

## University of Idaho Staff Affairs

June 12, 2013

Commons Aurora Room

9:00 - 11:00am Pacific

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

### Meeting called to order at 9:05am

**Staff of the Month recognition:** Noell Kinyon – Staff Affairs presented Noell with a certificate and a gift basket.

### **Presentations:**

Kenton Trautvetter & Shannon Haselhuhn – Health Education

Kenton gave a presentation on becoming a Smoke-Free Campus. Handouts were provided on tobacco facts and a few FAQs. There are over 1,100 universities and colleges statewide that have gone smoke free. The University of Idaho is one of the last universities that have not made this change. It was mentioned that it cost 5 cents per cigarette butt to be picked up around campus. Kenton was invited to Portland State University to discuss and present on becoming a smoke free campus. A challenge was given that by 2016 all campuses in the region are smoke or tobacco free. A survey was completed campus wide that showed 62% favor a smoke free campus. Kenton is hoping by the 2013-14 year that the ASUI will take this challenge on and make it a reality on campus. The goal is for UI to become smoke-free with a two year implementation. Federal Grants are passing on universities and colleges that do not have a smoke-free or tobacco-free campus. An example given by Shannon a grant that is \$100,000 each year for three years for prevention on suicides was passed over due to UI not being a smoke-free campus.

Keith Goodenough – Risk Management

Keith gave an overview on what Risk Management does for the UI Campus, employees, and students. Risk Management safeguards lives and monitors regulations. They review all claims except Workman's Compensation. Review all waivers, faculty use agreements, certificate of insurance and volunteer forms (4-H was given as an example). Consult all departments with RM and insurance questions, encourage "share responsibility". Provide an overview of their website: <http://www.uidaho.edu/public-safety-and-security/risk-management-and-insurance> and mentioned about the Claims page which can be found by going to: <http://www.uidaho.edu/public-safety-and-security/risk-management-and-insurance/submitclaim>. Gave a "snap shot" of the University of Idaho over the last 123 years, by going over operations, exposures, and risks. The UI is a unique university as being one of the largest research universities; besides Idaho, UI is in 19 other states and 6 countries.

**Members Present:** Quorum – 22 present

*Ali Bretthauer, Brian Mahoney, Clint Payton, Lysa Salisbury, Marlene Wilson, Matt Dorschel, April Buvel, David Pittsley, Debra Rumford, Glen Kauffman, Irma Sixtos, Janice Todish, June Clevy, Laura Nalle, Marty Lunt, John (J.R.) Kok, Amanda Moore-Kriwox, Carol Spain, Liz Ridgway, Michele Weitz, Angie Sowers*

**Excused Absences:**

*Amber Crowley, Greg Fizzell, Kristin Strong, Colton Oliphant, John Shuttleworth*

### **May 2013 meeting minutes:**

Janice Todish made a motion to accept the minutes. Motion 2<sup>nd</sup> by Matt Dorschel and passed.

**Executive Committee Reports:**

**Chair:** Brian Mahoney

Brian and Ali partook in a Presidential Retreat – Cultural Competency. It was a very good retreat and it brought folks in outside the University. An exercise was given with a deck of cards that Brian will share with the Staff Committee at a later date.

The Classification Comp Study is still going on. Lots of communications in regards to concerns about the process are happening campus wide. Brian will be meeting with Interim President Bennett on June 27 to discuss the overall feeling/climate of staff.

**Vise Chair:** Ali Bretthauer

Ali discussed more about the Classification Comp Study and brought Matt Dorschel into the communication. Discussion of the Hay Point system was mentioned, and State Board of Education needing to weigh in their vote to move forward.

**Secretary:** David Pittsley

No report

**Treasurer:** Janice Todish

See attached financial summary

**Media:** Debra Rumford

No Report

**On/Off Campus Coordinator:** Liz Ridgway

No Report – Looking forward to seeing us all at the Retreat on Tuesday (June 18)

**Human Resources:** Elissa Keim

No Report – was not present at meeting due to other commitments on campus

**Sub-Committee Report:**

**Communications:** Debra Rumford

No Report

**Appreciation Fair:** Amber Crowley

No Report – Excused Absence

**Learning & Development:** Ali Bretthauer

Still working on piecing together the Leap Conference (December 5). Will be asking for help at the retreat.

**Vandal Pride:** Debra Rumford

No Report

**Elections:** Glen Kauffman

Two new staff nominated themselves to be part of Staff Affairs, Teresa Million (Administrative/Technical/Research) and Ron Polley (Maintenance/Service/Skilled Craft). Committee voted them in as new members.

**Policy:** Colton Oliphant

No Report – Excused Absence

**Staff Awards:** Irma Sixtos

No Report – Left meeting early

**University-wide Committee Reports:**

**Faculty Senate:** Jane Baillargeon/Mark Miller

No Report – Jane had an excused absence and Mark Miller did not attend  
Faculty Senate does not meet over the summer

**New Business:**

Re-Election of Members: Carol Spain was voted in for a 2<sup>nd</sup> Term

Reports needed: 2012-13 goals – what was accomplished this year: Brian thanked Ali, Greg, Debra and David for submitting their reports in. Will work up a draft and send out in a couple of weeks (after the retreat).

Retreat Update: June 18, met in the Winco parking lot at 7:30am, closest to the Best Western for those from off campus can locate the group easier. Will carpool to Twin Larch. Retreat will be from 8am to 4pm. Elissa Keim will be presenting the Nominal Group Process (what is SA, where do we want to SA to go, what rolls do we want SA to take). Be prepare for discussions, everyone's input will be needed.

Ali shared some history of Staff Affairs, why SA was formed and what was the purpose. Dan Noble was mentioned as a great resource. SA started in 1971; policy, communication, recognition for staff members at University of Idaho. Staff Awards was developed in 1972 to show appreciation to staff members. Appreciation Fair was started in 1996 or 1997 to show appreciation for all staff members across campus. The fair was very well received and grew year after year and still continues today. Mention of a Staff Forum, staff was able to meet with the President every semester to communicate about compensation and staff issues. Last President to hold a forum/town hall meeting was President White.

**Next Meeting:** Wednesday, August 14, 2013, 9-11AM Pacific – Commons Crest Room

**Adjourn:** Matt Dorschel made a motion to adjourn, Debra Rumford 2<sup>nd</sup> and passed at 10:37am

## University of Idaho

### Staff Affairs - Retreat

June 18, 2013

Retreat – Twin Larch Leadership Center

#### Retreat called to order at 8:30am

#### Members Present: 23 present

*Ali Bretthauer, Amber Crowley, Brian Mahoney, Clint Payton, Kristin Strong, Lysa Salisbury, Marlene Wilson, April Buvel, David Pittsley, Debra Rumford, Glen Kauffman, Irma Sixtos, Janice Todish, June Clevy, Teresa Million, Vickie Burnet, Joe Hunt, John (J.R.) Kok, Ron Polley, Liz Ridgway, Michelle Weitz, Angie Sowers. Guests included Mark Miller & Jane Baillargeon from Faculty Senate*

#### Absent: 7 absent

*Greg Fizzell, Matt Dorschel, Colton Oliphant, Marty Lunt, John Shuttleworth, Amanda Moore-Kriwox, Carol Spain*

#### Nominal Group Teaching:

Elissa Keim – HR

We started off by breaking off into small groups to come up with a mission/vision statement for Staff Affairs. After 10 minutes the whole group discussed what their smaller groups came up with. The whole group came up with these key words; work, life, home, balance.

Elissa presented the Nominal Group Teaching, a process that requires everyone's voice. She facilitated a recalibration of shifting focus with Staff Affairs.

The Nominal Group Teaching process started off by individuals coming up with an items on what they see Staff Affairs focus should be or be more stressed. The items were shared in a round-robin format until the entire group "passed". There were 28 ideas shared. The group then worked on getting more clarification on the ideas by asking questions. After clarification, the group then worked on combining the ideas into similar ideas, a "stay or go" format was used. This process brought the 28 ideas down to 18 (see last page).

As an individual, we had to select our top 5 of the 18. We ranked them 1 through 5, and were compiled as a whole and read out loud and numbers were assigned to each of the ideas. This brought us to the top 5 as a group:

- 1) Advocacy for Staff, Specially promoting satisfactory, well-being and success
- 2) Continue and enhance our relationship with the President and upper Administration
- 3) Develop a 5 year Strategic Plan to become equal governing body to Faculty Senate
- 4) Helping promote resources available to staff
- 5) Determine a clearly defined list of needs of the UI Staff and develop a solid plan to meet those needs

More information was needed for the top 5:

- 1) Awareness of off-campus time difference, compensation, work load, work-life balance, fact-finding transparency, longevity, flex time/place
- 2) Define upper management, staff forums, procedure for meeting with President (when/why/how), define roles/compare to Faculty Senate chain
- 3) Define equally govern body, equal voices, where do we want to be (small pieces)
- 4) Off campus (orientation), define/identify what resources, supervisor awareness

5) Needs assessment, prioritizing needs (important), what staff want/need, investigate/comprehensive, advocacy  
Lunch (12pm to 1pm) – Provided by Quizno's

After lunch five groups were formed to form the top five ideas. The groups were facilitated by a Staff Affairs Executive Committee. The groups worked on what action items that could take place to have these ideas implemented.

The action items per group are:

- 1) Advocacy for staff, specifically promoting satisfaction, well-being and success. Advocates as a voice for all staff to ensure equity and standards. Lobby for fair salaries, manageable work-loads, a hospitable and comfortable work environment, and a good work-life balance.
  - a. Identify staff's top 5 concerns/needs from existing staff survey, and by implementing a new open-ended staff survey/in-person round table.
  - b. Identify feasible, cost-effective measures/programs to enhance employee productivity and satisfaction:
    - i. Flex time, flex place (supervisor training)
    - ii. Assessment of work load
    - iii. Support for dependent care (children/elders)
    - iv. Better inclusion of off-campus staff
  - c. Follow-through and follow-up on Classification & Compensation Study: SAC Executives to work on building relationships with upper-level administrators. Identify three key senior administrators and establish a recurring one-on-one meeting with them (Ron Smith, Kathy Aiken, Greg Walters, Keith Ickes, the Deans)
- 2) Continue and enhance our relationship with the President and upper Administration
  - a. Accountability of Issues
    - i. Staff Forums
    - ii. Lobbyist
    - iii. Provost
    - iv. Benefits
    - v. Issues
    - vi. Who are our leaders and how to we interact with them?
    - vii. How do we go about when issues come up?
    - viii. What point to go to next step?
    - ix. Protocol / Organization chart
  - b. Handbook with procedures
    - i. Mission Statement
    - ii. Officers
    - iii. CEC information
    - iv. Meetings
    - v. History
  - c. Vice President Staff Affairs on Provost Council
- 3) Develop a 5 year Strategic Plan to become equal governing body to Faculty Senate
  - a. Compile and communicate current UI (and accompanying)
    - i. Governing policies
  - b. Create Schedule
  - c. Research best Practices
  - d. Create implementation plan
- 4) Helping promote resources available to staff
  - a. Website staff resources guide (direct links)
    - i. Line off of HR to Staff Affairs
  - b. New employee orientation

- i. Audit what is in new employee folder
    - ii. Handbook for new employees “sponsored by Staff Affairs”
  - c. Incentive/Motivation to read newsletter
  - d. Training on/off campus
    - i. Continue online banner training
    - ii. Netlearning
  - e. Town Hall “sponsored by Staff Affairs”
    - i. SA can help monitor meeting with President and all staff
- 5) Determine a clearly defined list of needs of the UI Staff and develop a solid plan to meet those needs
  - a. Analyze Staff Survey and develop priorities
  - b. Ensure parity at sites around the state – based on priorities (focus group)
  - c. Determine working groups to develop/implement priority plan, including statewide representation
  - d. Determine assessment plan for elevating effectiveness of priority plans
  - e. Implement!

Side Announcements/Information:

- 1) Staff Affairs seats available
  - a. 3 vacant openings (Administration/Technical/Research)
  - b. 1 vacant opening (Non-Faculty Exempt)
- 2) Executive Committee will discuss absences at next meeting (August)
- 3) August will go over Staff Survey results
- 4) Brian will work on having formal reoccurring meetings (Fall) with President
- 5) Brian is working on a possibility for a state wide tour to visit off campus staff
- 6) Brian will look into the HR List of new employee he receives to make sure it includes off campus staff for him to send the New Employee Letter

August Meeting:

Will go over the information above.

Closing Activity

Ali had us do an activity where we were given four pieces of candy (Kudos) and we would give these Kudos to four individuals we felt deserved a big thank you and appreciation for what they do.

Cleaned up Twin Larch - headed back to Moscow around 3:30pm

Staff Affairs Retreat  
June 18, 2013  
Nominal Group Process Prioritization Summary (provided by Elissa Keim)

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1. Advocating for staff satisfaction, well-being, success, equitable salaries, manageable workloads, hospitable environment and good work life balance (95 points)
2. Continue to enhance your relationship with the president and upper administration (61 points)
3. Develop a five year structured plan to become an equal governing board to Faculty Senate (47 points)
4. Helping promote resources available to staff (38 points)
5. To determine a clearly defined list of needs of University of Idaho staff and develop a solid plan to meet those needs (30 points)
6. Open communication with staff (21 points)
7. Creating a process of enacting change (13 points)
8. Providing encouraging opportunities for all University of Idaho staff on and off campus for the betterment of all (13 points)
9. Improve staff morale by providing and promoting a close community of staff (12 points)
10. Improving staff morale through accountability – economic-educating staff to produce a more secure environment (8 points)
11. Build a strong foundation that is respected by faculty and builds strong lasting relations with the community and university (8 points)
12. A structuring of Staff Affairs to field both staff needs, recognition and awareness of campus (6 points)
13. Collaborating/interacting with other groups to enhance what we offer (services, etc.) at the University of Idaho (4 points)
14. To advertise to the campus community what Staff Affairs does besides the awards ceremony and appreciation fair (4 points)
15. Listening and learning to staff concerns and follow through (2 points)
16. Look in to the way things are done at other universities (2 points)
17. Continue recognizing hard work and longevity at the university (1 point)

**University of Idaho  
Staff Affairs**

August 14, 2013  
Commons Crest Room  
9:00 - 11:00am Pacific  
Conference Bridge: 1-888-706-6468 participation code: 8858973

**Meeting called to order at 9:02am**

**Guest:** Greg Empey from ITS, was a guest at the meeting has interest in being on the Staff Affairs Committee

**Staff of the Month recognition:**

- Lodi Price with Research & Economic Development (July) – certificate, \$50 gift certificate to Hair and Face Salon, and \$75 certificate to Clear View Eye Clinic.
- Colton Oliphant with International Programs (August) – certificate, \$50 gift certificate to J & J Building Supply, and \$75 certificate to Clear View Eye Clinic

**Presentations:**

No Presentations

**Members Present:** Quorum – 23 present

*Ali Bretthauer, Amber Crowley, Brian Mahoney, Clint Payton, Greg Fizzell, Kristin Strong, Lysa Salsbury, Marlene Wilson, Matt Dorschel, April Buvel, Colton Oliphant, David Pittsley, Debra Rumford, Irma Sixtos, Janice Todish, June Clevy, Marty Lunt, Teresa Million, John (J.R.) Kok, Joe Hunt, Liz Ridgway, Michelle Weitz, Vickie Burnet*

**Excused Absences:**

*John Shuttleworth, Ron Polley, Amanda Moore-Kriwox, Carol Spain, Angie Sowers*

**May 2013 meeting minutes:**

June Clevy made a motion to accept the minutes. Motion 2<sup>nd</sup> by Matt Dorschel and passed.

**Executive Committee Reports:**

**Chair:** Brian Mahoney

Talked about the State Wide Tour and he and Ali Bretthauer took the end of July. Thanks went to Interim President Don Burnett for the support to make this happen. Sites they visited were Boise (Liz Ridgway), Twin Falls (Amanda Moore-Kriwox), Idaho Falls (Carol Spain). Brian also toured the BSU Recreation Center and ISU Recreation Center for part of his job; Ali and Brian also toured the *Center of Advanced Energy Studies* in Idaho Falls. [https://inlportal.inl.gov/portal/server.pt/community/caes\\_home/](https://inlportal.inl.gov/portal/server.pt/community/caes_home/)

Brian was asked to do an interview for the Argonaut in regards to the Classification Comp. Study and the roll that Staff Affairs from the start of the Class Comp to present. No date given on when the article will be published.

Was able to obtain a third seat on the Appeals Committee; three Staff Affairs Members were interested – Jane Clevy, Teresa Million, and Clinton Payton. The current seats are held by Irma and Jane. At time of meeting the 3<sup>rd</sup> seat person was not selected.

A lunch was held with a group to talk over the Classification Compensation, those in attendance were: Janice, Jane, Brian, Ali, Kris Murray, Don Burnett, Debra Eilers, Katherine Aiken, Mark Miller and Ron Smith. Items discussed were Communication issues and Positions. Not addressed were internal hires. A writing group has been formed to discuss policy and standard procedures.

There will be two forums coming up in the near future. Kevin Ketchie from the President's Office will be sending out an announcement. The forums will last 1 ½ hours and it is strongly encouraged to attend one of the two or the many options of live stream or video watching. Will be able to ask questions anonymously, Brian is working on a way to make this happen.

Talked about the Residence Committee that Brian is on, was not at liberty to discuss much at this time but did mention the group is working on to see what function the new building will be used for; Residence, Residence and Event/Function Area, Event Area and a stipend given to the new President to live off campus.

**Vise Chair:** Ali Bretthauer

Faculty Senate was held on August 2, 2013. Some of the items that were discussed were evaluation issues, bumping (did not go into details), working on the smoking ban on UI Campus, and PERSI. The focus this year will be on Student Code of Conduct. There was a request for a 3<sup>rd</sup> seat on Faculty Senate but was deemed not necessary. For the September meeting Ali or Brian are invited to attend.

The writing group for the Class/Comp was discussed. The members include Ali, Jane, Mark and June. The group is working on the policy, hiring practices, promotions/demotions. The group does get consulting by Debra Arnold from HR. Meetings are 1 ½ hours every week. The group has taken what Greg Walters has shared so far as well as what best practices have been used from other universities. It was asked to the Staff Affairs Committee if more people should be in on the Writing Group, the consensus came to keep the group small when complete or during the process share with the SA Committee.

Mention of the Prioritization Process that is going on currently around the UI Campus. Program review for Academic and Non Academic areas. Brian is the SA representative. End Goal – Need to cut funds and or reallocate monies to different areas. Came from State Board of Education. Designed not to make cuts. Information is not public until the end of the process.

Ali and David attended a President's Dinner for the new 2013-14 Faculty on Monday, August 12, 2013. Was brought to the attention of Kevin Ketchie that a something similar should be done once a year for new Staff. He is onboard with this idea and Ali has suggested to have the Staff Affairs Committee Members bring their ideas to share.

Presenter for September Meeting will be Max Cowen (2013-14 ASUI President)

Presenter for October Meeting will be Carmen Suarez (Office of Human Rights, Access & Inclusion)

**Secretary:** David Pittsley

Had name badges for the new members to hand out and Staff Affairs Binders for the new members and those that have not received one from the past

**Treasurer:** Janice Todish

See attached financial summary; there are some negative numbers, have not had time due to job duties to work on the SA Budget to move to main budget. Will discuss more with the Executive Committee.

**Media:** Debra Rumford

No Report

**On/Off Campus Coordinator:** Liz Ridgway

No Report

**Human Resources:** Elissa Keim

No Report – was not in attendance

**Sub-Committee Report:**

**Communications:** Debra Rumford

For the year there have been 179 Kudos given, since June 23!

**Appreciation Fair:** Amber Crowley

Appreciation Fair is September 27, 2013 (Thursday) the week of Homecoming. The theme is "Celebrating Vandal Pride". Will be held at the Student Recreation Center. 25 Vendors so far, out of 60. 3 signature sponsors. Vendor fee is \$35, was \$30 last year, able to sign up and pay now online. Looking for Door Prizes from companies and businesses. Handed out flyers to post in departments to promote the Appreciation Fair. Sign up for help the day before event.

**Learning & Development:** Ali Bretthauer

Co-chairs (Ali and David) meet on August 13, 2013 and discussed not having a LEAP Conference in 2013. Staff Affairs Committee Members were in agreement.

**Vandal Pride:** Debra Rumford

No Report

**Elections:** N/A

No Report

**Policy:** Colton Oliphant

No Report – Colton is needing to step down from Staff Affairs due to job duties and other commitments.

**Staff Awards:** Irma Sixtos

No Report – Left meeting early

**University-wide Committee Reports:**

**Faculty Senate:** Jane Baillargeon/Mark Miller  
Faculty Senate is having a retreat the week of August 19, 2013.

**New Business:**

June Retreat re-cap. Mention of the top 5 areas that Staff Affairs would like to work on for 2013-14 year: 1) Advocacy for Staff, Specially promoting satisfactory, well being and success, 2) Continue and enhance our relationship with the President and upper Administration, 3) Develop a 5 year Strategic Plan to become equal governing body to Faculty Senate, 4) Helping promote resources available to staff, 5) Determine a clearly defined list of needs of the UI Staff and develop a solid plan to meet those needs

Membership: we have 1 Exempt Vacancy and 5 Admin/Tech Vacancies

Name badges and Binders: handed out at the end of the meeting

SA Future Structure: Would like to have goals in September on where the committee would like to go. Staff Awards and Staff Appreciation Fair sub-committees will remain; there is a need to keep these. Staff Awards may tie in with the Spring Awards with President's Office and share the date. Mention of removing PDL, Pride, Election and Policy Sub-Committees and either make them an ad-hoc group when needed or the voice of all SA when an item occurs to discuss. Ali has done some research of other institutions and will share by e-mail. Jane discussed on maybe dissolving Staff Affairs and reorganizes as Staff Senate, would be on par with Faculty Senate instead of SA having to report, SS would be its own entity. Matt asked what Staff Senate's authority would have if these were to take shape. Colton brought up that fact it would provide equal governing body to campus (which would go with our #3 of areas SA discussed during the retreat in June). As it is currently SA needs approval from FS when SA would like changes to occur. FS is usually in agreement on the changes.

Absences were discussed. Doing away with Excused or Non-Excused, when a member is absent they are absent. Working on having a limit of how many absences are allowed before a member is asked to reevaluate being on the committee. Options will be provided by Brain in the September meeting.

Shared drive access was discussed. Would SA Members want access to the drive, what should be available to everyone, what should be classified for just the Chair, Vice Chair, and Executive Committee Members? SA Members should have access to Agendas, minutes, budget and membership list. David will be working on this.

**Good of the Order:** Ali mentioned about conference that would be talking about Diversity Education and would SA support a ½ day conference that would include FS, SA and Presidents Diversity Council. Diversity training was discussed (bullying issue/subject). New Faculty has a week of training of diversity – this is not offered to Staff. Carmen Suarez will provide more information in October.

Colton Oliphant resigned his position on Staff Affairs.

**Next Meeting:** Wednesday, September 11, 2013, 9-11AM Pacific – Commons Horizon Room

**Adjourn:** 11:00am

**University of Idaho  
Staff Affairs**

September 11, 2013  
Commons Horizon Room  
9:00 - 11:00am Pacific  
Conference Bridge: 1-888-706-6468 participation code: 8858973

**Meeting called to order at 9:01am**

**Guest:** Lori Krasselt, Chad Neilson, Julia Nkanata, Cindy Bogar, Laila Cornwall

**Staff of the Month recognition:**

- Jane Westervelt with Admissions and Campus Visits (September) – Janice Todish presented plaque, \$75 Clear View Eye clinic gift card and digital recorder from Office Depot.

**Presentations:**

Max Cowan (ASUI President): Max presented on what he accomplished through the summer and the start of the Fall Semester, met with the UI Administrators over the summer, attended a conference in DC with 120 other students who are in student government. Max talked about the Higher Education Policy, established in 1965 to help traditional students right out of high school to attend colleges and universities. In 2012 50% of students now pay for college using private loans, financial aid from Federal Government works if parents of the students help finance, most parents do not want to or can afford it and the percentage of non-traditional students is increasing. Max talked about the ASUI website where a person could find events going around campus, all information is downloaded instantly, makes it easy for students to get involved. ASUI is in need of student volunteers and currently have 14 student positions open. Higher Education Week promotes what AUSI does, different programs they offer. Working with the ASWSU group for the "battle of the Palouse" coming up in a couple of weeks for fun activities to occur. Any questions you can e-mail Brian Mahoney and he will pass them onto Max and share the answers.

Lysa Salsbury (Women's Center): Lysa presented on Sexual Assault on Campus. The power point that was viewed during the presentation was shared with the committee. The presentation was about the roles of the UI Employees and the awareness they need to be with students, peers, colleges, etc. AIREED = Assess, Inform, Reassurance, Ensure, Document. Presentation will be given by Lysa and the Dean of Student's Office to all Units and Departments around the Moscow campus.

**Members Present:** Quorum – 22 present

*Ali Breithauer, Amber Crowley, Brian Mahoney, Kristin Strong, Lysa Salsbury, Marlene Wilson, April Buvel, David Pittsley, Janice Todish, June Clevy, Marty Lunt, Teresa Million, John Shuttleworth, Joe Hunt, Ron Polley, Amanda Moore-Kriwox, Carol Spain, Liz Ridgway, Michelle Weitz, Vickie Burnet, Angie Sowers*

**Absences:**

*Clint Payton, Irma Sixtos, Jane Baillargeon all were excused to be part of the Appeals Training  
Greg Fizzell, Matt Dorschel, Debra Rumford, John (JR) Kok*

**August 2013 meeting minutes:**

June Clevy made a motion to accept the minutes. Motion 2<sup>nd</sup> by Lysa Salsbury and passed.

**Executive Committee Reports:**

**Chair:** Brian Mahoney

Attended Faculty Senate the week of September 2, 2013, talked about Class/Comp hiring process and collaborating events/awards and about the SA retreat and goals. Faculty Senate is concerned about the Class/Comp just as much as staff.

President search is moving along.

On September 10, 2013, had a meeting with Don Burnett and Ron Smith; market analysis (lower pay grade/governor report). Simpson will be on campus and a meeting will occur on September 12, 2013\*\*, Brian and Ali will be in attendance. This meeting has been requested meaning times. \*\* The Simpson meeting was cancelled until further notice\*\*

Jane Baillargeon has results back on the Employee Survey, more will be discussed in October meeting (Jane was out in training for the PDQ).

Rumors were discussed about who did what in the Classification Study. All Class/Comp information and updates went through Greg Walters – true.

**Vice Chair:** Ali Bretthauer  
No report

**Secretary:** David Pittsley  
No report

**Treasurer:** Janice Todish  
See attached financial summary; Off Campus budgets have totals in for the Appreciation Fair for their locations.

**Media:** Debra Rumford  
No Report – out sick

**On/Off Campus Coordinator:** Liz Ridgway  
No Report

**Human Resources:** Elissa Keim  
Talked about the different trainings coming up. October – Supervisor Training, will be taking it off site for outside Moscow employees to partake. Mental Health First Aid – no cost to employees (Staff Affairs PDL funded), limited seating to 25

**Sub-Committee Report:**

**Communications:** Debra Rumford  
No Report – out sick

**Appreciation Fair:** Amber Crowley/Kristin Strong  
Appreciation Fair is September 27, 2013 (Thursday) the week of Homecoming. The theme is “Celebrating Vandal Pride”. Have 50 vendors! Idaho Ice has donated bottled water for the event, had trouble contacting Pepsi. Pepsi made contact and will donate 9 cases of sodas – no carbo tanks to deal with this year. Get the word out about the event and the location – held in the Student Rec Center.

**Writing Group:** Ali Bretthauer  
Writing group has completed the rough draft will present to Greg Walter and Carmen Suarez separately. The steps after the two meetings: General Council, presentation to SA, Brain will present to the President, Faculty Senate

**Staff Awards:** Irma Sixtos  
Irma was out for PDQ training – Teresa Million agreed to co-chair Staff Awards in the spring.

**University-wide Committee Reports:**

**Faculty Senate:** Jane Baillargeon/Mark Miller  
Jane was out in PDQ training

**New Business:**

Welcome Greg Empey to Staff Affairs! – Election vote held, Janice made motion, Amber seconded, Staff Affairs Members Approved.

Membership: The guest who were in attendance have interest in being on Staff Affairs, Ali will put up Survey Monkey to vote in new members.

Committees of Committees: Parking Committee is in need of a new member, April Buvel volunteered for position, Amber made the motion, Kristin seconded, Committee Member approved

Retreat and Goals – Ali has been doing research on peer institution on what they do for their Staff Affairs Committee. She has found out that Staff Affairs and Faculty Senate have equal governing power/body. Executive committees include: Communication/Public Relations, Elections/Nominations, Policy/Procedures, and Awards. Some other groups include Employee Relations, Compensation, and Budget & Finance. Will have continued discussion on what UI SA would like to do and a survey will be conducted through Survey Monkey by Ali. Goal is to be more proactive instead of reactive.

SA PDL Update – the subcommittee has disbanded, will meet as an ad-hoc committee when need be. Will work with UI PDL (Elissa) and help when needed. Funding was in need for UI PDL (\$13700.00) to cover three years of Star 12, Supervisor Training, bringing in high quality trainers for software programs. Marty made motion, Lysa seconded. Committee passed to give UI PDL funding for \$13700.

Absences – pilot program is in effect. No excused absences. August to May if two meetings missed will be contacted by Executive Committee to check status of membership and if member can continue. Can be tweaked, a case by case situation on the third absence could be removed from committee. Motion made by Creg, seconded by Teresa – pilot program passed.

When Survey comes out by Ali on where SA would like to go in contrast to the peer institution – provide one goal!

**Good of the Order:** None

**Next Meeting:** Wednesday, October 9, 2013, 9-11AM Pacific – Commons Horizon Room

**Adjourn:** 11:00am

## **University of Idaho**

### **Staff Affairs**

October 9, 2013

Commons Horizon Room

9:00 - 11:00am Pacific

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

### **Meeting called to order at 9:00am**

#### **Staff of the Month recognition:**

- Tracy Abdallah, Personnel Services Coordinator for Facilities Services (October) – Marty Lunt presented her with a plaque, \$75 Clear View Eye clinic gift card and a certificate for \$300 off of any service from Naturally Designed Smiles.

#### **Presentations:**

Carmen Suarez (Chief Diversity Officer & AVP Student Affairs): presented a handout and talked about each of the different areas she oversees.... Human Right, Access & Inclusion, Native American Student Center, Office of Multicultural Affairs, Women's Center, College Assistance Migrant Program (CAMP) and the LGBTQA Office. The main mission for the Division of Diversity and Human Rights is recruit, retain and focus on culture and climate.

Brandi Terwilliger (Director, Human Resources): presented a handout and overview of the Patient Protection and Affordable Care Act (PPACA- or also known as Obama Care which is not an acceptable term). She covered who within the UI will be covered under this plan, which are: current temporary employees working 30+ hrs./wk. during look back period, new temporary employees anticipated to work 30+ hrs., temp faculty teaching 10 credit hrs. (1 credit = 3 hrs. of work) or more per semester, students in a temp staff position (if a student works in a temp staff position and meets the hrly. eligibility requirements, then they would fall into this non-subsidized employee group). Regular students will not be covered in 2014 but will still be offered the SHIP program. She also talked about the Medical, Prescription, Retiree, Dental, Vision, Disability, Flexible Spending Account plan and rate changes. All of this can be found on HR's website.

Jane Baillargeon (Asst. Dir., Institutional Rsrch & Assmnt): presented a power point of the results of the University of Idaho 2013 .Staff Survey. 58% of staff completed the survey (1053 respondents). It was interesting to compare some of the current results with those of the last survey. Jane asked for feedback and if this should be sent out to any other group. You can look in the shared drive for the Power Point or on IRA's website.

#### **Members Present:** Quorum – 26 present

*Ali Bretthauer, Amber Crowley, Brian Mahoney, Kristin Strong, Lysa Salsbury, Marlene Wilson, April Buvel, David Pittsley, Janice Todish, June Clevy, Marty Lunt, Teresa Million, John Shuttleworth, Joe Hunt, Ron Polley, Amanda Moore-Kriwox, Carol Spain, Liz Ridgway, Michelle Weitz, Vickie Burnet, Angie Sowers*

#### **Absences:**

*Greg Fizzell, David Pittsley, Debra Rumford, Carol Spain, Mark Miller*

#### **September 2013 meeting minutes:**

Creg Empey reported that his name was spelled incorrectly (Empey) in the September minutes. Laila Cornwall made a motion to accept the minutes with the spelling correction of Creg's last name. Motion 2<sup>nd</sup> by Matt Dorschel and passed.

#### **Executive Committee Reports:**

**Chair:** Brian Mahoney

Brian talked about the committees/working groups that are being developed to go over issues on the Class/Comp study. Interim VP Aiken is heading the groups. All staff will be receiving an email informing them of the working group duties and what their charge is.

President's Roundtable – wants to know what is "abuzz" on campus (good/bad/otherwise). Wants to see more transparency across campus.

Chad Nielson talked about what types of emails and redundancies we are receiving and that we can now subscribe to the types of emails we want to see, which was disseminated via email prior to this meeting.

**Vice Chair:** Ali Bretthauer

Based on the staff survey, Brian will assign a group of SA members to come up with 3-5 of the major concerns. Ali will send the list out to SA via survey monkey to rank the concerns.

Ali put together a spreadsheet of the different SA committees to review on how they should be comprised.

**Secretary:** David Pittsley

No report as David was absent and Janice is filling in and taking minutes.

**Treasurer:** Janice Todish  
See attached financial summary

**Media:** Debra Rumford  
No Report – out sick

**On/Off Campus Coordinator:** Liz Ridgway  
No Report

**Human Resources:** Elissa Keim  
Supervisor Training series kicks off next week. Employees can go to the PDL website to sign up.

**Sub-Committee Report:**

**Communications:** Debra Rumford  
No Report – out sick

**Appreciation Fair:** Amber Crowley/Kristin Strong

Feedback on the fair was positive. Most people liked having it at the Rec Ctr. and the larger eating space. Some did not like the way the prize drawings were picked randomly as people walked through the door. Some latecomers were disappointed that vendors were already starting to tear down before the event was supposed to be over. Vendors would like to know number of attendees.

**Writing Group:** Ali Bretthauer

Writing group has completed the rough draft will present to Greg Walter and Carmen Suarez separately. The steps after the two meetings: General Council, presentation to SA, Brian will present to the President, Faculty Senate

**Staff Awards:** Teresa Million

**Longevity:** Irma Sixtos  
Would like help from anyone who can

**University-wide Committee Reports:**

**Faculty Senate:** Jane Baillargeon/Mark Miller  
Jane reported they are working on the Student Code of Conduct

**New Business:**

Presidential candidate forums - Brian encouraged everyone to attend both the open forums and Q&A with Staff Affairs. There is an online feedback form that was emailed out to all employees but he would like to have SA's feedback, good and bad, as he is on the hiring committee. The open forums are live streamed so you can review if you were not able to attend.

Retreat and Goals – Ali has, is and will continue to work on this and will be sending info out via email.

Shared drive access update – All SA members should be able to access the Staff Affairs file on their shared drive (S). The StaffAffairs\_EX is only for the Executive Committee. Basically the same files are copied over to the general SA folder. Members SHOULD NOT be altering saved info in these files.

Restructuring of Exec committee duties - Janice Todish will be sending out the meeting agenda, previous month's minutes, and any presentations the Friday before the general meeting.

Awards committee membership – Teresa Million chairing 2014 Awards with Lori Krasselt & Cindy Bogar as protégés. Irma Sixtos chairing 2014 Longevity with Clint Payton & Laila Cornwall as protégés.

June Clevy, April Buvel, Joe Hunt and Marty Lunt agree help Kristin Strong and Amber Crowley with the Appreciation Fair committee.

**Good of the Order:** Laila Cornwall announced International Info Week starts off with a Cruise the World in the SUB Ballroom. Info is on IPO's website.

Kristin Strong mentioned flu shots for students are being given out today at the SRC from 11-4.

**Next Meeting:** Wednesday, November 13, 2013, 9-11AM Pacific – Commons Horizon Room

**Adjourn:** April Buvel motioned to adjourn, Marty Lunt second it...meeting adjourned.

**University of Idaho  
Staff Affairs**

November 13, 2013  
Commons Horizon Room  
9:00 - 11:00am Pacific  
Conference Bridge: 1-888-706-6468 participation code: 8858973

**Meeting called to order at 9:00am**

**Guest:** N/A

**Staff of the Month recognition:**

- Brett Travis; certificate of recognition, \$25 Starbucks card, \$75 Clear View Eye Clinic, ID Public Employee Association gift bag

**Presentations:**

Cami McClure with Robb Anderson – Conference Management Services:

Talk of the rebranding from USS to Conference Management Services. Focus is to partner with University of Idaho and the Community of Moscow. This partnership took place in the past and is being brought back. Provide year round programming. Focus is to bring professional organization groups to Moscow and UI. CMS can help with off campus units, and around the nation. Currently in negotiations with an international conference. Fees are “al a carte”, pay for what you need. They charge for service and/or venue.

Greg Walters with Ron Smith – HR update on Classification Study

Mentioned the Deans and Department Heads are reviewing the process. Seven working groups are in place with Provost Aiken. November 19 is an all-day working group that will be meeting with Sibson Consulting, Brian and Ali are invited to attend. No new appeals date yet; this will be set after a complete calibration of the system.

**Members Present:** Quorum – 31 present/ 28 voting members

*Ali Brethauer, Amber Crowley, Brian Mahoney, Clint Payton, Greg Fizzell, Kristin Strong, Marlene Wilson, Matt Dorschel (late), Cindy Bogar, Chad Neilson, April Buvel, David Pittsley, Debra Rumford, Irma Sixtos, Janice Todish, June Clevy, Marty Lunt, Creg Empey, Laila Cornwall, Lori Krasselt, John Kok, John Shuttleworth, Joe Hunt, Amanda Moore-Kriwox, Liz Ridgway, Michelle Weitz, Vickie Burnet, Angie Sowers, Elissa Keim, Greg Walters, Jane Baillargeon*

**Absences:**

*Teresa Million, Ron Polley, Carol Spain*

**October 2013 meeting minutes:**

Typo and changes were brought by Debra Rumford prior to meeting, they were changed by David Pittsley  
Minutes approved by Janice (1<sup>st</sup>) and Laila (2<sup>nd</sup>).

**Executive Committee Reports:**

**Chair:** Brian Mahoney

Kudos to Janice Todish for sending out agenda and information!

“Focus for the Future”, task force is done with phase 1, persons have been informed on the next step. Brian was asked to be part of phase 2, hasn’t agreed to it yet.

President Round Table: Talked about the Staff Survey, mentioned the top 5, recommendations for the top 5. Brought up the possible administrative leave instead of annual leave during the Christmas Break and leave three to four days, not something that will occur. Equal Governance was mentioned, SA equal to Faculty Senate, SA specific to staff needs. One item that was mentioned, when/if separate governing body for SA occurred, that a Staff member sitting on FS and FS members sitting on SA to know what each body is working on and the concerns of each.

CLASS Dean Search – an announcement should be made soon

Presidential Search – SBOE might be making announcement on Monday 11/18/13

Brian met with Awards Committee to share the timeline and what was done in the past. Awards Ceremony set for April 11, 2014 in the SUB Ballroom.

**Vice Chair:** Ali Bretthauer

Discussed the results of the UI-wide Committees: BORAH – Kimberly Thompson, UBUNTU – Jacqueline Maximilian

**Secretary:** David Pittsley

No Report

**Treasurer:** Janice Todish

No Budget report

Stopped by to check the mail box at the SUB. Endowment Award information and survey – Janice will do Survey. Two “thank-you” cards, Sam Jagasia and Austin Hall, recipients of the UI Staff Education Scholarship. David was given the “thank-you” notes.

**Media:** Debra Rumford

No Report

**On/Off Campus Coordinator:** Liz Ridgway

No Report

**Human Resources:** Elissa Keim

Had Greg Walters talk about the People’s Admin, a new software program to help speed up processes. New training resources for the new system.

Question was asked to Greg about the number of employees that still have not completed their job descriptions through Vandal Web. 25% of employees have not; some are due to vacant positions.

**Sub-Committee Report:**

**Communications:** Debra Rumford

No Report

**Appreciation Fair:** Amber Crowley/Kristin Strong

Date being thought of 2014, September 25, or October 2. It was mentioned by Elissa that there is a Women’s Conference with over 300 participants schedule for September 25.

Great comments for having the event at the SRC in 2013. Was discussed to have it in the SRC for 2014 or take it back to the SUB. The Ballroom charge is \$50, the SRC charge is \$150 – the difference is the matting that needs to be laid in the SRC. Janice commented that there is roughly \$1200 in the budget for next year.

Amber and Kristin will meet with their committee members to vote on location and bring back to SA

**Writing Group:** Ali Bretthauer

Meeting with General Council on 11/20/2013 to discuss revisions and recommendations to the FSHB

Once the meeting with General Council occurs, then it will be presented to SA, then to FS.

**Faculty Senate:** Jane Baillargeon

Dual Career Policy was discussed, and working on finding appropriate funding

Student Code of Conduct is still in the working process

**Staff Awards:** Irma Sixtos

No Report

**University-wide Committee Reports:**

**Faculty Senate:** Jane Baillargeon/Mark Miller

**New Business:**

Restructuring of Staff Affairs Executive Committee members, worked on by Ali and David. New/Updated Committees are being formed; a pilot program is in place. This should help streamline the committees and work closely with the group as a whole. Should

help with delegating jobs to entire committee, no burn out should occur, and should help with loss of data when old members leave and new members come onboard. Elissa agreed to assist and support with help on training.

The Committees are:

Policy – chaired by Vice Chair; Elections and Membership – chaired by Secretary; Statewide Outreach – chaired by Off-Campus Representative; Communications and Outreach – chaired by Media Coordinator; Signature Events – chaired by Treasurer

An invite went out the SA members to invite them to the new/updated committees.

Staff Survey Forum will be held on 11/20/2013 (Wednesday) in the Clearwater and Whitewater room in the Commons from 10:00am to 11:30am. Start off with Jane giving presentation of the survey. Ali and Brian will talk about the processes of getting to the top 5 and the recommendations they gave, and a Question and Answer period. Provost Aiken, Ron Smith, President Bennett will be in attendance.

**Good of the Order:**

Laila – International Workshops still be offered throughout the week, encouraged to check out the calendar

Marty – reminder that time sheets are due on Friday, November 22, 2013 – due to the Thanksgiving Break

Kristin – Wellness – Health Holiday Challenge/Groups; Prizes for 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> group that wins the challenge. Check out the SRC Website for more information

Brian – SRC – over academic breaks, bring in four nonperishable food items to get into the SRC for free, even Wellness classes. Do not bring Cup-of-Noodle or Top Roman noodles – check out SRC website for more information.

**Next Meeting:** Wednesday, December 11, 2013, no formal meeting, Holiday Extravaganza, white elephant gift exchange, April is working on having it in the Lighthouse Center located in the Kibbie Dome.

**Adjourn:** 10:30am – 1<sup>st</sup> by Ali and 2<sup>nd</sup> by Greg

Idaho Commons Clearwater

I. Call to Order: 9:00am

II. Staff of Month: Katie Noble

III. Presentations

A. Athletics

1. WAC

a) Indoor WAC Championships

2. Improve competitive part of football program

a) 66 street drug tests of student athletes: 0 positives 3. Transition into 2 new conferences: all other sports in Big Sky Conference

b) Student athlete welfare enhanced with regional competition Transition to Sunbelt Conference for football

B. Reasons: status of playing at higher level; financial impact would be negative me to return to Big Sky (4.6 million in tuition for new scholarships since 2008); would never get back up if went back down; control better now, and can make decision to go down again at later date 4. Continue to improve facilities Events Center Rich Allen chairing committee for event center to seat 5100

Configured for arts, other activities, club room, practice gym,

Only institution of 51 original land Grant institutions which does not have an Events Center

C. Leadership Academy Staff Survey Response Ben Kirchmeier, Kelsi Nagle, Paulette House, and Referral to Handout Question from Member Baillargeon: Research into previous supervisor Eval forms? Not a lot of use in past.

1. Response: not a lot of research into past UI efforts, mostly current trends among other institutions.

2. Question from Member Payton: did we used to allow counter offers?

3. Response: current practice avoided from HR and HRAI, but practiced in some offices Question from Member Bretthauer: your top priorities

4. Response: didn't need to be prioritized and all seemed fairly accurate.

5. Equity and respect alarming and concerned Gender discrimination issues, specific instances of bullying, difficult people to work with should be method for staff to have a way to deal with that; Specific Supervisor training addressing how to make sups better managers, leaders, etc.

6. Things about UI we could be marketing and promoting: community and UI community; recognition programs, supervisor determine what motivates employee; Opportunities to further evolve; work environment; satisfaction with work done;

IV. Roll Call

Absent: April Buvel, Debra Rumford, June Clevy, John Shuttleworth, Joe Hunt, Carol Spain, and Greg Walters\*

#### V. Approval of November minutes

- A. Minutes approved unanimously.

#### VI. Executive Reports

##### A. Chair

1. Class/Comp: hoping updates to Class/Comp come out next week Appeals dates: 17 and 31 of Jan; 5 and 7 of February for Appeals Hearings Email from VP Smith came through

2. Smoke free Campus: reps from ASUI, faculty, and staff working on policy, implementation, and signage Will bring to leadership groups before policy official Daniel Trautvetter to Chair committee

##### B. Vice Chair

1. 125th Anniversary day on 1/30/14

C. Treasurer/ Signature Events Meeting next week

D. Media Coordinator/ Communications: No report

E. Off-campus Coordinator: No report

#### VII. Advisory Reports

A. Faculty Senate No report

##### B. PDL

1. People Admin AACs will be set to train in People Admin Business partners in HR available to assist with transition

2. Funding for Staff TIAA-CREF and Valec equestrian for funding on recognition and other items \$55K proposal moving forward

3. Spring Training Excel and tech specific training: targeting little training after Spring Break, then in summer and fall Supervisor Training: funding request moving forward; will have updates in future to move forward with SA request

#### VIII. New Business

A. SA Secretary: Laila Cornwall self-nominated

B. FMLA & Shared Leave policy updates SA Executives met with HR and Benefits reps to discuss changes

- Staff Affairs members noted inappropriateness of term "maternity pool" used for shared leave pool

- Consistency and policy guiding how decision made, not just who

- Appeals process if turned down does exist
- Concern that departments do not have say
- In response to HIPPA information, can a committee not take HIPPA training and therefor gain access to employee info to make more informed decision Questions from SA members are to be sent to Chair, who will forward to HR Director SA requesting numbers on shared leave in the past and anticipated changes for future \*Motion made by Member Dorschel to turn changes over to Policy Committee for review. Seconded by Member Cornwall. Approved.

C. Comp Time Task Force: policy writing group with stakeholders chaired by SA member: Bretthauer & Empey volunteered to serve on committee

D. Staff Constitution & Senate Bylaws: Attempting to moving forward with change as quickly as possible

E. CEC: In State of the State governor mentioned that CEC not a priority for state Comments on Governor's recommendation are recommended to be communicated to legislator, but not on UI

IX. Motion to adjourn by Member Empey and seconded by Member Wilson at 11:04am.

# FEBRUARY 2014 Monthly Meeting Notes

Wednesday, February 12, 2014

Meeting called to order at 9:03 AM

This is our first official meeting in the Faculty and Staff Lounge

I would like to try running meetings by following "Roberts Rules" to help make it easier to recognize people when handing the floor over to them. This will hopefully help keep order and allow the secretary (Laila) to take good notes.

We hope to figure out the Live Streaming for next month.

Recognition-staff of the month.

Kelton Jensen (Boise) Ada County works with 4H and is the first off-campus employee to be recognized

They will have a Potluck on Friday where he will be recognized.

They will take pictures and send to us for the Staff Newsletter

Presentation by Matt Dorschel - from office of Public Safety and Security

-also see handouts received during meeting

Their office just went through a restructuring in 2012 -page 1 of handout

Threat Assessment and management team (page 2) has now been in place for 5 years. They meet monthly to receive training and review cases

- They received just over 30 cases last year
- These are cases of students in risk of harming themselves or others.

Reminder: As staff we have an obligation to report any concerns

There is an online form to fill out and submit

Personal Safety Planning

EAP

Student counseling Center (SCC)

Veteran Affairs

Law Enforcement

Team receives formal training with National Experts

Call to Action: Vandal Alert System

- Log in and update personal information, send email to campus security

They are the primary liaison with Moscow Police Department, Moscow Five Department, and the Sheriff's office.

Risk management and UI security

- currently looking at changing insurance for the UI, which will save UI lots of money
- campus security Personal, wearing Yellow vests

Are used for event security, as well as walk to and from plans in the dark as needed.

Emergency Response Plan has just been rewritten

National Institute Management System

- Mostly respond through communication, we are not first responders!
- Training received; however, it was not a good fit, so we are moving away from it.

For Response group

- don't feel the need to have rosters
- we need to be more proactive

EX. weather Meeting held every year

They are working on a training exercise program that will provide more general training to faculty and staff across campus.

Gun legislation Update:

Faculty senate approved bill to allow concealed

Weapon carry on campus

It does have some restrictions:

- Restricted from Dorms
- Restricted in locations of 1000 or more people.

Representatives at hearings in Boise today

Arguments include:

- Idaho institutions did not ask for this legislation
- Data does not support that we could be safer
  - ↳you can make this support either side
- 2nd largest cause of death among our students is suicide.
- in Idaho, it is the number one choice to use a firearm for suicide
- culture-we are organized to educate
- having weapons on campus could lessen safety for faculty and staff

Call and ask anytime if in doubt or if you have questions.

Trainings:

1st response team training

Personal Safety Event Planning

Off-hours Notifications:

Call 911

UI campus Security is available 24/7

885-7074

UI campus security can dispatch anywhere in the state.

Laila:

Roll call-enough for a Quorum

Absences: Chad Neilson, June Chevy, Kristi Overfelt, Joe Hunt, Amanda Moore-Kriwox

Executive Committee Report

Brian:

We have been notified that they would like to put up a wall of pictures of past staff Affairs Chairs in the lounge. - Similar wall will be put up for faculty Senate Chairs.

We need to submit a list with names and termed served  
Asked Irma how and who to contact to find this information

Chair's Report-will be a brief summary of current events or new developments  
in response to last report sent out  
9 emails of appreciation  
4 emails in response to comment on smoking

Had a meeting with President Burnett this week-thanked him for inclusiveness  
Talked to him about the role of Chair in staff Affairs  
-Amount of time and effort it takes  
-Equal roles with Chair of faculty senate, which includes  
-Reduction in workload or  
-Stipend and reduced workload.

Ali:  
Met with President and provost on:  
Staff survey recommendations and supervisory development.  
No real movement had been made  
Was tasked with (PDL and Ali) to move forward on it.  
Provost on Human Rights  
-hire a graduate student to do research on bullying on campus  
-to report back to President at Roundtable

Policy Committee  
FMLA Shared leave  
Staff Affairs-move forward with positive vote on this  
Concern over current policy on retirees  
Rule of 80 - Age plus years of service  
What are the guidelines in order to be considered an honored retiree?

Comment-rule of 90 specified and tied to health benefits only, not on policy of being considered an  
honored retiree  
Is the shorter time considered "long and faithful service" ?

Realized that these policies have not been reviewed and researched lately

Janice:  
Budget was attached to agenda  
Ad hoc-sign events  
Working on plaques  
Applications online now working  
Nomination forms also fixed  
1 person submits and collects all supporting documents, then uploads as one document.  
Teresa on plaques:  
Current cost for outstanding staff is \$90 per plaque. We can have them made in Lewiston for \$25 less  
per plaque  
-needed about 17 last year. – That is significant money to save.

Nominations update so far: next meeting 3/4

10 Education

22 staff

6 team

1 McBride

Will send out reminder today-deadline is next week.

Laila:

Inventory of Storage room

Irma confirmed that it has already been done and will send inventory list to Laila.

Staff Affairs binders-members still missing

Count of hands-Laila to prepare 10 binders

Note-taking device

IPO has gifted \$200 toward the purchase of a Surface Pro tablet

Laila asked for help to cover costs and it was given

Tablet was ordered.

Debra will give an official thank you to IPO and write it in a KUDOS in next Staff Affairs Newsletter

Discussion on doing a Staff Affairs campaign

Towards end of fiscal year for funding.

To research further as an option

- Matt/Laila/Janice

Reminder that faculty are not qualified for staff Affairs awards.

We have received 2 so far

Debra: Communications Committee -KUDOS

-Staff recognition

-Site core

-Staff New letter

Asked for additional help!

April and Lisa Miller volunteered

-Laila will update roster

Liz: off-campus

Nothing to report

Jane: Faculty senate Rep

Executive Assistant Brenda Helbling

Tobacco Free campus

Will there be designated smoke areas?

Brian:

Group to work on best practices and address what the issue is

-Effect on students who smoke and their willingness to still come here-large international student population smoke.

More to come on this

-Should we be smoke or nicotine free?  
-what about policy on electric cigarettes?  
Right now discussion is on a "No smoking Policy" which would include electric cigarettes

Senate bill-regulation 1254

Was passed in today's meeting, moving forward for further approval

Elissa:

People Admin System update

-system is ready for testing-watch for email

PAD - now have 100 people who have graduated from the supervisory Excellence Program

Due to popular demand-graduates have asked for additional training

Will start a supervisor Brownbag lunch series for continued professional development

Computer trainings coming up in April

Seminars are also used well.

New Business:

- Chair's update email
- Comp task force
  - open forums and surveys
  - communication
  - Review interest

Have time: CNR, Facilities, Ag. Sci

What are the goals of the task force? Staff Affairs to lead efforts-Ali

Next meeting has not been scheduled yet

Needs to conform to IRS rules

•Irma/Jane:

Appeals for re-class are moving forward - Hope to have decisions by Spring Break

Received 141 appeals total

Already attended staff feels that they were heard and listened to

Have high standard and can be very stressful and intimidating

KUDOS to Irma/Jane/Clint for sitting on this committee

•Staff constitution and Bylaws

-moving forward

•Gun control-resolution from Faculty Senate was to reject bill

Asking Staff Affairs to put in a vote

Argument is that it should be under local control

Do we take a stand?

JR: Go with faculty

Ron: takes UI power and decision-making away

Cindy: No place on campus

Matt: Staff and faculty safety

Brian: issue is not being able to carry /not carry, but whether the UI will have the right to make that decision

JR-motion-previously involved in Campus Safety

Staff Affairs recommend to support the resolution of faculty senate of rejection of bills which

Is the retaining the UI's right to make its own gun rights decisions on campus.

Ron: second

Put to vote:

23 yes votes

1 Abstain

2 off-campus Yes votes

Motion Passes

FMLA Revisions recommended during last month's meeting

Creg-move to approve policy changes as proposed

Greg-second

No discussion

20 yes votes

2 Abstain

2 off campus Yes votes

Motion Passes

Good of the order:

Update from April - did not get this written down

Student Nominations-due next week

Monday Feb. 17

Asking for donations

Ali-motion was made to Adjourn

Greg-second

Meeting Adjourned at 10:55 AM.

## MARCH 2014 Monthly Meeting Notes

Wednesday, March 12, 2014

**Call to Order:** Meeting called to order at 9:05 AM

**Recognition-staff of the month:**

Cheri Cole, Management Assistant for the College of Graduate Studie.

**Roll call:** Quorum was met

Absences: Matt Dorschel, Laila Cornwall, Kristi Overfelt, Vickie Burnet, Amanda Moore-Kriwox, Liz Ridgeway, Michelle Weitz, Mark Miller

**Presentation:** Kathy Aiken, Interim Provost & Exec VP

Provost Aiken talked briefly about FFF (Focus for the Future). PV Aiken does not want the info to be public until the Board sets Student Fee rates at the SBOE meeting 4/15-16/14 as CEC etc. cannot be established until we know what our revenues will be. She also needs to update President Staben on FFF. She does not believe FFF will have any direct impact on employees ie: cutting depts. etc. that would eliminate jobs. Since the UI is currently working on FY15 budgets, FFF will probably not have any affect until FY16.

Provost Aiken also talked about the Class Comp appeals. Thought the work the employee did on their appeal and the committee did a “top notch” job. Clint Payton (committee member) agreed with the Provost and she asked that we put that in a quote! ☺ The committee heard all appeals before decisions were made. Deliberated for 2 days, most decisions were unanimous. There were 135 appeals with approx. 40% approved.

Provost Aiken would also like to look at faculty/staff awards collectively and try to put them altogether so there is history of what types of awards, amounts and funding sources.

**Approval of Minutes:** It was brought up there were several grammatical and punctuation errors in the January minutes. Motion made by Clint Payton and 2<sup>nd</sup> by Mary Lunt to approve the corrected minutes – motion passed.

***Executive Committee Reports:***

**Chair – Mahoney:**

- Today is the first day of live streaming the monthly SA meetings, which is being funded by the President’s Office through the remainder of this fiscal year. Boise is working on getting a space for the feed, possibly in the Water Center.
- Policy committee is looking at the smoking ban proposal. A rep from the Dept. of Health and Human Services for the “Fresh Air Campus Challenge” on tobacco free campuses will be here on 3/25 to talk about what other colleges and universities throughout the Pacific NW have/are implementing.

**Vice-Chair/Policy - Bretthauer:**

- An email was sent out 3/11 from the Comp Time Task Force. Policy committee hasn't met for a while due to scheduling conflicts. Next meeting is scheduled for Friday, 3/15.
- An outline of Staff Affairs merging with Faculty Senate is being reviewed. SA is not 100% sure how Policy changes are made through the system...do they all go through Staff Affairs and Faculty Senate. Thought a Staff Constitution is a good idea. SA needs to change our own bylaws and possibly change the name of Staff Affairs.
- Ali announced that Stephanie Lathrop, Academic Success Counselor from the Academic Support and Access Programs office, applied and received a Learning Grant of \$200 from Staff Affairs.

### **Treasurer/Signature Events – Todish:**

An updated budget was not attached this month with the agenda as there was not much activity. There will be more expenses once the Awards Ceremony expenses start coming through. An updated spreadsheet will be attached in April.

- Ad hoc-signature events:
  - Irma and Teresa are working hard on Awards and Longevity
  - Kevin Ketchie would like to include the 125<sup>th</sup> Celebration in our venue and serve cheesecake instead of the traditional carrot, chocolate and white cake. The President's office will pay for the difference.

### **Secretary/Membership & Elections – Cornwall:**

- There are two vacancies on SA and several on the UI Wide Committee. The deadline for nominations is 3/14. Members with terms expiring in 2014 received an email from Leila. Any renewals must have the supervisor approval form. SA committee applications will be sent out asap.

### **Media/Communications – Rumford:**

- A communication was sent out to SA members after the January meeting and no one asked to be removed from their assignment.
- Lisa Miller has had some Site Core training to assist with the SA web updates. The website was tweaked a little so employees could navigate easier.

### **Off-Campus – Ridgway:**

Nothing to report

### **UI Advisory Member Reports:**

#### **Faculty senate Rep – (Miller)**

- SA noted that we can appoint someone to serve as alternate auditor for Jane Baillargeon. Marks term ends this July and he is not going to serve again.
- Brian is resigning as SA Chair in May but is interested in serving on Faculty Senate.

### **Human Resources – (Keim)**

- People Admin will go live 4/01/14. There will be a one hour preview 3/18 from 1-2 in the Borah Theatre. All are invited to attend. Other training will begin in May.

- Was some demand for computer skills training – Basic Excel is being offered through PDL 4/9-10.
- The Supervisor Excellence Program will begin again May-June.
- HRAI is hosting Diversity training on 4/21. Look on the PDL website for more info.
- The President's Diversity Counsel has developed an Arthur Taylor memorial \$4k award for a faculty or staff member who has demonstrated exceptional influence in human rights and diversity across campus. More info to come.

## **New Business:**

### **Staff Awards (Teresa)**

- Teresa has around a list for SA members to sign up to help at the Awards ceremony. Recipients have been chosen; plaques and plants have been ordered...so far so good!

### **Longevity (Group)**

- There was lots of communication and ideas about what else SA could do for longevity prizes in places of what is currently offered through the Bookstore.
  - Possibly a "discounted" parking pass
  - Gold or "Staff of the Month" parking space (SA would have to subsidize).

### **Upcoming SA Elections (Bretthauer)**

- Nominations for Chair and Vice Chair were discussed.
- Ali attended a Faculty Senate meeting yesterday, 3/11. They looked into appointing an alternate with voting rights in place of a member who is absent.

### **FSH Policy 3180 (Bretthauer)**

- Back in 2012, the SBOE assigned Kent Nelson, General Counsel, with updating Policy 3180 Employee Professional Dev & Learning outlining supervisor/employee responsibility.

### **Staff Constitution & Staff Senate Bylaws (Bretthauer)**

No update

### **Miscellaneous (Bretthauer)**

Ali introduced Scott Clyde, Director, ID EOC/TRiO Training in the College of Education. His concern, as well as with others across campus, is the lack of communication and knowledge of how externally funded grants work with the UI and wondered if SA would like to create a committee to look into some solutions and/or guidelines. There was much discussion and it was recommended that if SA did want to take this on that a representative from OSP be on the committee.....more to come.

## **Good of the order:**

David Pittsley announced that Parking has teamed up with Security and is offering emergency services from 5:00am – 9:00pm. He passed out cards to everyone that has emergency contact information.

Marty Lunt commented on People Admin that there were a lot of unfinished/open ended items that some members of the committee have questioned HR about but have not received an answer.

**Motion made to adjourn:** (did not catch who made the motion)

Second (did not catch who made the motion)

Meeting Adjourned at 10:50am.

# APRIL 2014 meeting Notes

Wednesday, April 9, 2014

9:01 AM

**Call to order** at 9:07 AM

## **Introduction of visitors**

Ken Schmidt, Staff of the month  
Virginia, here to present the award to Ken  
Jennifer Baillargeon, interested in Staff Affairs  
Scott – didn't get last name  
Amber Wilson, interested in Staff Affairs

## **Recognition - Staff of the month**

Ken Schmidt, Classroom IT Analyst – willingness to go above and beyond expectations helping out with new software in a pinch. More people with his willingness to help are needed on this campus. He was very prompt, kind, courteous, and helpful.

## **Presentation**

Jeanne Stevenson, Vice Provost for Academic Affairs  
Is here to provide an overview of Academic Affairs at Ali's request

6 reporting areas that fall under Academic Affairs:

- Distance & Extended Learning
- Honors Program
- Independent Study of Idaho
- International Programs
- ROTC
- University Advising Services

Collaboration between Academic and Student Affairs is vital to success

Functions:

- Leadership development/Leadership Academy
- Faculty Breakfast series
- Five year reviews
- Faculty development and orientation
- Accreditation Process -UI wide
- Academic Program assessment
- Student learning outcomes
- Policies and regulations
- -review of disqualification policy
- -early intervention
- -intention efforts/initiatives
- student appeals
- other projects as assigned

Jeanne also sits on 11 different committees across campus, 1 of which she has voting capability on.

Her focus for this year:

- Development of Academic Programs offered only through online classes. This is a shift in focus. In May 2014 UI will offer an online master's degree program through Natural Resources (MNR)
- Development of technology and tools available, making this more possible
- Regional Accreditation - hope to be done with a solid working document by Thanksgiving Essential that we are all educated about the process
- Focus for the future
- Best practices in teaching adult learners
- Support and resources to help develop the skills of our new faculty
- Student Affairs is working on retention, success

Question: Disqualified students – how many return and actually complete their degrees?  
Jeanne was unsure of actual numbers and will verify and send them to Laila to include in minutes. The office is very intentional at looking at those numbers to see where and how this policy is affecting our students.

Question: High school outreach being done to help prepare students better for college?  
Not at this time other than what the university is already doing through dual enrollment.

Question: Is there plans to expand on the leadership academy program and maybe offer it to newer employees as well as a way of retention of employees?  
Leadership academy was designed with the idea in mind to provide further professional development opportunities for staff that has been at the university longer and grew out of focus on developing further skills for women in Idaho.  
With the current cohort we have had 5 cohorts total. It is designed through voluntary efforts of its cohort members, and at this time we are not able to expand it further. Intention has always been to build on capacity to further skills of staff who are dedicated to the UI.

Great additional trainings are offered through PDL accessible for all staff.

#### **Roll Call, Determination of Quorum**

Absences: Janice Todish, Greg Fizzel, David Pittsley, Irma Sixtos, J.R. Kok, Carol Spain, Mark Miller, Greg Walters

#### **Approval of March 12, 2014 Minutes**

Motion to approve minutes - Cindy Bogar, 2<sup>nd</sup> - Matt Dorschel, Motion passes unanimously

#### ***Executive Committee Reports***

##### **Chair – Brian Mahoney**

Jane Baillargeon's Memorial Service will be held on Apr. 16, 2014 at 1 pm at the Church of Nazarene. Please encourage everyone who knew her to go participate.

Meeting with President Staben on Monday April 7, 2014 where the following was discussed:

- officer changes in Staff Affairs effective June 1, 2014
- Moving forward on making the changes from Staff Affairs to Staff Council
- Tobacco free campus
  - lot of thing to consider
  - Importance of doing what is right for the entire UI community, taking input from all areas affected by this policy change
  - Task force is moving forward and hope for implementation on August 24,2015
  - Effect on Golf Course, Tailgating Parties, ceremonial, prescriptions, talked about Staben's previous campus' policies on this
- President's Open Hours – changes every week but is posted on the president's webpage link.
- Staff Awards Reception/Banquet role of President

Task force -Weapons on Campus, meeting weekly, currently looking at what other universities are doing who have undergone the same policy changes – Colorado State and Utah State

Staff discounts for use of the UI Golf Course - Sent email a while back Keith Ickes and Ron asking if there is something we can do for provide a discounted season pass to staff and their spouses. It is being considered. Last heard is that Ron was going to talk to Tyrone about the impact it could have and the possibility of running a Pilot program. Majority of current users use payroll deduction.

CEC/Raise. Nothing official yet but are looking at a possible 1-2% raise

Healthy Campus Meeting - Please promote constructive feedback, so decisions can be made more productively - Hoping for more departmental involvement. Is how this Tobacco Free campus policy is going to be enforced being considered as well?

#### **Vice-Chair/Policy – Ali Bretthauer**

Comp time task force – Next meeting scheduled on April 17, 2014. Task force has received recommendation from tax council. Asking for additional members who should sit on this task force?

2 Supplemental development grants received

Policy Sub committee - working on getting staff more involved. Added one sentence with wording that will ensure that Staff Affairs will have the ability to review chances before it is sent out for approval

#### **Treasurer – Janice Todish**

Absent, nothing to report

#### **Secretary – Laila Cornwall**

Checking to see if everyone has received a Staff Affairs Binder – they have.

Elections have gone well – will discuss under new business

**Media/Communication – Debra Rumford**

Nothing to Report

**Off-Campus – Liz Ridgway**

Nothing to Report

**Faculty Senate Rep – Creg Empey**

Class comp-lingering concerns about the outcome

Numbers collected and shared during their meeting

Going forward we need to understand that morale have hit an all-time low amongst our staff.

Faculty is aware and understands the concerns around it, and it is also seen in the willingness of our staff taking the extra steps.

A list three pages long of questions was put together and submitted two weeks in advance, but only the first couple of questions on the first page were addressed.

Leadership meeting is coming up-Brian will follow up to see if we can get the rest if the questions answered or addressed.

Brian talked to staff affairs members who sat on the appeals committee, who expressed that they felt that the process seemed of and fair. There was concern that the numbers were skewed and not truly reflecting changes made.

Promote that we represent all staff and can help advocate for them.

The Faculty concern discussed during the meeting has more to do with the entire process the University went through, not only the appeals process. Since the first few questions dealt with the appeals process, a thought was that this was why it was the main issue discussed.

One outlet for dissatisfaction is to once things get unfrozen, these people would be to get their positions reclassified.

Biggest argument across campus is that the whole process has not been very transparent - Transparency is important

**Human Resources – Elissa Keim**

Attendance at Health fair was very good

ATS system is now live -individual training is taking place, no plan to offer group trainings at this time. Preparing to unlock the system to include Student, temp and IH employees as well - no date yet has been set for roll out yet.

A recommendation to have Greg come talk to us and provide us with an overview of the new system was made

Nomination for leadership academy opens up May 1

Leadership Series Schedule for this summer should be ready by early May

***New Business*****Staff Awards & Longevity – Teresa Million**

Staff awards banquet is on Friday. We will have cheesecake instead of carrot cake. Programs are done. We are still looking for volunteers - sending list around.

There will be Live Stream for off-campus – Some recognition for off-campus is scheduled

Brain: Thank You! We know that it has been a lot of work!

### **Faculty Senate Update – Brian Mahoney**

Mark Miller has been moved into Jane's position with term ending in 2015

Greg Empty will be finishing out Mark's term ending in 2014

### **Elections – Brian Mahoney/Laila Cornwall**

- Faculty Senate Representative, 2 year term – Brian Mahoney
  - Chair, 1 year term – Ali Bretthauer
  - Vice-Chair, 1 year term - Greg Fizzel
  - UI Wide Committees:
    - Americans with Disabilities Act Advisory – Erich Seamon
    - Borah Committee – Patrick Freeman
    - Campus Planning Advisory – Archibald Harner
    - Arts Committee – Holly Funk
    - Ubuntu Committee – Eric Matson
    - University Budget & Finance – Paul Amandor
    - Classified Appeals – Chris Menter
    - Parking Committee – Lori Bonner
  - New Staff Affairs Membership:
    - Non-Faculty Exempt – Darren Kearney
    - Administrative/Technical/Research – Jennifer Baillargeon-Hauck, Amber Wilson
    - Off-Campus Representative – Debbie Caudle
    - Maintenance/Services/Skilled Craft – still open, no applicants
- Motion to approve elections – Teresa Million, 2<sup>nd</sup> – Creg Empey, Motion passes unanimously

### **Good of the order**

October 2 – Staff Appreciation in SUB Ballroom

#### **Privacy/Confidentiality**

- When staff writes to Staff Affairs for assistance with a problem or concern – to provide and maintain confidentiality. Remind or ask the staff member if confidentiality is wanted.
- Can we reformulate the questions/problems asked and send on behalf of Staff Affairs?
- Makes it hard if we do not have the answer and we need assistance from others who do have the answers.
- We can help advocate "on staff member's behalf" and we want to promote positive interaction between parties, if confidentiality or withholding the people involved is wanted we need to respect that.
- We can function as advocates and without "including" the names involved cannot provide positive communication
- We are a representative body-we can ask on the behalf of... We are advocating for all Staff not just individuals

Searches for higher positions

- Acknowledgements to applicants are not happening
- Once positions are filled notifications needs to be sent out
- This is the responsibility of the search chair
- New ATS system makes the communications timelier and easier.

**Meeting adjourned 10:53 am**

# MAY 2014 meeting minutes

Wednesday, May 14, 2014

8:51 AM

**Called to order** at 9:04 AM

## **Introduction of visitors**

Ron Smith, VP, Finance and Administration, will be present during most Staff Affairs Meetings. This suggestion was based on conversation Staff Affairs Chair and Vice-chair had with President Staben.

Welcome to new members: Darren Kearney, Jennifer Baillargeon-Hauck, Amber Wilson, and Debbie Caudle.

## **Recognition – UI Staff of the month**

Tara Roberts, Science and Research Writer, University Communications and marketing – for going above and beyond call of duty

## **Presentation**

Emily Tuschhoff and Brian – Presentation on Campus Suicide Prevention – mission, goals and objectives.

This program started last semester, received a 3 year grant. The goal is to use this grant to get a solid foundation of the program built up before grant is up. The goals include:

- Conduct suicide training to at least 60% of UI faculty and staff by the end of the 3 year grant (20% trained in Mental Health First Aid (MHFA))
- Promote afterhours crisis services (CTC & national)
- Present educational seminars by peer educators
- Distribute informational material to promote mental health
- Conduct evidence based screenings
- Increase collaboration with area hospitals to improve follow-up after discharge
- Educate community about availability and benefits of counseling

The goal is to increase awareness and help faculty and staff learn to recognize warning signs. Want to increase alcohol screening-increase to help students get help sooner. They are collaboration with area hospitals and are working on educating the community.

QPR-see handout. These are tools to help students. If faculty has to be gone, don't cancel your class or program, they will come in and do this training during this class time.

MHFA

Questions: times/ layout or trainings? Very intense material. Training used to be 12hours, but have now been condensed down to 8 hours.

Suggestions: all day on a Saturday, difficulty with it being a paid training, community based, offer summer sessions.

How can we reach more staff? College support from Deans. Interest also expressed to have these trainings offered off site.

### **Roll Call, Determination of Quorum**

Absences: Chad Neilson, Clint Payton, Marty Lunt, Teresa Million, Irma Sixtos, Ron Polley, Amanda Moore-Kriwox, Carol Spain, Mark Miller, Greg Walters

### **Approval of April 9, 2014 Minutes**

Correct spelling of Creg Empey's name on page 6,  
Motion – Janice Todish, Greg Fizzell 2<sup>nd</sup>. Motion approved with these changes made.

### **Executive Committee Reports**

#### **Chair – Brian Mahoney**

**Tobacco five campus** - was discussed at the last faculty meeting to find out if most were in favor or not. There was a lot of discussion. Passed in simple majority – very similar to the SA vote. All agreed that it needs to be looked at more thoroughly. Some really good points came up during the discussion. It is currently on President's table. We do not know yet where it is going. Daniel, the student who initiated this have now graduated. Brian, today's visitor, is the new Health Coordinator on campus. Brian is going to be turning tobacco free project over to Ali Bretthauer.

Brian is going to stay on the **guns on campus taskforce**. Survey has been put on hold for now. July 1 is when the law goes into effect. Will continue to serve as an advisor on this in future meetings.

Annual report – last thing to do, will be asking for feedback to complete. We did have a pretty good overview on the Report to the president.

#### **Vice-Chair/Policy – Ali Bretthauer**

Brought handouts of **1460 revision**.

**Staff Affairs Retreat** scheduled for June 6. ON the agenda will be a discussion on bylaw changes, and will possibly be moved off campus. More to come.

Meeting calendar invites have been sent out for the 2014-2015 year. Please report any absences directly to Laila Cornwall at [lailac@uidaho.edu](mailto:lailac@uidaho.edu).

Upcoming Statewide tour, we are currently looking at traveling with faculty Senate to help lower costs.

Ideas of what direction Staff Affairs needs to go in the coming year, please send email to Ali at [abretthauer@uidaho.edu](mailto:abretthauer@uidaho.edu).

#### **Treasurer – Janice Todish**

Staff Affairs budget was attached for today's agenda. We may need to look for additional funding from somewhere. Not finalized yet as we are still waiting on some final invoices.

Retreat expenses will show up twice on this year's budget, because both last year's retreat and this year's retreat took place during this fiscal year.

Wrap up session for the awards committee. Please send suggestions for improvements to Janice at jtodish@uidaho.edu

Costs for awards - more people chose gifts from the bookstore than usual; we need to look at costs for the prizes to make sure they are equitable.

**Secretary – Laila Cornwall**

Nothing to report

**Media/Communication – Debra Rumford**

The newsletter have now been sent out to faculty as well as staff. We have seen a huge increase in KUDOS from faculty as well as received positive feedback from faculty on the Chairs report.

**Off-Campus – Liz Ridgway**

Nothing to report

**Faculty Senate Rep – Creg Empey**

Nothing to report

***New Business***

**1460 Revision** – C2, ia. Suggested change: "Policies within matters of staff are referred to the Staff Affairs in advance."

Discussion on positioning - suggestion is to move sentence after faculty sentence. In advance of what? Take out "the", add "Prior to", take out "in advance" and after faculty senate

Motion to amend the location of the sentence to after the faculty sentence – Creg Empey, 2<sup>nd</sup> Matt Dorschel. Votes: Yes – 10, No – 7, Off campus No – 4, Abstain – 3. Not passed

Greg Flzzell move that we strike "in advance", 2<sup>nd</sup> JR Kok. Votes: Yes – 19, No – 3, Abstain – 2. Motion was approved.

NOTE: we do not need to vote on minor edits

Motion to approve the sentence with changes discussed – JR Kok, 2<sup>nd</sup> Creg Empey. Motion approved unanimously.

***Search Committee for new Provost*** – will begin this week on May 16<sup>th</sup>.

***Athletic discount tickets*** – suggest an all sports family pass. We have not had it the last few years and would like bring back. There are some income tax issues that will need to be worked out. Lisa Miller will ask about this. Amber Wilson will help Kristin Strong with this and report back at our next regular meeting.

***Staff Affairs Retreat*** – other locations than campus are being considered. Maybe 1912 Center?

Chair/Vice-Chair transitions – Name tags, emails from the last year will be saved on the shared drive, where the emails will be going will be changed closer to the end of May.

**Good of the order**

Janice Todish - thank you to Brian Mahoney, the Staff Affairs have grown tremendously under your leadership

**Meeting adjourned 10:04 AM**