having a Business Cocktail Etiquette even March 28. Profession Development conference is Dec 05, 2013, she is looking for members to help out.

Policy: Mark Labolle has resigned and Colton Oliphant will take over – No report

Vandal Pride: Debra Rumford - There were 108 kudos cards sent out. Certificates have been designed and approved by the President, thanks June Clevy. Debra has been receiving some items from various vendors for the Staff of the Month award. Inland NW Broadcasting is willing to announce the winner.

Faculty Senate Report: Jane Baillargeon

Staff Survey is in the system and ready to go. Might be a pre-email sent out possibly next week as a reminder.

“Complete College – 2020” is a push to get non-traditional students to get some type of education.

Old Business: None

New Business:

Angie Sowers was nominated as the new CDA representative. Glenn Kauffman made a motion to accept Angie’s nomination, 2nd and passed.

Mark LaBolle and Michael Placke have resigned. We need one rep for every 50 employees per classification. Need to put a notice in Register & SA Newsletter in March to ask for nominations of vacancies.

Colton Oliphant will serve as chair of the Policy committee.

General Announcements/Miscellaneous Business/Kudos

There is concern about certain sub-committees (i.e.: Policy) that have numerous members but do not have a lot of regular activity. We need to move some of those members to some of the more active committees (Develop/Learn, Awards, and Appreciation Fair) to help out.

Media is an Executive group. This position is supposed to help out all groups.

There was a lot of communication regarding the Communication and Vandal Pride sub-committee, if they are actually one in the same and we are duplicating efforts. Ali suggested maybe Advisory committee only meeting quarterly. Was discussion on how to use members more effectively.

Greg Fizzell is stepping down as Co-Chair of Staff Appreciation Fair, which will be held in the Rec Center this fall. We need volunteers to co-chair. Greg will mentor the new volunteer. Amber Crowley agreed to co-chair.

University Wide Committee vacancies – there are 5 openings for this next year (after Carl Root’s appointment).

Brian nominated Carl Root as serving on the Budget and Finance committee. June Clevy made a motion to accept Carl, 2nd and passed. The other 5 vacancies will be posted in the Register and the Staff Affairs Newsletter.

Date and Time of Next Meeting

Wednesday, March 13, 2013 9:00 – 11:00am, Gold Room – SUB 2nd floor

Adjournment

Colton Oliphant made a motion to adjourn, 2nd and passed.

Minutes submitted by Janice Todish in the absence of Irma Sixtos

University of Idaho
Staff Affairs

March 13, 2013

SUB – Gold Room

9:00 – 11:00am Pacific

Conference Bridge: 1-888-706-6468 participant code: 8858973

Pre-meeting presentations:

Keith Goodenough, Risk Management – Rescheduled

No presentations given

Members Present: Quorum - 18 present

Denise Carl, Amber Crowley, Brian Mahoney, Amanda Mollet, Lysa Salsbury, Kristin Strong, Ali Bretthauer, Vickie Burnett, June Clevy, Glen Kauffman, Laura Nalle, Colton Oliphant, Clint Payton, David Pittsley, Debra Rumford, Irma Sixtos, Janice Todish, John Kok, John Shuttleworth, Angie Sowers, Carol Spain, Elissa Keim

Excused Absences:

Matt Dorschel, Greg Fizzell, Matthew Kurz, Liz Ridgway, Amanda Moore-Kriwox and Michelle Weitz, Greg Walters

Meeting called to order.

February 2013 meeting minutes:

Glen Kaufman made a motion to accept the minutes, motion 2nd and passed.

Officer Reports:

Chair: Brian Mahoney – Parking changes are still in review process. Greg Walters/HR will meet with Staff Affairs committee on March 27, 2013 – emergency meeting.

Vice Chair: Ali Bretthauer – No report

Secretary: Irma Sixtos – No Report

Treasurer: Janice Todish – See attached report

On/Off Campus Coordinator: Liz Ridgway – Excused Absence - No Report

Media Coordinator: Debra Rumford – No report

Elissa said the Class Comp Study is complete and will take another 4-6 weeks before it is totally completed and approved. Greg Walters will share these changes at the March 27th meeting.

Committee Reports:

Appreciation Fair: Greg Fizzell – Excused Absence; Amber Crowley - No report

Staff Awards: Clint Payton – His new ITS position will not allow him to remain on this committee; Brian Mahoney will assist in his place.

Brian Mahoney – Has sent out notifications to all of the Award winners; task assignment sheet for the Staff Awards reception will be passed around at our next meeting. He will also ask about the possibility of live streaming the Award's reception for off-campus staff.

Irma Sixtos – Certificates, plaques and award process is moving forward.

Communications: Debra Rumford – Staff of the Month - Met with John from Inland Norwest. Broadcasting; he has given us 60/30 second radio spots. She received one year of donations for the media. Staff of Month selection is in progress.

Elections: Glen Kauffman – New online system is in place on our Staff Affairs website. We currently have seven openings on Staff Affairs

Learning & Development: Ali Bretthauer – No report

Policy: Colton Oliphant – No report

Vandal Pride: Debra Rumford - No report

Faculty Senate Report: Jane Baillargeon No report

Old Business:

a. New online forms for SA/ UI wide committee apps Mahoney

b. UI Wide Committee elections Bretthauer

Nominations needed by end of March; descriptions of committees are on website. Sponsored Projects Awards committee is needed; let her know if you are interested.

c. By-Laws & Committee restructuring, names (Retreat) Mahoney

Changes or Updates to be reviewed at the SAC Retreat in June at Twin Larch location. This agenda to be forth coming.

d. Timeline for new SA member elections Bretthauer

To be completed by next month and elections to be in May; maybe use Survey Monkey for this.

e. Letter being sent to all new UI staff (discussion/ approval) Mahoney

Welcome and info about Staff Affairs letter was reviewed, discussed and approved by members.

New Business:

General Announcements/Miscellaneous Business/Kudos

Discussion on the following topics:

IH/PERSI or IH status; Brian will have some feedback from HR - Benefits which should include

IH Staff – permanent position transition

Classified to exempt position employees – PERSI option: if you have less than 5 years in Classified position then transferred into an Exempt position, you will only receive the portion of funds invested by staff but not UI's portion.

Health Fair reminder given by Amber Crowley

Adjournment

Adjourned @ 10:20am

Clint Payton made a motion to adjourn, 2nd and passed.

Date and Time of Next Meeting

Wednesday, April 10, 2013 9:00 – 11:00am, Gold Room – SUB 2nd floor

Minutes submitted by Irma Sixtos

University of Idaho

Staff Affairs

April 10, 2013

SUB – Gold Room

9:00 – 11:00am Pacific

Conference Bridge: 1-888-706-6468 participant code: 8858973

Pre-meeting presentations:

Recognition of Staff Affairs nominees: Joe Hunt, Marty Lund, Marlene Wilson & Robin Anderson

Staff of the Month recognition: Shawn O'Neal – Staff Affairs presented Shawn with a certificate & 2 gifts cards.

Presentations:

Keith Ickes, Budget Office

Overview and status of FY14 budgets; budgets will most likely be flat across the board once again. The Board will be on campus next week; one of the main topics for discussion will be the basic student tuition fee increase of 5.9%; employer contributions for medical benefits will be going up next year; MOSS center in McCallum to be purchased instead of leasing property; there will be faculty promotions & wage increases in the works as well.

Carl Root, Parking & Transportation

The decision to merge with Facilities on July 1, 2012 has been deemed to be a good strategic move (We were part of Auxiliary and are no longer part of them as of June 30, 2012).

Residential permits will go up 8% for 2013-14; will continue to increase in equal amounts each year till 2016 where Residential and Red permits are equal in price.

The parking offices are now located in the new Moscow Transportation building.

Future bike & crosswalk enhancements will be reviewed for costs & effectiveness.

Members Present: Quorum - 15 present

Denise Carl, Amber Crowley, Brian Mahoney, Matt Dorschel, Greg Fizzell, Lysa Salsbury, Kristin Strong, Ali Bretthauer, June Clevy, Glen Kauffman, Clint Payton, David Pittsley, Debra Rumford, Irma Sixtos, Angie Sauers, Elissa Keim

Excused Absences:

Matthew Kurz, Amanda Mollet, Vickie Burnet, Laura Nalle, Colton Oliphant, Janice Todish, John Kok, John Shuttleworth, Carol Spain, Liz Ridgway, Amanda Moore-Kriwox and Michelle Weitz, Greg Walters

Meeting called to order @ 9:40am

March 2013 meeting minutes:

Ali Bretthauer made a motion to accept the minutes, motion 2nd and passed.

Officer Reports:

Chair: Brian Mahoney

Ali and he met with President Nellis on Friday. Stipends for both Staff Affairs Chair & co-Chair for FY14 have been approved.

Brian has accepted the sit on the President's search committee in an advisory capacity.

Class Comp issues are still in the process of being reviewed and hopefully resolved.

Smoking Ban on campus – Health & Risk is has been asked to review this as well per Matt Dorschel. There will need to be lots of input and research before going to Faculty-Senate.

Vice Chair: Ali Bretthauer

Ali will be serving on the Interim Provost Search committee.

Latah Credit Union will be closed as of May 10th and relocated to the Commons.

Secretary: Irma Sixtos –No Report

Treasurer: Janice Todish – Excused absence - See attached report

On/Off Campus Coordinator: Liz Ridgway – Excused Absence - No Report

Media Coordinator: Debra Rumford

Amber has added an event calendar on the Staff Affairs website.

The Staff Awards reception will be live streamed for off-campus locations.

Elissa Keim

Brandi Terwilliger has accepted the Benefits Admin Manager position.

Registration for the Supervisor Excellence program will soon be open.

Sub-Committee Reports:

Appreciation Fair: Greg Fizzell – Excused Absence; Amber Crowley - No report

Staff Awards:

Brian Mahoney – No report

Irma Sixtos –Plaques have been purchased and certificates have been created and signed.

Communications: Debra Rumford – No report

Elections: Glen Kauffman –Survey monkey link will be sent out to vote on the nominees for the vacant & upcoming election positions.

Learning & Development: Ali Bretthauer – No report

Policy: Colton Oliphant – No report

Vandal Pride: Debra Rumford - No report

Faculty Senate Report: Jane Baillargeon

A writing committee has been formed to review the FSH & Class/Comp process and/or changes. Committee will meet on Fridays for about 2 hours (9-11am). The committee members are Jane, Ali, Colton & Matt

UI Wide Committee elections **Bretthauer**

To be completed by next month and elections to be in May; Survey Monkey to be used for this

New Business:

Staff Affairs policies & by-laws to be reviewed at our June retreat

Staff Awards sign-up sheet to be sent out for volunteers for the reception

General Announcements/Miscellaneous Business/Kudos

Retreat date proposed for June 18th and June Staff Affairs meeting for June 12th.

Adjournment

Adjourned @ 10:55 am

Clint Payton made a motion to adjourn, 2nd and passed.

Date and Time of Next Meeting

Wednesday, May 8, 2013 9:00 – 11:00am, Gold Room – SUB 2nd floor

Minutes submitted by Irma Sixtos

University of Idaho

Staff Affairs

May 8, 2013

SUB – Gold Room

9:00 – 11:00am Pacific

Conference Bridge: 1-888-706-6468 participation code: 8858973

Meeting called to order at 9:05 am

Staff of the Month recognition: Jessica Berwick – Staff Affairs presented Jessica with a certificate and 2 gifts cards.

Presentations:

Ellen Schreiber – Ombuds Office

Ellen gave an overview of what the role of the Ombuds is and what it takes to balance life and work. The Ombuds is an independent person who hears “the people’s complaints”. Her role is to facilitate problem solving and is a dispute resolution practitioner for any UI faculty, staff or student. All information is confidential, informal, impartial, and independent. The Ombuds does/cannot change policy, evaluations, terminations, probations or sit on any hearings etc. for your defense.

Members Present: Quorum – 18 present

Denise Carl, Matt Dorschel, Brian Mahoney, Lysa Salisbury, Kristin Strong, Ali Bretthauer, Vickie Burnet, June Clevy, Glen Kauffman, Laura Nalle, Clint Payton, David Pittsley, Janice Todish, John Kok, Angie Sowers, Liz Ridgway, Carol Spain, Michelle Weitz

Excused Absences:

Amber Crowley, Greg Fizzell, Amanda Mollet, Colton Oliphant, Debra Rumford, Irma Sixtos, John Shuttleworth, Amanda Moore-Kriwox

April 2013 meeting minutes:

Matt Dorschel made a motion to accept the minutes with one correction, the spelling of Vickie Burnet’s last name. Motion 2nd and passed.

Executive Committee Reports:

Chair: Brian Mahoney

Brian commented on the different committee meetings he has had to attend as Chair of Staff Affairs, and that he has to draw the line at some of them. Thanked June Clevy for writing a speech for him.

There will hopefully be a meeting with Staff Affairs (SA) and the Task Force regarding the decisions that are being made for the Classification and Compensation Study. There is information out on HR’s web site. Greg Walter’s wants to meet May 29, but SA and the Task Force would like to meet earlier so hopefully we can get some clarity on the decisions before that date.

Brian also stated that with the help of Mark Miller, our phone line fees have been defrayed when we hold meetings in the SUB or Commons.

Vice Chair: Ali Bretthauer

The interim Provost has been selected but she cannot disclose the information until a public notice has been made....hopefully sometime today. Ali gave kudos to interim president Don Burnett for his openness and interest to make sure our voices were heard in this process. The final decision will be made by the President and Provost though.

Secretary: Irma Sixtos

Irma had an excused absence so was not in attendance. Janice Todish is acting in her place – No Report

Treasurer: Janice Todish

See attached financial summary

Media: Debra Rumford

Debra had an excused absence so was not in attendance – No Report

On/Off Campus Coordinator: Liz Ridgway

No Report

Human Resources: Elissa Keim

She will nudge Greg to get back to SA regarding the Class & Comp Study and the website.

Announced a presentation that Matt Dorschel was doing on Public Safety and Security.

Sub-committee Reports:

Communications: Debra Rumford

No Report

Appreciation Fair: Amber Crowley

No Report

Learning & Development: Ali Bretthauer

Ali said she needs volunteers to help with the LEAP conference that is coming this fall.

Vandal Pride: Debra Rumford

No Report

Elections: Glen Kauffman

She has vacant positions for Skilled Craft/Maintenance/Services and Administrative/Technical filled according to the results of Survey Monkey.

Policy: Colton Oliphant

Colton had an excused absence so was not in attendance – No Report

Staff Awards: Irma Sixtos

Brian mentioned that the Awards Ceremony overall time was reduced by about ½ hour because they did not read the information for those that were not in attendance. The committee does need to look at replacing the wooden engraved award plaques because the cost is about \$90 each for the Outstanding Staff & Team awards and that is taking a big bite out of the budget.

University-wide Committee Reports:

Faculty Senate: Jane Baillargeon/Mark Miller

Faculty Senate held their last meeting of the academic year...they will not meet over the summer. No updates.

New Business:

Brian commented on the SA and the Class & Comp procedures. Matt believed it was being vetted through G5.

Election of members: Service/Maint/Skilled Craft: Joe Hunt; Admin/Tech: Marty Lunt, April Buvel and Tracy Hacker; NFE: Erik Billing and Marlene Wilson; Vice Chair: Ali Bretthauer; Chair: Brian Mahoney. Matt Kurz – 2nd term, on hold. Irma Sixtos - 3 yr. term, approved. Laura Nalle – 3 yr. term, approved. Ali mentioned that we should take a look at the attendance record and have Brian talk to those who have been absent quite a bit to see if they are willing to commit. Glen Kauffman will notify the new members and attach a copy of the bylaws.

All other officers are willing to fill another term, but if anyone wants to serve as an officer on the Executive Committee, please contact Brian.

Ali was asking if a previous member that has been in SA for at least one year or longer would like to serve as a mentor to the new members to explain procedures, please contact her.

Homework:

Brian would like everyone to go through the “Goals” email that was attached and send to him what you think our accomplishments, etc. were for this past year.

Officers need to provide Brian with a job description. Members as well should describe what they feel their role/goal is to best serve the UI and its staff.

Send your homework comments to Brian at sa-chair@uidaho.edu by **Monday, June 3** so he can put them altogether for the retreat.

Needs to look at the SA committees and see where members need to be shifted to better align the work load. Also need to look across campus at all the committees, ceremonies, fairs, etc. to see redundancies and maybe suggest merging some.

The retreat is set for June 18 at Twin Larch. This is an all-day event. SA will provide lunch. Transportation, time, etc. will be announced at a later date. Was some discussion about food choices for the retreat. Ali will get some bids.

Good of the Order:

Comments about the Awards Ceremony and how the different plaques/awards were given out. The Committee will look at options.

David Pittsley said Parking and Transportation Services (PTS) has a new website. You can see all your parking history and visitors can purchase a permit prior to arriving on campus. Monday, May 13, starts the summer parking. PTS summer hours are 7:30am-4:30pm. PTS is open 7:30am-5pm during the academic year. The PIT crew is available until 9pm (via security after hours 885-7054) for services such as jump starts, dead batteries, locked keys in your car, etc.

Next meeting: June 12 from 9:00 -11:00am in the Commons Aurora (4th floor)

Adjourn: Kristin Strong made a motion to adjourn, 2nd and passed 11:00 am.