

### MEETING MINUTES

Wednesday, September 13, 2017. 9:00 to 10:30 a.m. [Paul Joyce Faculty & Staff Lounge](#)  
Off-Site Connection: ZOOM – See meeting invite for connection details

- I. Call to Order at 9:00 a.m.....Howard
- II. Staff Member of the Month.....Howard
  - a. June: Mark Brooker
  - b. July: Wendy Kerr
  - c. August: Eric Matson
  - d. September: Debbie Ailor
- III. Roll Call .....McGarry
  - a. 27 of 34 present - quorum met
  - b. Absences: David Summers (excused), Renee Hanson (excused), Lisa Miller (excused), Amy Norman (excused), Erin Butterfield, and Maria Ortega.
- IV. Guest Presentation – Brian Cox for Dan Ewart, VP of Infrastructure
  - a. Changes in ITS became effective August 14 with a new service model, going from just the help desk and TSS (which charged) to the TSP: Technology Solutions Partners that are stationed around campus in 9 regions. Hopefully this will provide quicker service.
    - New Website: [uidaho.edu/tsp](http://uidaho.edu/tsp).
    - All the staff went through over 200 hours of training to prepare.
    - Campus broken into 9 regions (shown in colors on web page) for efficiency. Regions can cross over to help. Grey areas have own support staff but can get regional help as well.
    - Contact for TSP member and submit a service ticket information on website. Coming soon- a new management system to replace Footprints that will need a ticket, so get used to submitting them. No billing of departments saves time. The charges had been fairly consistent over 3 years, so it was decided just to budget it.
    - Student support is still using the help desk, now called Student Support Services.
    - Feedback, both good and bad is appreciated and necessary, please submit on the website. The model is still being tweaked, a few people are being moved around. Off campus centers all have own support staff, but are also connected to a region.
- V. Advisory/Other Reports
  - a. Faculty Senators.....Mahoney/Tibbals
    - Faculty Senate meeting was yesterday (some info from summer meetings)
      - Early warning grades due Sept 19 as retention effort
      - Campus climate survey – faculty rated campus climate highest, staff rated it the lowest. Staff were well represented at focus groups. Communication is considered a problem. Staff to be included in reports from faculty representative to the rest of the faculty. We should also consider alternative approaches to get information out. Give suggestions to Charles Tibbals. Off – site staff need better representation.
      - Center for Excellence in Teaching and Learning having workshops.
      - Policy update requests are due Oct 2.

- Title 9 presentation: All at UI are required by law to report sexual assault – contact HR office with questions.
- UBFC recommendations results not out until next fall.
- Market-based compensation is one of two major priorities at the University. Website to be up Oct. 6 to be able to check your own market rate.

b. Human Resources.....Matthews

- Presentation on October 6, 2:30 pm will update the University on Market Based Compensation task force progress. The new Vandal Web site to check personal market rate will go up after the meeting.
- Current staff salaries cost \$76M. Market base is \$82M. with 22% ahead of target salary. No one is losing salary.
- Annual CEC supports that everyone gets something, but those that are ahead won't get as much.
- Mid-year adjustment will not address any income to those ahead of target. Approaches are being discussed as to how to do the mid-year adjustment. On Oct. 6.
- Questions:
  - Brian; Will we get some idea of what we will get in mid-year?
  - Wes: No. It is still being tweaked until Oct. 31. When you see where you stand there will be disagreement, but the culture will be one of open discussion.
  - Brian: Determining relevant experience is variable.
  - Wes: No one has abused the prior experience in the exercises that we .
  - Chad: When will supervisors be able to see the market rate on the vandal webpage (to have discussions about it with staff)?
  - Wes: Supervisors can see all their supervisees on Oct. 6 Not before. Other personnel issues have come to light but will be dealt with in time. If you find errors, please contact your supervisor to see if there is an adjustment to be made.
  - Samm: What you will see in your rate includes service and degree etc.?
  - Wes: Yes.
  - Leslie: how long will meeting Oct 6?
  - Wes: 1 ½ hours.
  - Lou: How is market rate based with multiple trades? Highest trade or percentages?
  - Wes: Some of both.
  - Brian: Is all of this information public?
  - Wes: Not sure. Hadn't really considered anyone else needing to know.
  - Diane; Can we see the market bases for other positions to be able to make decisions on applying for those positions?
  - Wes: Market rates for other positions not yet available, but might be later.
  - Amber: Will the general terms be available?
  - Wes: Yes, at some time.
  - Cindy; If we go back to prior experience. Do you lose it when you get a new job?
  - Wes: Yes, target salary will be started over, but will start higher. Horizontal norming causes different positions to be categorized - forests and trees.
  - Wes: Good news! Target compensation for everyone to be at market rate is 82M, and the amount the University plans to spend is 82M.

# University of Idaho

## Staff Council

- c. Finance & Administration.....Foisy
- d. Professional Development & Learning.....Keim

### VI. Executive Committee Reports

- a. Off-Campus.....Sowers  
Leaving Oct 30. We need to find replacement
- b. Communications.....Hoffmann  
Send Bob information about internal newsletters - Facilities, Library, Office of Research, The current method of sending a teaser in an email will be replaced by having it all on the website and providing a link through Register and FB as well as email.
- c. Treasurer.....Freitag  
Staff Council finished FY 17 in black.
- d. Secretary.....McGarry  
If you need a binder or name tent, please contact Diane.
- e. Technology.....Kearney
- f. Vice Chair.....Baker  
If you need to resign a committee write to committee chair, Ann Thompson, and Patricia Baker.
- g. Chair.....Howard  
Please return approval forms, attend compensation meeting and take back the night event.

### VII. Subcommittee/UI Committee Reports

- a. Staff Awards & Recognition.....Leibbrandt  
We were awarded the \$20,000 for the awards luncheon again this year.
- b. Elections.....Crossland  
Need another member for elections committee – no volunteers.
- c. Policy.....Baker
- d. Communication.....Hoffmann
- e. Strategic Plan.....Soelberg

### VIII. Old Business - none

### IX. New Business

- a. Faculty and Staff Use of the Student Health Center
  - Emily: The Student Health Center will bill all insurance, accept walk-ins or appts.
  - Annual health fair Oct. 11 8-5 free food, prizes. 11 vendors.
  - HR fair the week before will have flu shots.

### X. Good of the Order - none

### XI. Adjournment at 10:30 a.m.

### MEETING MINUTES

Wednesday, October 11, 2017. 9:00 to 11:00 a.m. Paul Joyce Faculty & Staff Lounge

Off-Site Connection: ZOOM

I. **Call to Order**.....Howard

II. **Staff Member of the Month**.....Myung Chun.....Butterfield

Myung is an expert on EPAFs. She is ALWAYS friendly and willing to help prepare EPAFs correctly. She answers her phone or returns phone calls promptly. Myung is generous, has a great sense of humor, and makes a positive contribution to the UI culture. Thank you, Myung!

III. **Roll Call – Determination of Quorum**.....quorum established..... McGarry

#### IV. **Guest Presentations**

- a. Carry Salonen, Risk Management — Volunteer Waiver Form New forms – how to best facilitate volunteers. IPO and 4 H have different processes. Delete old forms. See Power Point attached – also all on Risk Management website. Does not include workstudy or intern. Complete form online, submit and the form will be included in an email to the person completing the form. Referrals need to be addressed. Print, then give to approving person. After approval, then begin the volunteering service. After all approvals, then keep document in office for 2 years. Call risk management with questions. A volunteer can be disqualified for several reasons, didn't pass a background check, or can't drive, etc. Other information on risk website is insurance, request cert. of insurance, waiver information, etc. How far in advance does this need to be done? If no referrals, and have signatures, then it is right away. Don't wait until the event. Volunteer needs the information in advance. Usually 30-60 days to be sure. You can check in advance with HR to see if the position will work as a volunteer position. If someone has a volunteer that has not done the form, please notify them and tell them that it is policy and protects both you and the volunteer. What about participants that are human subjects? Probably get referred to OSP.
- b. Rance Larsen, Graduate Admissions. — Event on Oct. 19 encouraging staff members to seek higher degrees.  
3 audiences: UI Undergraduates, Staff, Local college undergraduates. Grad 101 week. See handout attachments. Off campus? Will record the program on Friday that they will be able to access it later.  
October 19 is full program. One-hour programs are the condensed version.

#### V. **Executive Committee Reports**

- a. Off-Campus.....none.....Sowers- last report out
- b. Communications- New staff council newsletter format– online with email teasers-Hoffmann
- c. Treasurer.....none..... Freitag
- d. Secretary.....none.....McGarry
- e. Technology.....TPS model send feedback..... Kearney
- f. Vice Chair.....none..... Baker
- g. Chair.....go to Heath and Rec fair..... Howard

#### VI. **Advisory/Other Reports**

- a. Faculty Senators...Tibbals FSH code of conduct disciplinary changes.....Tibbals/Mahoney

- b. Human Resources..... Matthews  
MBC presentation went well – feedback is good – email inundated – making sure the information is correct – feedback on Vandalweb page – His presentation was for staff – there is a separate amount for faculty – degrees earned while in service will count and add to your compa-ratio. Still working on mechanism after you reach 100%. If you are a supervisor, there is a problem in the scrolling – they are working on that. If you at 100% then the screen looks different. Time in service and time in position are counted differently after 100%. For future versions – before and after 100%. What is the intent of mid-year increase? To move people toward target salary. What are the expectations? New positions are reliant on budget of department. Mid-year adjustment will be just like CEC with new contracts and notifications. Should be notified mid-December. Can the percentage be given? Maybe that is the wrong way to look at it. It is not merit pay, but equity pay. Merit pay? Past or just current level evaluation. Those conversations are in process. State of Idaho micromanages the salary increases. For the most part, it is current year. Current mid-year is also bucking the trend. Perhaps once, previous experience can be counted.
- c. Finance & Administration..... Foisy  
Market based compensation support: The administration is committed to providing. The easy way is through increased enrollment. The hard way is through program prioritization re-allocation of funds.
- d. Professional Development & Learning.....absent.....Keim

### VII. Subcommittee/UI Committee Reports

- a. Staff Awards & Recognition...meeting on Tuesday. - support from Pres. Off..... Leibbrandt
- b. Elections.....5 new applications - can fill 3 due to categories..... Crossland
- c. Policy.....none..... Baker  
Provost has new committee for Great College to work survey – Patricia is on this new committee
- d. Communication.....none..... Hoffmann
- e. Strategic Plan.....none ..... - planning meeting.....Soelberg

### VIII. Old Business - none

### IX. New Business

- a. Does Staff Council want to support and ‘advertise’ to campus Active Shooter Training?  
Vote passes to pursue.
- b. Holiday Planning committee volunteers for our December meeting – need a volunteer to plan

### X. Good of the Order

- a. If not attending, **please notify Summer in advance**. If you are a no show for 2 meetings, we will discuss the level of participation.
- b. Charitable Giving Campaign – all month! Forms available – contact Summer for more info
- c. Enrollment for Benefits is open October 16 through Nov 7.
- d. State of the University address (October 24 @ 1:30 International Ballroom ) is being revisited.  
Date may be moved.
- e. Delivery parking permits available to print online.

### XI. Adjournment – 10:42 a.m.



We're  
Searching for  
Volunteers

University of Idaho  
Risk Management and Insurance

# Volunteer Opportunities

=

Department Responsibilities



**Guidelines for  
Departments Using  
Volunteer Services**

# Guidelines for Departments Using Volunteer Services

- Compliance assistance
  - Examples of volunteer activities
  - Supervisor responsibilities
  - Approval process
  - Step by step instruction to The Forms
  - Records retention
- 



Volunteer Qualification Checklist

Information for Volunteers Form

# Volunteer Qualification Checklist

## The Basics

- Unit
  - Volunteer's information (name, address)
  - Name of volunteer's supervisor and their job title
  - Location and dates of volunteer's service
  - Specific tasks volunteer will be doing
- 

# Volunteer Qualification Checklist

## The Referrals

- Is the volunteer a UI employee, will they receive compensation,
  - Are they under 18 years of age,
  - Will they be working with minors,
  - Will their service take place outside of Idaho,
  - Will they operate a vehicle,
  - Will they be in a laboratory environment, or
  - Will they have contact with animals or genetically modified materials?
- 

# Volunteer Qualification Checklist

## The Facts

- Is another employer paying the volunteer during the dates and times of the volunteer service;
  - Is the person authorizing the volunteer services and / or supervising the volunteer a family member or cohabitant of or otherwise presenting a potential conflict of interest with the volunteer;
  - Is the person receiving course credit for their work;
  - Will the volunteer work under the direct supervision of, or be given the means and direction for the performance of work, by a paid UI employee;
  - Will the volunteer perform work where there is a legitimate need for services;
  - Is the work related to the mission or goals of the UI;
  - Does the volunteer appear to have the skills necessary to perform the work; and
  - Is the volunteer performing a service that no one is paid to do?
- 

# Volunteer Qualification Checklist

If no REFERRALS to address, print the Volunteer Qualification Checklist certification for Dean or Director's certificate as part of your record for this volunteer.

If there are REFERRALS, print the Volunteer Qualification Checklist and contact the unit(s) based on referral message.

If the referring unit(s) authorizes and approves the specifically referred item, print their approval and retain with Volunteer Qualification Checklist. Documentation is ready for Dean or Director's certification on the Volunteer Qualification Checklist as part of your record for this volunteer.

Referral items that are not resolved with the referring unit will prohibit the use of the volunteer.

If requester received a notice, "Stop here. Volunteer does not qualify.", the service that the department would like the volunteer to participate in is not eligible for volunteer service.



# Information for Volunteers Form

The “information” form is designed to give volunteers important information about volunteering at UI.

After reading the sheet, the volunteer is asked to sign the form to indicate the volunteer has received the information and is an eligible volunteer.



# Oh, man! Let's Get Started

The guidelines and forms are found on the Risk Management and Insurance web page, under Volunteers or

[www.uidaho.edu/infrastructure/pss/risk-management/volunteers](http://www.uidaho.edu/infrastructure/pss/risk-management/volunteers)

## Questions?

Visit **Risk's website**

Email [risk@uidaho.edu](mailto:risk@uidaho.edu)

Call **885-7177**





**THANKS  
FOR BEING A  
VOLUNTEER  
SUPERSTAR!**

# Graduate School 101 - Thursday, Oct. 19<sup>th</sup>, 2017

**Grad School 101: Where do I even start?**  
**Whitewater/Clearwater Room**  
**1 - 2:30 p.m.**

Get in the know before you apply

Have your career goals in mind from day one!

Know where you are applying before you submit your application

Application Resumes: The good, the bad, and the ugly

Application Writing Statements: How to write a good statement of career objectives

Letters of Recommendation 101: Who to pick and how to ask

**Intermission**

**Planning Your Transition  
into Grad School**  
**Whitewater Room**  
**2:40 - 4 p.m.**

**Laying the Foundation for  
Future Grad Funding**  
**Clearwater Room**  
**2:40 - 4 p.m.**

Practicalities: What program, degree, department, campus, major professor, and committee is best for you?

Funding your graduate education

Career center services

Staff and grad school 101

Military service and grad school 101

You can graduate with a graduate degree without spending a penny out of your own pocket, but you need more than a good GPA....

Meet all the campus supporting offices that can help you be strategic during your undergrad years!

**Intermission**

**Get the Answers from Current Grad Students**  
**Whitewater/Clearwater Room**  
**4 - 4:30 p.m.**

Ask Current Grad Students Any Question That You May Have

**Meet your University of Idaho Campus Wide Support Team**  
**Whitewater/Clearwater Room**  
**4:30 - 5 p.m.**

Talk one-on-one with campus program directors!

# Grad 101 Week

Everything you need to know before you apply to graduate school

***Grad School 101: Get in the know before you apply***

***Four presentations are offered in the Idaho Commons.  
Join us when your schedule allows.***

- October 16<sup>th</sup> 3pm-4pm  
Clearwater Room
- October 17<sup>th</sup> 3pm-4pm  
Aurora Room
- October 18<sup>th</sup> 2pm-3pm  
Clearwater Room
- October 19<sup>th</sup> 1pm-2pm  
Whitewater Room

Visit  
[www.uidaho.edu/cogs](http://www.uidaho.edu/cogs)  
for more information!

*Brought to you by Graduate  
Admissions and the Graduate  
Student Fellowship Support  
Program in the College of  
Graduate Studies*

**University of Idaho**  
College of Graduate Studies



Everything you need to know before you apply to graduate school  
*Four presentations to help you make a great start.*  
*Join us for the topics that are of interest to you!*

*Thursday, October 19, 2017*  
*UI Commons Whitewater Room*

*Grad Admissions 101: 1:00-2:30pm*

*Grad Funding/Practicalities 101: 2:40-4:00pm*

*Grad Student Q and A: 4:00-4:30pm*

*Round Table Open House: 4:30-5:00pm*

Visit  
[www.uidaho.edu/cogs](http://www.uidaho.edu/cogs) for  
more information!

**University of Idaho**  
College of Graduate Studies

### MEETING MINUTES

Wednesday, November 8, 2017. 9:00 to 11:00 a.m.

Paul Joyce Faculty & Staff Lounge

Off-Site Connection: ZOOM

- I. Call to Order.....Howard
- II. Staff Member of the Month.....Patty Cady.....Butterfield  

Patty helps everyone in the office with English composition and grammar. She works hard and intelligently to streamline office procedures, verify proctors, answer email, and process student exams. Thank you Patty for all you do. Sherrie Metlen, Independent Study of Idaho
- III. Roll Call – Determination of Quorum.....quorum established.....McGarry
- IV. Guest Presentations –
  1. President Staben - Upcoming state of University Friday afternoon
    - a. Changes in Advising/Recruiting /Retention: All of us need to be on the same page on where resources come from – reallocation is more difficult way to create growth, but it is not sustainable. Tuition is more important way to do this. This change will focus as a team – celebrating successes, record fundraising year, the enrollment increase. Why what we do matters, make clear to everyone what we need to do – build enrollment. Timeline is unsure.
    - b. Go on initiative: 6% last year increase, but they were Idaho undergrad freshmen. This year shows a slight decline. Dual credit students are those that would have already come to college. They will still complete degrees. What we need to do us get other students that might not have come to college. Will continue a lot of initiatives like Direct admit, and Apply Idaho. Retention rate is increasing.
    - c. First generation hostility toward higher ed. Is there any thought at approaching that attitude? We are doing things as a university. In Jerome, there is the pioneer parent academy. When we ask students in High School about their intent to attend college – 86% say they are going, but only 46% go. We need to address that in a number of ways. HS guidance counselors don't work in summer, when those students are making those decisions. We also have a robust min. wage economy in Idaho. College costs become a concern. The perception is that student debt is so terrible. Clearwater paper has program to offer jobs to children of employees. We have got to change the whole dialogue. College is the gateway for most people for the future. What if we eliminate summer? Why start school in August? Why not start in summer, give students a break on tuition and free rent. We are competing with getting a job. Could we also offer a job? Better get out the word that we are hiring? Contact student life? Cher Hendricks? VIP transform project.
    - d. Navatas partnership? Is it helping? International students can come prepared or do some preparation. This year it started late, but doubled number of students in international students. We do operate in a global world. Idaho student pay only about \$4 K /student. International students pay about \$23K. We need to express why students should come to Idaho. China is our largest sender, it is why we need Mandarin and Spanish on the website. Navatas website is better.
    - e. Darren – There is growth in online education– what are we doing to strengthen on campus experience? All growth in higher education has been online. It is actually pretty good – online comes out ahead. But face to face is a richer experience. Starfish will help track problems that students will face. Faculty in the classroom are also important. Students are far more interested and excited about Starfish than faculty are.
    - f. Arena update. We received a more accurate and higher estimate. We will need to raise \$45 M. We still need a naming donor. How to pursue a donor? Start with rich people – alumni, industries, Pres. Staben spends significant amount of time doing fundraising.
  2. Rebecca Couch – Director, Parking and Transportation Services
    - a. Leadership for over a year and working on long term goals and adapt to expected growth & T is self-funded, not centrally funded, except for the access shuttle.
    - b. Where do we put resources? Two issues: 1) maintaining current parking lots – 40 acres to maintain. Some lots built in 80s and 90s that need significant rebuilds. Others need simple maintenance. We are getting professional analysis to prioritize this. There is a high cost, the red lot needed complete \$142K rebuild. Gravel hole in red lot by Kibbie Dome needs repaired. All the gravel lots need upgraded. Gold lot by Student Health has a \$350K estimate. We are looking for ways to reduce vehicle trips across walkway – street realignment? Would also bring transit to drop off to the core. 2) Expansion, we have more cars now than in

the past even without higher enrollment. We have some issues already and need campus input. We can address some issues with price, but that is not the best way. We can change the policies to distribute permits and eligibility. Other campuses do other things. We can create distant lots for use as park and ride stations. ASUI now has a parking taskforce. Not a lot of options without cars. We want to create more of a culture of “no car no problem”.

- c. Question: Parking is bad by Nicholls, can you move gold – to red – to purple – and loss to construction? Possibly. Good input.
- d. Vans for commuters, like the current ones with the city partnership? Can we recoup some of those \$? Explored ridesharing w/ Zimride? Zipcar?
- e. Do you have plans to build garages? It is cost prohibitive to build and maintain, that is why we are promoting other options like getting public transit more into the core of campus.
- f. What about outside (of campus) parking and shuttle transit?
- g. What about covered bike parking? Is being considered. The current design is terrible. Doesn't keep anything of bikes, and slopes to hardscape that makes it really icy. Free bicycle registration is offered through P & T.
- h. Reverse Idaho and university Aves? To reduce traffic on walkways. Make a drop off in center of campus. Higher steeper way to climb. Public transit, coordination to improve walking on campus. Even a walking map – maybe of steam tunnels. Rayburn loop for drop off/pickup area? Create covered bus stop? Possibly.
- i. Complaint about of electric vehicle parking spots. It was required for lead certification for the Education building. A few do use. Will consider removing if use not high enough.
- j. Frustration about stairways not being bicycle friendly. European system has a groove next to stairs for bikes. Rayburn loop?
- k. Speed tables? Pillars are unsafe? Cannot see around them. Plants even hinder more. Shrubs hinder some areas around parking lots, especially at the recreation center. It is being addressed.
- l. Rebar pulled bumper off in the student health lot. There need to be length restrictions.

V. Introduction of newest Staff Council members: Travis Gray, Mike Spellmire, Elizabeth Buescher

VI. Executive Committee Reports

- a. Off-Campus.....None.....Wells
- b. Communications.....bulk email has been frozen.....Hoffmann
- c. Treasurer.....None .....Freitag
- d. Secretary.....None.....McGarry
- e. Technology.....Duo - don't wait until deadline to sign up. The phishing trials conducted show that it requires continual education, so ITS decided to institute a dual login system to insure no one can log in from phished information. There are multiple ways to access it, you don't need a cell phone. Can use a fob, or can call a land line. You can also get codes in advance..... Kearney
- f. Vice Chair.....Cascading plans – developing strategic plan to answer problems found in great colleges to work for survey. They want feedback to improve staff feeling of respect and appreciation. The university is already addressing compensation, but still need to address other issues. Please send to Patricia ideas in a few areas: 1) onboarding process/ orientation is lacking and 2) fairness and performance evaluation process. 3) Leadership development. We also need to find 2 more areas. The staff show no confidence in senior leadership with a low staff/faculty relationship. There is also a difference between exempt and non-exempt. For some, access to computer to keep current is a problem. Elections; one candidate needs more information. Need a ballot for the student conduct board. The Register is good way to advertise. Need to forward requests to be on the committees to Erica. ....Baker
- g. Chair.....Policy committee. Discussion around makeup of joint policy committee. Should the Faculty Secretary vote (meaning that there would be 4 Faculty to only 3 Staff? Only as a tie breaker? Active shooter response training reminder (December 6).....Howard

VII. Advisory/Other Reports

- a. FacultySenators.....Tibbals/Mahoney
- b. HumanResources.....The update is that we are busy doing what we are doing. We have been fine-tuning, getting more accurate information. Will send out spreadsheets with updates. Departments will have opportunity to increase the mid-cycle raise, but must do it equally and must have the funds to do so. The raise will take place Dec. 31 and show up on

the Jan 26 paycheck. When will employees see information? As early as Friday for VPs, it is up to them whether they share. The formal announcement will not come until mid-December. ....Matthews  
c. Finance & Administration.....Foisy  
d. Professional Development & Learning.....Keim

VIII. Subcommittee/UI Committee Reports

- a. Staff Awards & recognition.....Leibbrandt
- b. Elections.....Crossland
- c. Policy.....Baker
- d. Communication.....Hoffmann
- e. Strategic Plan.....Soelberg

IX. Old Business

- a. Need two volunteers for Holiday planning party – did not get to this item

X. New Business

- a. Policy on providing meals as prizes for University Staff members – did not get to this item

XI. Good of the Order

- a. Active Shooter Response Training – December 6, 1:30-3:00 pm
- b. President’s State of the University Address – November 10 2:30 in International Ballroom

XII. Adjournment: 11:03

## MINUTES

Wednesday, December 13, 2017. 9:00 to 11:00 a.m.

### Paul Joyce Faculty & Staff Lounge

- I. Call to Order.....Howard
- II. Staff Member of the Month.....Christopher Doman  
Chris reached out to the Center for Volunteerism and Social Action volunteering to give up part of his Saturday to assist in any way he could for Serving Your New community (SYNC). He drove a group of new students to and from service at Goodwill and saved the department staff from a more stressful day. Sacrificing his time on a very busy weekend was so helpful. Thank you Chris!  
Chris was nominated by Natalie Magnus, Program Coordinator, Department of Student Involvement.....Butterfield
- III. Roll Call – Determination of Quorum.....Quorum determined.....McGarry
- IV. Approval of minutes: approved with following amendment: Date needs fixed in November minutes.....Howard
- V. Guest Presentations–
  - a. Barb Beatty – University Ombuds  
15 different quote cards, Handout report to faculty senate. More cases than ever. Bullying policy? If you see conflict, send someone to see Barb.
  - b. Mike McCollough – Twin Larch Sanctuary  
Handout: Property is being let go by the University, and a non-profit organization is being formed to take it over. Comments are that it is lovely, but run down. House on 42 acres on Moscow Mountain. 8.4 miles from Moscow. Mission is to provide retreat for collegial setting for meetings, and to serve as a learning laboratory. Cash endowment of \$23K. No financial incentive to let go. Plan for creating a non-profit for the University to donate the property to. Working plan is to offer for meetings and to alumni or others for evening use (football weekends). Will need to raise startup funds. Would like volunteers to develop nonprofit. Service learning project?
  - c. Courtney Pace – Mill Manager and Library Tech  
3D printing – come and the MILL staff will help you!
- VI. Executive Committee Reports
  - a. Off-campus...finished Computer Science education week...200 participants...Wells
  - b. Communications.....none.....Hoffmann
  - c. Treasurer.....none.....Freitag
  - d. Secretary.....none.....McGarry
  - e. Technology ...Duo implementation pushed back a ways- fobs have been ordered and will not cost the departments due to high volume purchase..... Kearney
  - f. Vice Chair...Working on cascading plans. These need to be to the pres. By Jan 8. Collected reports from University-wide committees .Baker
  - g. Chair...We received good feedback on Active Shooter training.....250 attendees..... Howard
- VII. Advisory/Other Reports
  - a. FacultySenators.....none.....Tibbals/Mahoney

b. Human Resources.....Staff should receive the stats on mid-year adjustment this week. Notification re: increases possible by Friday. UI is adding over \$3M to salaries – \$1.5M is for staff. It is still an ongoing process. .... HR is beginning to discuss new employee orientation and evaluations. We have been discovering that communication down from the top is not very good.... Discussion regarding 360 evaluations – some supervisors want the input, most don't want the criticism. There will be a forum for supervisors the last week in January regarding merit pay.....Matthews.

c. Finance & Administration.....Foisy not present, changes in organization, Dan Ewart in charge of ITS, and not under Finance.....Foisy

d. Professional Development & Learning.....none.....Keim

VIII. Subcommittee/UI Committee Reports

a. Staff Awards & recognition.....none.....Leibbrandt

b. Elections.....we need two positions on the Safety and Loss committee from Staff Council filled, also, One position (exempt) is open for Staff Council and needs applicants.....Crossland

c. Policy.....two meetings discussed fee reduction for dependents – currently only one allowed – more? And reciprocation between institutions (i.e. WSU).....Baker

d. Strategic Plan.....none.....Soelberg

IX. Old Business

X. New Business

a. Staff council policy on providing meals as prizes for University Staff members - still in progress

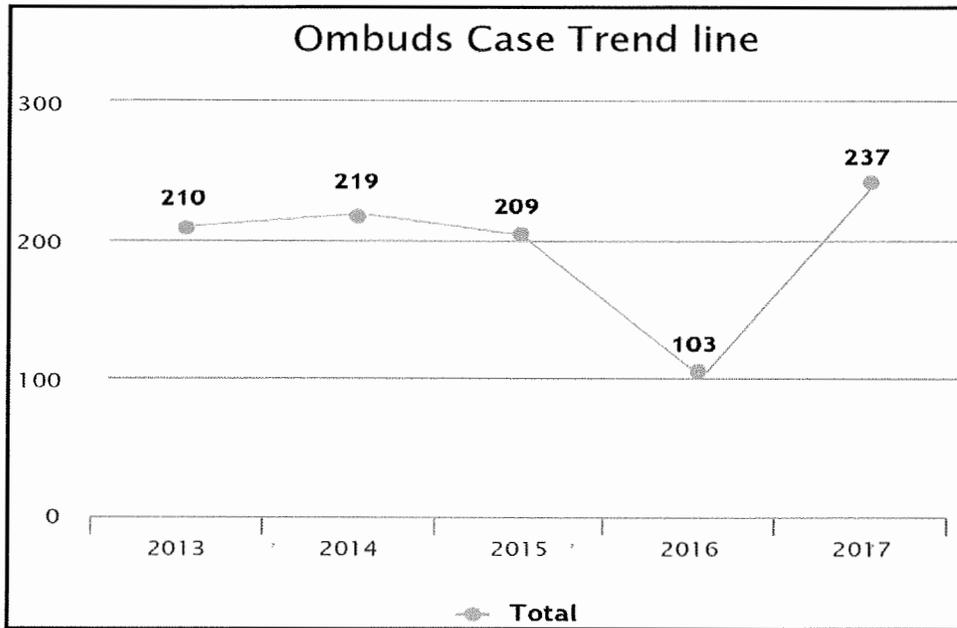
XI. Good of the Order - none

XII. Adjournment 10:51 a.m.

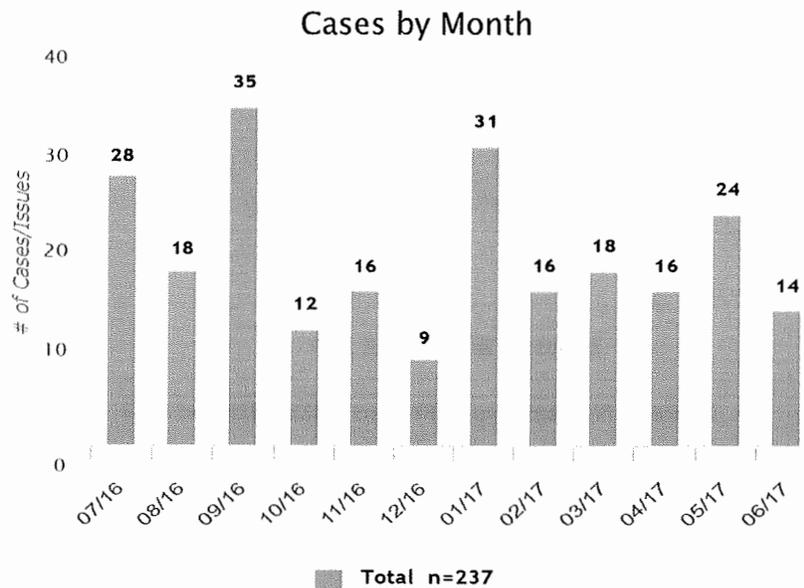
## Handouts on Ombuds 2016-2017 Annual Report

### Year in Review

2016-2017 resulted in a typical caseload for the Ombuds Office. The ombuds had 237 individual cases, the most ever reported in the 25 year history of the office. The ombuds conducted 2 mediations, 28 facilitated discussions and 1 group facilitation; provided eight visitors with long-term coaching; and gave 22 trainings and 2 guest lectures. See Appendix C for descriptions of each type of service.



**Figure 1: Total number of Ombuds cases by year.** The previous year, 2016, was a transition year with no ombuds during one month and three different Ombuds throughout the year, resulting in variations in data collecting methods.

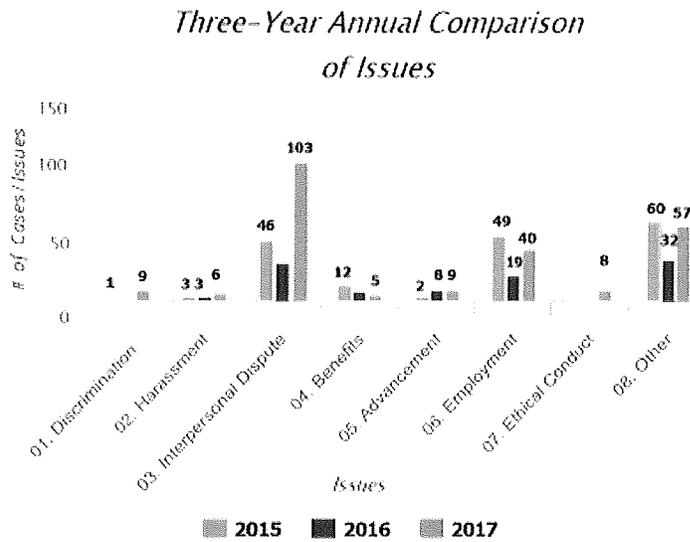


**Figure 2: Cases by month, 2016-2017**

**Table 1: University Affiliation by Percentage of Cases**

<u><i>Affiliation</i></u>	<u><i>2012-13</i></u>	<u><i>2013-14</i></u>	<u><i>2014-15</i></u>	<u><i>2015-16</i></u>	<u><i>2016-17</i></u>
Percentage	%	%	%	%	%
Classified Staff	34	37	33	31	<b>23</b>
Exempt	18	19	12	15	<b>18</b>
Faculty (tenure-track)	14	20	16	22	<b>22</b>
Faculty (non-tenure track)	1	1	5	4	<b>6</b>
Administrator (Director up)	11	9	8	7	<b>6</b>
Undergraduate	9	7	10	10	<b>8</b>
Graduate Student	5	3	8	4	<b>9</b>
Graduate Assistant (TA/RA)	2	0	0	0	<b>4</b>
Other	3	4	7	6	<b>4</b>
Retiree	0	0	0	0	<b>1</b>
<b>Total</b>					<b>100%</b>

The most notable difference from last year was the increase in undergraduate, graduate and graduate TA/RAs visits by seven percent in 2016-2017.

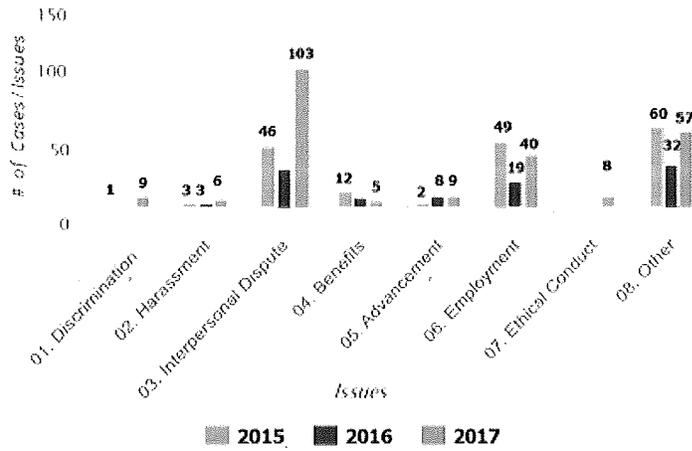


**Figure 3: Problem type by FY years, 2015, 2016 and 2017**

**Table 2: Number of Visitors and involved parties per Case 2016-2017**

<i>Individuals (parties) Involved/Case</i>	<i>No. of Cases/Issues</i>	<i>Percentage</i>	<i>Total No. Contacts</i>	<i>Contacts per No. Individuals</i>
1	165	70 %	349	1 - 13
2	44	19 %	248	1 - 27
3	12	5%	71	1 - 15
4	7	3 %	78	4 - 27
5 - 11	8	3 %	106	9 - 27
<b>Totals</b>	<b>236</b>	<b>100 %</b>	<b>852</b>	<b>1 - 27</b>

*Three-Year Annual Comparison  
of Issues*



**Figure 3: Problem type by FY years, 2015, 2016 and 2017**

## Appendix E

### Ombuds Self-Appraisal of Outcomes/Impacts of Cases, 2016-17

Total n - 237

#### Outcome Category and Specifier

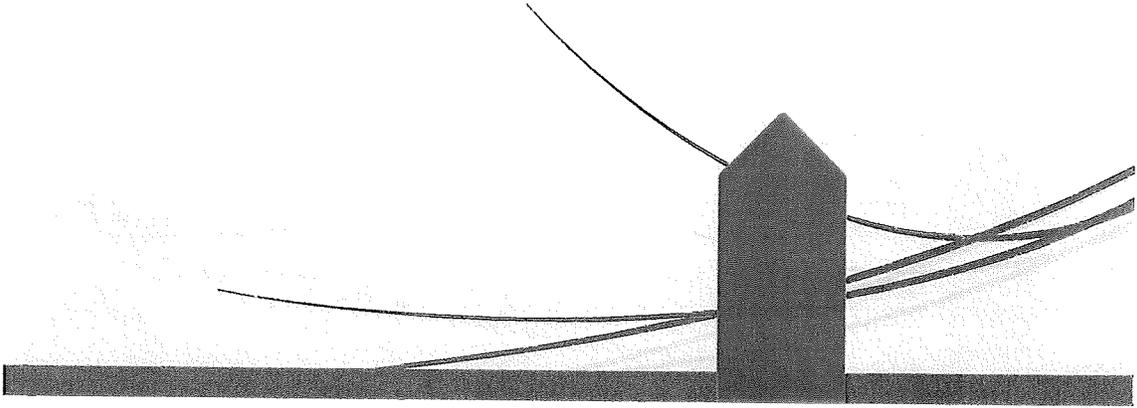
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<i>Resolved satisfactorily with Ombuds Office assistance</i> n= 194	82%
<ul style="list-style-type: none"> <li>• <u>Mediation</u>: agreement/compromise reached through mediation; formal action avoided; visitor given another chance or situation otherwise satisfactorily resolved.</li> </ul>	1%
<ul style="list-style-type: none"> <li>• <u>Miscellaneous Techniques</u>: conflict resolved short of mediation; may involve ‘shuttle diplomacy’ or similar workshops intervention, with entire unit, or other techniques; formal action not taken.</li> </ul>	--
<ul style="list-style-type: none"> <li>• <u>Facilitated Discussions</u>: Ombuds served, by invitation or suggestion, as neutral observer; may involve role as moderator, but not mediator; party(ies) satisfied with outcome; formal action not taken.</li> </ul>	24%
<ul style="list-style-type: none"> <li>• <u>Coaching</u>: Long-term coaching was provided.</li> </ul>	5%
<ul style="list-style-type: none"> <li>• <u>Information only or ‘light coaching’</u>: was provided by ombuds; and/or helps party to self-advocate. Visitor satisfied.</li> </ul>	70%
<ul style="list-style-type: none"> <li>• <u>Policy/Procedure</u> or system modification/improvement.</li> </ul>	0%
<ul style="list-style-type: none"> <li>• Other</li> </ul>	0%
<b>Neutral Outcome (Ombuds Office had no direct impact)</b> n = 39	<b>16%</b>
<ul style="list-style-type: none"> <li>• <u>Neutral Listener</u>: Ombuds role was primarily as a neutral listener; little or no ‘coaching’ \or additional information was provided. Visitor already had or did not need information, but needed ‘someone to listen;’ may have received confirmation of ideas/plans, but nothing new added by ombuds.</li> </ul>	80%
<ul style="list-style-type: none"> <li>• <u>Cancels or ‘vanishes’</u>: Visitor initiated and then canceled or ‘vanished’ after setting appointment or before follow-up action was completed.</li> </ul>	15%
<ul style="list-style-type: none"> <li>• <u>‘Unrepairable’</u>: situation upon arrival (e.g. temporary help, already terminated, tenure was denied for appropriate reason, or visitor resigned).</li> </ul>	3%
<ul style="list-style-type: none"> <li>• Other.</li> </ul>	
<b>Results Unsatisfactory</b> n= 4	<b>2%</b>
<ul style="list-style-type: none"> <li>• <u>Visitor disgruntled</u>: with ombuds efforts and discontinued visits or contacts.</li> </ul>	0%
<ul style="list-style-type: none"> <li>• <u>Visitor disregarded</u> advice/solution and suffered consequences.</li> </ul>	75%
<ul style="list-style-type: none"> <li>• <u>Lack of cooperation</u>: unfair practice or situation not resolved nor corrected due to</li> </ul>	25%
<ul style="list-style-type: none"> <li>• Other.</li> </ul>	0%

On occasion, problems would resurface or new issues arose with previously served parties. Situations that deteriorate after concluding ombuds involvement are not reflected in the ombuds assessment above.

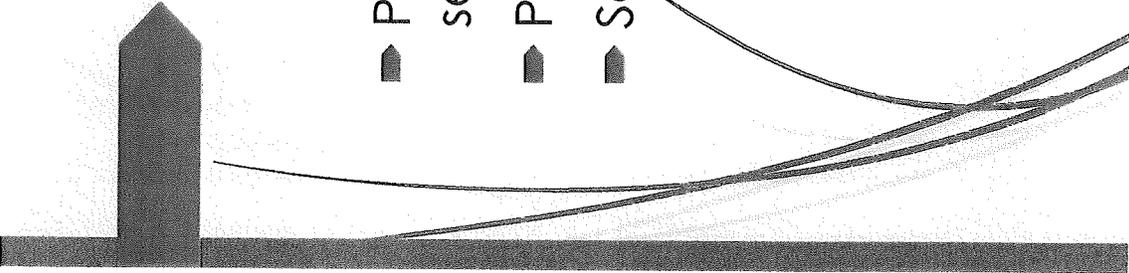
# Twin Larch Sanctuary

Close yet far away



# Description

- ▶ Four bedroom, three bath house built in mid 1980's
- ▶ Approximately 2,200 SF
- ▶ Great room of 500 SF
- ▶ Home is in good shape
- ▶ 42 acre preserve at 3,300 feet of elevation on the south slope of Moscow Mt.
  - ▶ Sweeping views of the Palouse
  - ▶ 120 mile view on clear day
  - ▶ Pond
  - ▶ Wonderful woods, springs, and trails
- ▶ 8.4 miles from Moscow, (22 minutes)
- ▶ <https://www.google.com/maps/dir/Moscow,+ID/46.7979291,-116.9175678/@46.7965053,-116.9181324,412m/data=!3m1!1e3!4m9!4m8!1m5!1m1!1s0x54a0212d22c061d1:0x3efd150de6eadd6c12m2!1d-117.000165!2d46.7323875!1m0!3e0?hl=en>

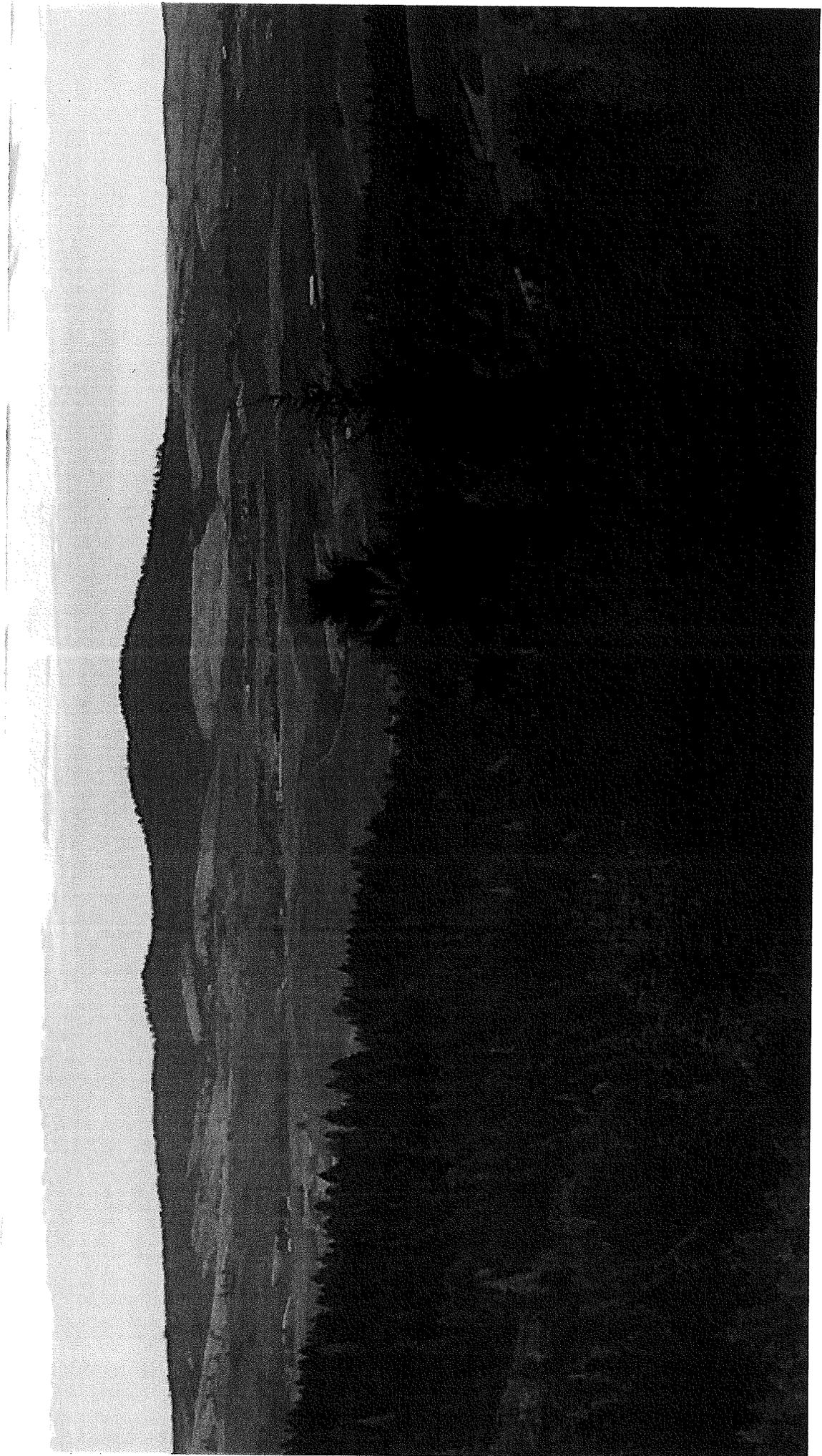


## Mission of Twin Larch

- ▶ Provide a retreat atmosphere for live-in and one day small group sessions
- ▶ Provide a congenial setting for interuniversity collaboration
- ▶ Serve as an outdoor learning laboratory

# History of Twin Larch

- ▶ Dr. Jim Austin donated:
  - ▶ Twin Larch (his home)
  - ▶ Total cash for an endowment of \$12,000 (with additional \$5,300 from university)
- ▶ Provision that if UI could not cover expenses they would:
  - ▶ Offer it to Washington State University
  - ▶ If WSU declined the gift they could offer it to a nonprofit with similar mission
  - ▶ If no similar nonprofit could be found the house was to be sold and the proceeds donated to a private medical education scholarship
- ▶ The University moved to sell the property this year
- ▶ In consultation with Dr. Austin I have requested, and been given until February 28 to establish a nonprofit to receive the property
- ▶ Mission would be consistent with Dr. Austin's intent
- ▶ If effort fails the University will sell the property
- ▶ No downside risk, no mortgage to cover









## What Next?

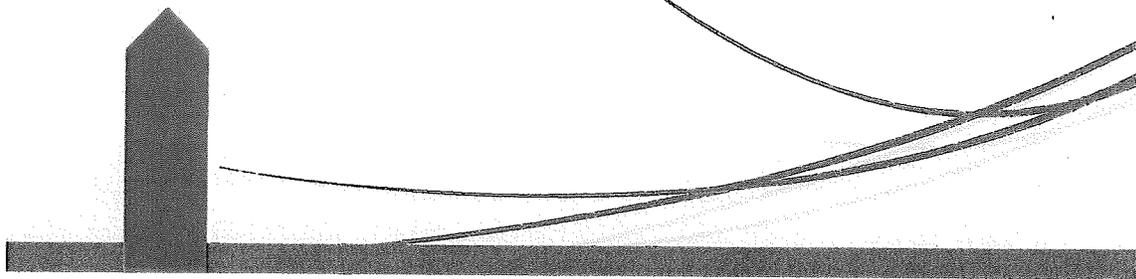
- ▶ Form an advisory board to determine the interest among faculty and staff
- ▶ Determine the feasibility of a nonprofit faculty and staff board that would be arms-length from the University to take over Twin Larch
- ▶ Determine a feasible financial plan
  - ▶ Minimal retreat rental fee
  - ▶ Evening and weekend rentals to offset operating costs and build capital reserve
- ▶ Evaluate condition of home and any needed capital expense
- ▶ Estimate and raise startup funds to furnish home, develop website, etc.
  - ▶ Furnish house, replace some flooring, repair small section of roof, working funds for utilities
- ▶ Repay University for \$5,000 in capital they have spent
- ▶ Develop nonprofit structure and bylaws

# What I'm asking for....

- ▶ Volunteers from UI faculty and staff to serve on the exploratory board
- ▶ We must move quickly, deadline of February 28, 2018
- ▶ Please put out a call to your colleges asking for volunteers
- ▶ Have them contact:
  - ▶ Mike McCollough
  - ▶ [mccollou@uidaho.edu](mailto:mccollou@uidaho.edu)

Close yet far away.....

Feedback & Questions?



## The MILL

The MILL hosts workshops twice a week covering a diverse range of topics—as 2018 approaches we are seeking out people to lead these workshops.

The MILL will feature two workshop series on a regular basis:

- **Make It Monday – Mondays, 12:30pm – 3:30pm (open drop in).**  
Start your week off right, join us in the MILL every Monday for some creative maker time! This upcoming semester we are implementing a rotating Make it Monday system. The first Monday of the month will focus on the vinyl cutter and sticker design, the second will focus on button making, the third will focus on gaming, and the fourth will focus on robotics and programming.
- **Project Hour – Thursdays, 12:30pm – 1:30pm.**  
Collaborate on a hands-on project and make something! Each session will introduce the process of creating in the MILL, from 3-D printing to knitting. In about an hour, you will learn about cool tools and handy skills that to help jump start projects at the MILL and beyond.  
Make It Mondays are a theme day—The organizer preps an activity or project in the MILL that can be completed by drop in participants. The time frame may be from 12:30-3:30, but organizers do not have to be present for the entire session, although instructions should be available to the students to provide guidance.

Project Hour is a more traditional hour long workshop. Presenters organize and lead a hands-on workshop, usually in the First Floor Classroom. Past topics range from Arduino to sewing, screen printing to 3D modeling.

We are specifically hoping to incorporate workshops for topics such as:

- Arduino
- Raspberry Pi
- 3D Modeling/scanning
- Audacity
- Camtasia
- Adobe Suite (Premiere, Photoshop, Aftereffects)
- Podcasting (Intro/Part 2)
- Makey-Makey
- Coding (LINUX)
- Wordpress

If you want to be involved or have a skill you think would translate well into a workshop, let me know and we can work on some ideas. The feedback gathered from past participants indicates that people really value these workshops, and we definitely want to continue offering them!

Thank you,

Courtney Pace

## **December 2017 University Wide Committee Reports**

### **Administrative Hearing Board**

Submitted by Cindy Ball

The AHB consists of a min. of 5 voting members, including the chair, and non-voting advisory members with Student Accounts and the Registrar's office. The Board – currently chaired by a UI-Boise faculty member- meets via phone-conference approximately once or twice a month (or more) dependent on the number of requests pending, and the board's ability to clear the docket in a timely manner. Meetings generally last a minimum of 90 minutes. The board votes on approximately 4 to 5 requests per meeting, time permitting.

Issues before the board are primarily financial, such as requests for fee waivers, with residency disputes markedly less. Residency guidelines are documented in detail and leave little that requires board action. Fee waivers are generally tied to non-attendance, late schedule changes, and Semester or AY withdraws. Semester and AY withdraws are reviewed by the Academic Petitions Board. Current UI policy does NOT tie financials to Academic withdrawal petitions in the same manner a student medical withdraw does. Medical withdraws are reviewed and granted by the Dean of Students and not reviewed by the AHB.

### **ADA Advisory Committee**

Submitted by Mandi Ortiz Coulter

The Americans with Disabilities Act Advisory Committee meets quarterly to discuss campus issues relating to ADA and accommodations and is chaired by the Director of the Office of Civil Rights and Investigations, Erin Agidius. Topics covered over the last few meetings include a proposal for an ADA Coordinator, revisions to the Vandal Shuttle program, campus accessibility (parking, website), and a planned Spring 2018 information session on ADA accommodations in the workplace.

### **Campus Planning Advisory Committee**

Submitted by Christopher Cook

On Thursday, November 30, 2017 the Campus Planning Advisory Committee (CPAC) convened. During said meeting Gerard Billington provided an overview of UI's state-wide real estate holdings. Brian Johnson and Ray Pankopf then outlined and summarized the state Permanent Building Fund, associated state processes, and general funding timelines. Other topics covered included current state A&R priorities, UI's six-year plan, and UI's internal capital priority list. The next CPAC meeting is scheduled to be held February 20, 2018. The agenda for the February meeting includes further committee education regarding future projects development.

### **Parking Appeals Committee**

Submitted by Michael Hammes

The Parking Appeals Committee meets the second Monday of every month to review parking citation appeals and discuss parking-related issues. The major change to the committee's proceedings over the fall 2017 semester was an agreement to send out the citations for member review one week prior to each meeting. This allowed members to view appeals and come up with pressing issues for discussing during meeting times. It also allowed for greater participation of members who could not make a particular meeting. Issues taken up by Parking and Transportation services as a result of committee discussion included improvements to parking meter screen lighting and how to better communicate about delivery spaces and permits.

### **Student Conduct Board**

Submitted by Cari Espenshcade

The newly formed Student Conduct Board (SCB) has held two training sessions recently. One on 11/28 and one on 11/5. These training sessions were 1 hour long and were the same material so as to fit

everyone's schedule. The training discussed the new structure and the changes in policy that will be taking place regarding the updating of the student code of conduct in the Faculty Staff Handbook. The pertinent section can be found in FSH 2400. There are still several cases being reviewed under the previous system, once all of those have been finalized, all cases will be reviewed by the new SCB. The SCB reviews cases ranging from academic dishonesty, drug violations to Title IX.

### **University Budget and Finance Committee**

Submitted by Lisa Miller

The UBFC met over the fall semester to establish the university-wide communication and proposal format. The university announcement was sent out on November 7 with the guidelines and process to complete budget requests for FY19 and FY20.

As part of the FY2019 and FY2020 budget process, the University Budget and Finance Committee (UBFC) will receive and review requests for permanent funding in excess of \$40,000 annually and one-time funding in excess of \$100,000. All academic and non-academic departments and units are invited to participate in this process. Capital building project requests also should be requested through this submission process.

Proposals are due January 31, 2018. UBFC will evaluate proposals and have the decisions completed by May 1, 2018. Funding announcements will be made early fall 2018. Additional information is found on UBFC website (<https://www.uidaho.edu/finance/budget-finance-committee> ). Questions can be directed to the committee at [ubfc@uidaho.edu](mailto:ubfc@uidaho.edu) or Darryl Woolley, UBFC chair, at [dwoolley@uidaho.edu](mailto:dwoolley@uidaho.edu)

### **Ubuntu Committee**

Submitted by Ian Liebbrandt

The Ubuntu Committee has met several times during the Fall. The Committee has been tasked with reviewing the University's Workplace Harassment/Bullying Policy, which we are currently working on. We would also like to promote two opportunities, an award for faculty and a contest for students. The first is the Dr. Arthur Maxwell Taylor Excellence in Diversity Award given to a faculty member that has shown exceptional performance in at least one of three areas:

- Research/Scholarship excellence in an area of Diversity
- Excellence in Diversity Teaching
- Excellence in Diversity Outreach/Service

Please spread the word about this award and nominate individuals who have exhibited these traits. The deadline for submissions is January 26, 2018.

We have also called for submissions for the MLK Art & Essay Contest, an opportunity for undergraduate, graduate and professional students to write an essay or create an artistic piece in the medium of their choice in response to a prompt about equality and social, racial and ethnic justice. All information can be found at <https://www.uidaho.edu/student-affairs/ubuntu/mlk-art-and-essay-contest>, and the deadline for submissions is January 31, 2018.

Please help us in spreading the word about these opportunities to highlight exceptional individuals that work and study at our great institution!

### **University Safety and Loss Control Committee**

Submitted by Kelvin Daniels

During the last year the University Safety and Loss Control Committee has been working to improve its representation. The USLCC recognized the lack of representation from the Event and Support Services, ITS, The Library and ORED. The USLCC has supported EHS in increasing the representation of the Unit Safety Committees and communications with the USC. Other projects have been the Fire Safety and Emergency Evacuation planning and Laboratory signage. The committee is also supporting the establishment of an Institutional Laboratory Safety Committee.

### MEETING Minutes

Wednesday, January 10, 2018 9:00 to 11:00 a.m. Paul Joyce Faculty & Staff Lounge

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

# University of Idaho

## Staff Council

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

## Proposal:

### Off-campus Funding for Staff Council Sponsored Events

an equitable and sustainable approach

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

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

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

## Staff Council Financials FY18

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

### MEETING MINUTES

Wednesday, February 14, 2018 9:00 to 11:00 a.m. Paul Joyce Faculty & Staff Lounge

- I. Call to Order.....Howard
- II. Staff Member of the Month.....Chris Menter  
A big thank you to Delora Shoop (Student Accounts) and Chris Menter (Registrar's)! Also to Karee Head (Admissions.) A new method of fee assessment caused problems with the charges for our American Language & Culture Program students. Delora and Chris not only solved the problem within a few hours, they both looked at each individual record of approx. 50 ALCP students to make sure each one was corrected. Karee helped investigate the mystery with her expertise. We are impressed with their eagerness & speed at finding a solution, and grateful for the time and care they invested into making it all right. Thank you so much!.....Butterfield
- III. Roll Call – Determination of Quorum.....quorum established.....McGarry
- IV. Guest Presentation –
  - a. Johanna Blickenstaff, Director of Marketing – Marketing and Brand Presentation We need to compete for the same market and show a difference and separate ourselves – we need to be louder and more clear.
    - Objective to increase enrollment. We need to stand apart. Want to create a brand that will stand the test of time.
    - Brand book – brand style guide – marketing plan – creative
    - Research contacted future students, alumni, prospective parents, stakeholders, current students, high school counselors, general public.
    - Brand is not broken, just needs to stand out further. People like us but don't know specifics or stand out. Need to be bold and proud and to be moving forward. Message that affordability and academic excellence were most important.
    - Simplified brand spend \$95 K on rebrand including research, not super flashy, but this is building the concrete to build upon. Did small focus groups, so not everyone knew. This foundation should last longer and we shouldn't need to do this again in 5 years.
    - Probably will need to tweak the visual things, but not change the basis. UVP (unique value proposition) in book are foundations. Need to find the things that outside people care about and advertise to that. U of I's archetype. Memorable characteristics. UI came out as the Explorer. Looking at things from a different approach. **Authenticity.** Can be aimless, so we need to be focused. Clear and consistent. Will be showing more vibrancy.
    - Brand position: not a tag line as has happened in the past. For first ad campaign – no tag line so that it won't become part of the brand. I basic message even if it is not said directly. (Idaho's premier research university).
    - 7 UVPs = best things about us
    - Visual identity – former colors were all background colors – needed a bright color – brought back pride gold also keeping metallic gold. 86% preferred pride gold.
    - Tightened up "I" mark – has a wide bold border. 100% preferred the "I" with the word mark. Will have a photo and video style guide.
  - b. Liz Brandt, Faculty Secretary, Faculty, Sc Liz Brandt, Faculty Secretary, Faculty, School of Law - Policies: The path of University policy School of Law - Policies: The path of University policy
    - Shared governance – we are conscious that we need to be careful.
    - Flow charts of policy formation. Both for APM and FSH. (see attached)
    - Timeline: is slow but can move more quickly. General council must review. Then University Faculty meeting must approve – only once a semester.
- V. Executive Committee Reports
  - a. Off-Campus.....finishing up experts on tap, losing mar/com in Cd'A - not too much....Wells
  - b. Communications...The teaser in the January newsletter didn't change the # of click or opens statistically. Opens are decreasing.....Hoffmann
  - c. Treasurer.....absent.....Freitag
  - d. Secretary.....none.....McGarry
  - e. Technology.....none.....Kearney
  - f. Vice Chair Shared government – much has been learned in the past year, our bylaws were not changed an need to bring back to subcommittee to be reviewed. See issue below.....Baker
  - g. Chair...Anyone need get to know you meetings?.....Howard

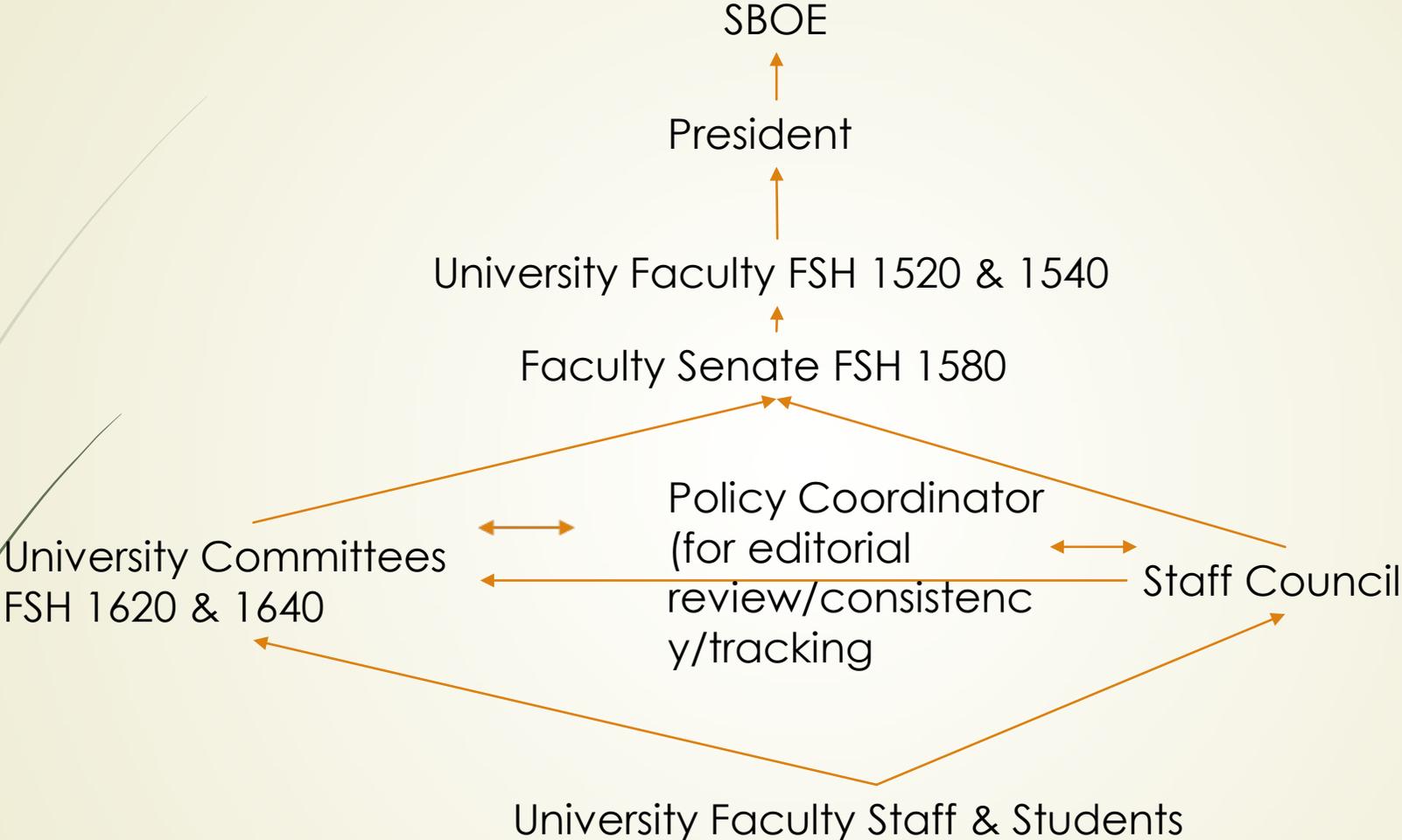
- VI. Advisory/Other Reports
  - a. Faculty Senators.....not much to report – getting talking points...communication of what happens at Faculty Senate .....Tibbals/Mahoney
  - b. Human Resources...after the current annual evaluation process HR will start a review of them.....Matthews
  - c. Finance & Administration.....Foisy
  - d. Professional Development & Learning.....Business process to get training ready for banner update Supervisory training on hold Fall redeployment of required trainings Off campus training – following up. Who is required to take the required training? Can we get an extra notification email for employees? Some supervisors don't want one. ....Keim
  
- VII. Subcommittee/UI Committee Reports
  - a. Staff Awards & Recognition...Nominations are closed – 9 team nominations, 11 staff nominations, 11 McBride nominations, 5 staff nominations, total 73 staff nominations. The committee will discuss at the end of the month. Pres. Staben reduced the amount that his office provided. Gifts are ordered. All is going well .....Leibbrandt
  - b. Joint Policy Committee ...none, the last meeting canceled... will discuss educational benefits.....Neilson
  - c. Communication none.....Hoffmann
  - d. Strategic Plan.....plugging away, not dealing with restructure talk.....Soelberg
  - e. Elections ...Hana Long affirmed as Advancement representative Budget and Finance committee....Crossland
  - f. Restructure.....Baker
  
- VIII. Old Business – January minutes need corrections
  
- IX. New Business
  - a. We are determining the 'Who' of our constituents.
    - i. Have new employees be directly contacted by their SC representative
    - ii. In-person New Employee Orientation – quarterly
    - iii. Discussion: Changing Faculty senate to University senate with more staff representation. Our voice is heard in current Faculty senate representation. Do we increase that representation or work on staff council's role – Exec. Meeting came to the conclusion that we just need to better promote ourselves. We are working with HR to get a list of new employees. We will get a list of our 50 representors. We are revamping new employee welcome. Creating flyer for that welcome. For consistent message. Logistical nightmare to try to assign 50 for each staff council member, needs to be more general. More getting us known out there. Everyone should be able know who are the reps and that they can bring issues. 1 to 50 is OK, but areas are not represented Liz Brandt, Faculty Secretary, Faculty, School of Law - Policies: The path of University policy
    - iv. If you have more input, please contact Patricia soon.
      - 1. Will deliver our elevator speech, provide handouts and SCMagnets
  
- X. Good of the Order
  
- XI. Adjournment 11:04 a.m.



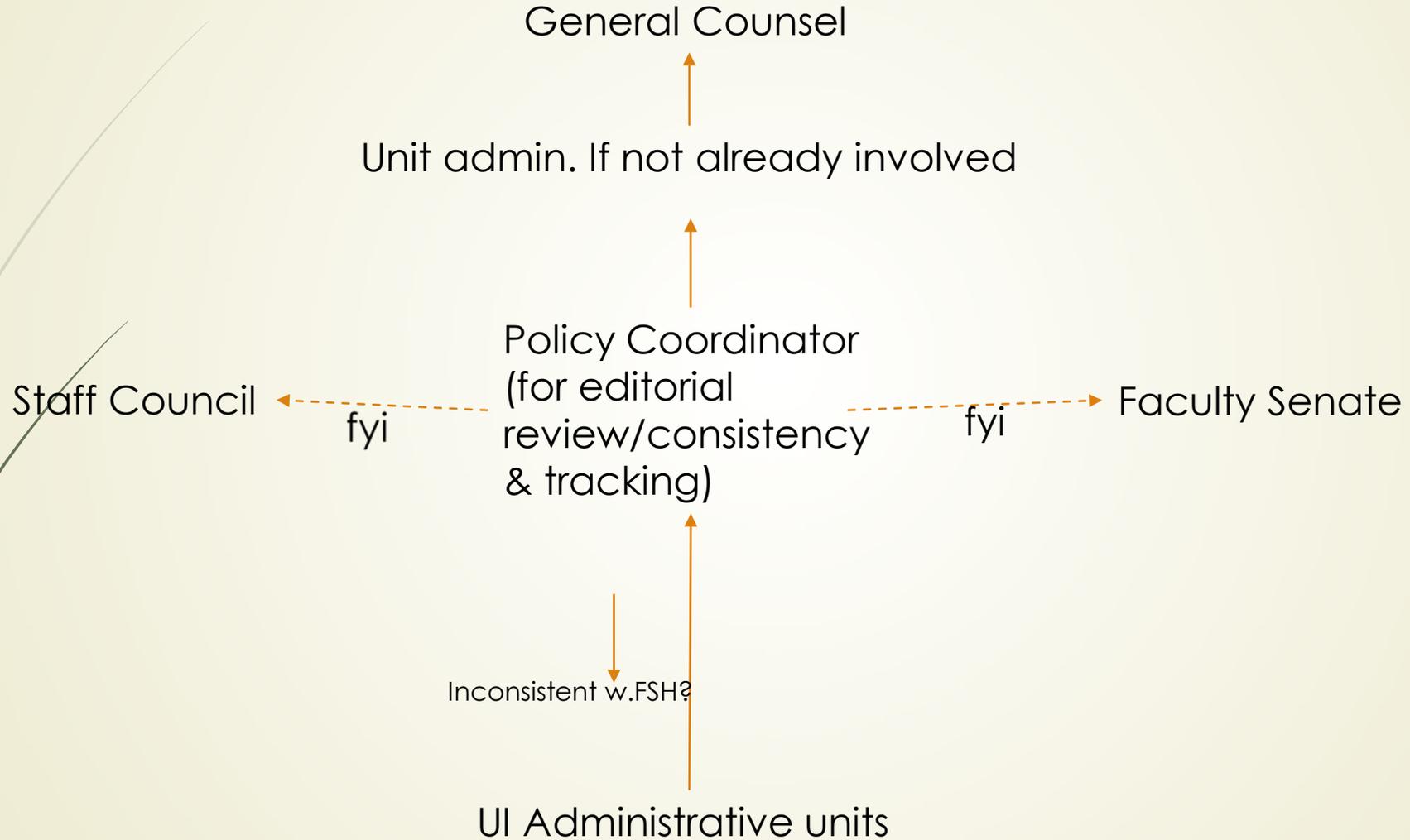
# Shared Governance

- ▶ Territorial Act (1889): The faculty, the president, and the regents are jointly responsible for governing the university.
  - ▶ NWCCU, Standard 2.A.1: (The institution) decision-making structures and processes make provision for the consideration of the views of faculty, staff, administrators, and students on matters in which they have a direct and reasonable interest.
- 

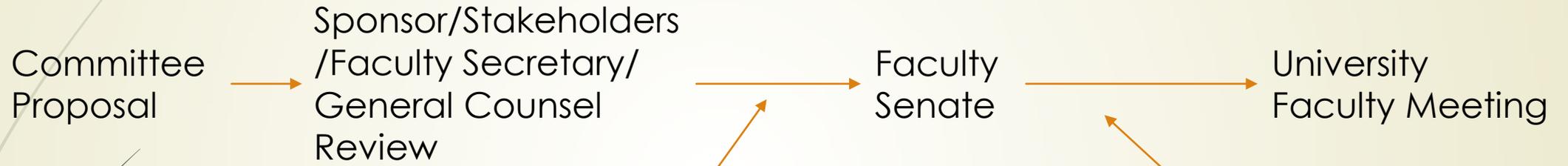
# FSH Flow Chart



# APM Flowchart



# Timeline



Allow a minimum of 2 weeks for FS & GC review – longer if they have not been previously consulted on the policy!

The last Faculty Senate meeting at which policies can be approved for inclusion on the UFM Agenda is 2 weeks prior to the UFM.

### MEETING MINUTES

Wednesday, March 14, 2018 9:00 a.m.

- I. Call to Order.....Howard
- II. Staff Member of the Month.....Chuck Hatfield  
I work off the Moscow campus and get to call the Facilities department at least every month. Chuck usually answers the phone and is the most cheerful, pleasant, helpful and kind person. He recognizes voices and always has something nice to say to the caller. He is the exact same way in person. He is appreciated!  
Stephanie Fox, Manager, Facilities and Operations, UI Boise.....Butterfield
- III. Roll Call – Determination of Quorum.....quorum established.....Baker
- IV. Approval of Minutes.....Jan and Feb minutes approved.....Howard
- V. Guest Presentation –
  - a. Finance and Administration – Conversation with Brian Foisy, VP Finance and Administration,
    - College mergers conversation: background – mid-December meeting disclosed finance budget that finances all operations is general education 2 groups that put money in – taxpayers and students tuition - \$180M gets allocated. Taxpayers always give the \$, but the students \$ is a guess regarding how many, where from, or what courses? Trend in enrollment is down last couple of years, and also changes in the mix – non- resident population. Current fiscal year we realized that we were \$2M short to meet budget. In the past, we could absorb it. UI had reserves. This year, we have no reserves. Since then, spring enrolment shows only about \$1.1M short. Typically spring is 92% of fall. This year we are at 96% of fall enrollment. We are not in the hole, we are acting to prevent that. State is funding less in benefits. \$1.2M so, now we have a \$3.5M problem. State has also indexed funding to credits. Enrollment workload adjustment. Last handful of years, they haven't taken money, but this year they took \$355K. Now at a \$4M shortfall.
    - This budget shortfall is not a crisis. In the entire \$200M it is only 2%. We can figure this out, and we have time. Provost still has some funds, he has carryforward to give \$1.1M for this year. Still have \$2M issue in FY19. No time to do this for FY19, but units will have to participate in giving back carryforward. Only so many things we can do. Committee will discuss options, but funds will need to be reallocated. In FY 20 that is where we need to consider base budget problems. Long term planning. Merger conversation happened there. Can do hard way – layoffs, and not filling positions. Organizational change is a viable option. Has happened in finance and infrastructure. Deans need to make a choice. Wes would raise a question paradox. Will college mergers happen? It was just a question. Deans said they need more time –we have about 10 months. A couple of possible recommendations CLASS, AA, Science are still options. CNR and CALS not happening. What is best for student experience? We need to decide what makes sense. There are vacancies. Lots of conversations still to happen.
    - Chad – if you combine colleges you save a Dean, but not \$2-4M we are still short. Brian: That would be only part, not the whole. The rest will still come from all other places - registrar, fin. aid, advancement, etc.
    - James - Facilities exempt? Brian: in the Program prioritization, one of the lowest ranked was utilities. It ranked lowest, but because everyone knew they wouldn't cut that. Brian's personal opinion is that we need an honest conversation about where to cut funds. Just across the board isn't very strategic.
    - Kari – conversation about not just being fiscally responsible. What about enrollment? How many students does it take? Brian: That is a huge question. Dean Kahler is under great pressure to raise enrollment. That is just not enough. We can't expect up to 600 new students by next year. In past, we haven't pulled funds from departments, but now we have no other reserves.
    - Darren from off-site; Is this shortfall caused by market-based compensation? Why are we increasing salaries if we have budget shortfalls? Brian: All other policies of giving funds fall under the same question. I can see that. We had \$ set aside and all the units kicked in \$ to give mid-year increase. Enrollment growth didn't balance. The problem is there. Do we stop investing in other things. Investment in people is worth it regardless of the cost. If you don't do it nothing will change. We have to do it. Firing or layoffs is not worth it, but everything else is. Tuition increase is 3% to meet the increase in salaries with no allocations.

VI. Executive Committee Reports

- a. Off-Campus.....None.....Wells
- b. Communications.....none.....Hoffmann
- c. Treasurer.....finally finished all of the lunches.....Freitag
- d. Secretary.....none.....McGarry
- e. Technology... The new tech support portal at support.uidaho.edu, You can see and comment on the ticket. Email is [support@uidaho.edu](mailto:support@uidaho.edu).. They do want feedback.....Kearney
- f. ViceChair.....information from last revision of bylaws...meeting Friday at 1 pm want a final revision put forward to get approved.....Baker
- g. Chair...link for great colleges to work for please take it.....Howard

VII. Advisory/Other Reports

- a. FacultySenators... Discussion regarding faculty and exempt optional retirement plans at last faculty senate meeting. A plan sent to the State Board of Education from faculty in the southern schools. The UI Faculty senate wanted to make a statement to SBOE so that we not lose our voice as a University. Persi should be an option. There are still a lot of questions about what the university contributes to each plan and what the benefits of each are to both the individual and the university. The choice is a recruiting tool. State board are on Persi – so they have an appearance of conflict to favor Persi. Does affect exempt staff as well. Charles read their statement. 500 exempt employees to consider. ....Tibbals
- b. HumanResources.....We need to have a discussion of a staff performance evaluation upgrade. Wes wants to get input. David has several comments from his team for Wes directly?
  - Make them meaningful, do we need the comments in every field? Cindy has input from others that there are supervisors that aren't allowed to give above a meets expectation. As a supervisor, you want to be able to rate what you want. It is humiliating. Differences in supervisors give different scores, negates purpose of giving feedback. The current process devalues, it needs to be built into more of a career ladder with supervisory accountability. Setting goals should be mutual. Accountability for supervisors as well. Goal setting is important. Not in the same category as assessments. Sometimes employees are not allowed to do much in the way of opportunities. Can still have done an excellent job. Just making life pleasant is exceptional and above just meeting expectations. Evaluations need to be tied to a merit. Even extra vacation time or parking – still costs the University, Cindy wants more essay. Why cap? It means everyone is expected to excel. Inflation of scores with no incentive. Sometimes those get meets expectations that don't. Futile exercise that changes with every leadership change. There's no consistency. Should be one form? Darren Jen and James volunteer for evaluation committee. Send feedback to them to pass along to Wes..... Keim (in for Wes)
- c. Finance & Administration.....Foisy
- d. Professional Development & Learning.....Banner 9 training, chart of accounts, supervisory excellence program will be different .....Keim

VIII. Subcommittee/UI Committee Reports

- Staff Awards & Recognition Emily Tuschoff - Committee will need help with gift distribution -Patricia Winner Decisions:
  - 2 per category, except for Service/Maintenance. This is due to the numbers of employees per category. All winners will receive \$1000, except for the Administrator category: recognition only.
  - Service/Maintenance: Bill Shook
  - Team: Women's Center – Bekah Miller-MacPhee  
EPSCoR/ORED/Rick Shumaker
  - Technical/Paraprofessional: Ashleigh Bright  
Michael Kiester (Parma)
  - Exempt: Bekah Miller-MacPhee  
William (Bill) Basham (Boise)
  - Administrative/Clerical: Mandy Brocke  
Ellen McKenzie

- Administrator: Wes Matthews
- Staff Educational Award: All winners will receive \$195.40 (\$1954 split between 10 nominees)

b. Joint Policy Committee .....none.....Neilson

c. Strategic Plan is going well – need to get Staff Council faces at employee orientation .....Soelberg

d. Elections...

- 1 new staff council member to vote on, Samantha Dunlap vote passes,
- Post doc are unique staff members, we need one – it is an additional seat. James Van Luetthen We need to add a post doc member to the committee JT Van Leuven vote approved.
- Affirmations to continue to second term blanketed – vote approved.
- Brian Mahoney affirmed to continue as faculty senate representative
- Subcommittees: spouses and sig. others on same committees? There was considerable discussion. Wording was discussed and will be decided over email to vote on next meeting. Basically, no familial connections on a subcommittee to avoid appearance of impropriety.
- Cindy Ball volunteers for budget and finance committee – vote passes.
- Committees that have vacancies
  - Administrative Hearing Board: needs one member, any staff
  - Borah Foundation needs one member, any staff
  - Ubuntu needs one member, any staff
  - Student Conduct Board needs 2 members, any staff, high time and training commitment
  - Parking council needs one member, any staff
  - Classified position appeal board needs 2 members, any staff – currently inactive
  - University Security and compliance committee needs 1 member from staff council and is currently inactive

..... Crossland

e. Restructure of Staff Council representation: leave faculty senate representation as it. Some holes in representation are changing with all the restructuring that is going along. We are waiting until the dust settles... ..Baker

f. Staff compensation task force: Lisa Miller.....meeting every couple of weeks re: CEC finalized figures with state funds. Wes and Brian will send a memo to staff in a couple of weeks. Working really hard. Similar structure as mid-year raise for CEC.

IX. Old Business – none

X. New Business - none

XI. Good of the Order - none

XII. Adjournment: 11:32

## Staff Awards Meeting

March 13, 2018

Attendees: Kristin Strong, Emily Tuschhoff, Erin Butterfield, Patricia Baker, Dusty Fleener, Travis Gray, Judy Pankopf, Jess Clark, Summer Howard, Michelle Beagley, Tina Holmquist, Kevin Ketchie and Ian Leibbrandt

Winner Decisions:

2 per category, except for Service/Maintenance. This is due to the numbers of employees per category. All winners will receive \$1000, except for the Administrator category: recognition only.

**Service/Maintenance:** Bill Shook

**Team:** Women's Center – Bekah Miller-MacPhee  
EPSCoR/ORED/Rick Shumaker

**Technical/Paraprofessional:** Ashleigh Bright  
Michael Kiester (Parma)

**Exempt:** Bekah Miller-MacPhee  
William (Bill) Basham (Boise)

**Administrative/Clerical:** Mandy Brocke  
Ellen McKenzie

**Administrator:** Wes Matthews

**Staff Educational Award:** All winners will receive \$195.40 (\$1954 split between 10 nominees)

Possibly recognize Honorable Mentions at ceremony with plaques/mention in the program

Reservations will open for winners/longevity/retirees first, then open to all staff on April 1<sup>st</sup> (first come, first served, capped around 500 guests)

Winners and Retirees can bring one guest

Retiree gifts and items are being handled by Patricia with help from others (Judy, Erin, Jess...)

Consider after-hour/custodial staff (approximately 35 individuals)

Gifts will be distributed to non-Moscow sites prior to April 24<sup>th</sup>

Emails will be sent to winners/supervisors notifying them of their win – Ian

Paragraphs are being written for each category and turned in the week of March 19<sup>th</sup>

Continue to collect raffle items and give them to Patricia or Ian (EHS or College of Law)

Thank you all for your help and support...you all make this a great place to work☺

## Staff Committee Vacancies

### Administrative Hearing Board:

Minimum of 7 meetings per semester via phone and generally run 1.5 hours long at minimum. More meetings are schedule if demand requires it. There are usually anywhere from 3-7 cases, with all packets arriving (most of the time) electronically a few days prior to meeting. Case review time depends on whether you are an in-depth reader.

Cases generally include Accounts Payable issues – as the Academic Hearing board votes for ‘withdraws’ and what-not, never include reversal of fees. On occasion, there are residency arguments. Each case is taken case-by-case, but the primary ‘view’ of the committee is to determine whether there was a fail on the part of UI reps in the party’s complaint.

Time commitment TOTALLY depends on the chair-of-choice. A previous chair met at most 4 times a semester and were relatively efficient. This chair really prefers extensive discussions, opinions and additional information... so it is never a speedy vote. **There is currently 1 vacancy that can be filled by any staff member.**

### Borah Foundation Committee:

Borah Foundation Committee will sponsor programs and projects focusing on understanding the causes of war and the conditions that contribute to peace. [rev. 9-02]

This committee requires a heavy time commitment; as such, elected members will serve two year terms. The Borah Foundation Committee meets weekly and elects its own chair. The Borah Foundation Committee members serve from April 1st of the year of appointment. **Any staff member can sit on this committee. There is currently 1 staff vacancy.**

### Ubuntu:

A. CONTEXT: Ubuntu, as explained by Desmond Tutu, is essential to the interconnectedness of being human and living in interdependent communities. Ubuntu is affirming and inclusive of others because we all belong to a larger whole which is diminished when any members are humiliated, disrespected or oppressed. People with Ubuntu enrich themselves but do so in ways that enable the community and all its members to also improve. In this spirit the Ubuntu committee is established to advance these ideals.

### B. FUNCTION.

B-1. Ubuntu will promote the values of respect, understanding, and fairness within our diverse university experience; review university policies and programs affecting under-represented and/or under-served students, staff, and faculty in consultation with appropriate representatives as necessary across campus; recommend changes and additions in university policies and programs that enhance student/staff/faculty success and advancement.

B-2. Ubuntu will monitor and advance the university’s affirmative action and equal opportunity programs [see FSH 3060] being a strong and active voice ensuring that the university’s

programs, activities and services are accessible to persons with learning, sensory, physical and other disabilities. The committee will also work closely with the Americans with Disabilities Act Advisory Committee (ADA) to identify relevant rules and regulations pertaining to specific affirmative action and equal opportunity problems at the university. Ubuntu also recommends policies and procedures to address specific disabled access challenges at the university, consistent with requirements of applicable regulations and regents' policy ensuring that the 'spirit of the law' is followed.

B-3. This committee will advise the president on matters of equal opportunity, ensuring that UI's programs, activities and services are available to persons with learning, sensory, physical and other disabilities, and identify avenues for ensuring the campus community creates a fair and inclusive environment for all.

B-4. This committee will also discharge such other functions as may be assigned by the Faculty Senate or by the president or the president's designee. It will also submit periodic reports on its activities to the Faculty Senate including recommendations for appropriate program or policy changes (see FSH 1460).

C. STRUCTURE. Two staff members (one from Staff Council—currently Ian Leibbrandt). **There is currently 1 vacancy that can be filled by any staff member.**

#### Student Conduct Board:

A. FUNCTION. The SCB is the reviewing body involved in the student conduct process set out in FSH 2400 D., E. and F.

B. STRUCTURE AND MEMBERSHIP. Seven staff, and seven students. Hearing panels will be drawn from these committee members. The chair will appoint the three person panels.

C. SPECIAL CONSIDERATION. Each committee member shall be required to participate in Title IX training and other training as needed. Members of the SCB should be aware that federal regulations governing the handling of disciplinary matters recommend a specific hearing time schedule. Therefore, SCB members may need to be available on short notice and during the summer months. Outgoing committee members should be aware that their appointment will continue until their replacement is confirmed and has received the required Title IX training (typically by early fall). **There are 2 vacancies that can be filled by any staff members. Please note that this has a high time commitment and requires a good amount of training.**

#### Parking Council:

The training component is quite small. I think it took about half an hour to get logged into the system and figure out how to use it.

The monthly commitment depends on the number of violations and what they are for. Some times of year there are few or they can be pre-screened out, other times there are more violations and need more scrutiny, or even discussion with the committee to decipher. On average the monthly meeting takes about an hour, and the appeals themselves (that come the week before the meeting) take on average from 1-2.5 hours to go through. The appeals load

can be as few as 30 appeals to as many as 80. There are judgement calls, and sometimes difficult decision making required.

Classified Position Appeal Board:

A. FUNCTION. To hear, on referral from the vice president for finance and administration, appeals from decisions of Human Resources (HR) regarding position classifications; to make recommendations to the vice president as to disposition of such appeals; and to advise the vice president on problems and procedures concerning position classification. [ed. 7-06]

B. STRUCTURE. Four members of the classified staff, at least one of whom holds a supervisory position; two faculty members, each of whom holds or has held an administrative position at UI; and, without vote, the director of employment services. The staff members are nominated by the Staff Affairs Committee and the faculty members are nominated by the Committee on Committees. Members are appointed by the president and serve for three years, with one-third taking office each year. The board elects its own chair. [ed. 7-05] **There are 2 vacancies that can be filled by any staff members. Please note at this time this committee is not currently meeting and is on hiatus but may be called again at any time. The preference is for these to be Staff Council members.**

C. PROCEDURES.

C-1. Appeals of classification decisions made by HR are submitted directly to the vice president for finance. A "Notice of Appeal" form must be filed with the vice president, with a copy to the CPAB chair, within 30 days of the notification to the supervisor by HR of its decision. [ed. 7-06, 9-15]

C-2. The vice president will notify the director of employment services that a "Notice of Appeal" form has been received and that an advisory opinion is being requested from the CPAB. The vice president will request that HR supply seven copies of available documentation to the CPAB chair within 10 working days. CPAB will schedule a hearing at the earliest time convenient for all parties. [ed. 7-06]

C-3. The director of employment services, the employee, and his or her supervisor will be notified of the date, time, and place of the hearing. The format is as follows: The analyst from HR will present the basis for the decision that was made; the employee or supervisor, or both, will present reasons for disagreement; the human resources analyst will be given time for closing comments as will the employee and the supervisor. The board may ask questions for further clarification after the presentation. The board will then meet in closed session for deliberation. [ed. 7-06]

C-4. The CPAB will forward its recommendation to the vice president. The vice president will notify the employee, the employee's supervisor, the director of employment services, and the CPAB chair of the final decision. [ed. 7-06]

UNIVERSITY SECURITY AND COMPLIANCE COMMITTEE (USCC):

A. FUNCTION.

A-1. The USCC is charged with ensuring the University's compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), and planning and facilitating activities that support a safe and secure living, learning and working experience. USCC will focus on accurate disclosure (reporting of Clery crime statistics) and implementation of best practices regarding safety policies and procedures. The USCC will conduct an annual review of all reportable crimes prior to submitting crime statistics to the U.S. Department of Education. The committee will also perform a thorough review of the Annual Security and Fire Safety Report (ASFR) prior to its publication.

A-2. The USCC shall meet a minimum of three times each year. Topics will include, but not be limited to, the following:

- Review updates to the law, policies and procedures related to security and Clery Act compliance
- Ensure timely collection of Clery crime statistics from applicable jurisdictions
- Recommend enhancements to security policies
- Identify programming efforts and recommend improvements
- Review crime and disciplinary data to avoid report duplication
- Conduct a final review of the data elements for the ASFR and recommend policy changes
- Confirm procedures for distributing the ASFR.

B. STRUCTURE. Executive Director, Office of Public Safety & Security who serves as Chair, one member from each of the following: Staff Affairs, Dean of Students, Moscow Police Department, Title IX Coordinator, Environmental Health & Safety Fire Safety Specialist, two faculty members, one off-site representative (faculty/staff), two undergraduate students and one graduate student; and one member from General Counsel without vote. [ed. 7-15] **There is 1 vacancy that must be filled by a Staff Council member. Please note at this time this committee is not currently meeting and is on hiatus but may be called again at any time.**

Title: Resolution on PERSI Participation and ORP Subsidy

Author: University of Idaho Faculty Senate

WHEREAS University of Idaho employees currently participate in the Optional Retirement Plan (ORP) and have a choice of investing in TIAA or in VALIC;

WHEREAS the ORP options, TIAA and VALIC, are defined contribution plans that have contracts with many other higher education institutions around the country so these plans are very portable for those considering joining the University of Idaho and for University of Idaho employees who leave for other institutions;

WHEREAS many faculty believe that TIAA and VALIC offer individual control and the opportunity for higher returns on retirement investments;

WHEREAS the retirement system known as PERSI and the ORP are two separate retirement systems of the state of Idaho;

WHEREAS since 1990 the legislature of Idaho has directed that a portion of the funds set aside for the retirement of members of the ORP be paid to PERSI even though the ORP participants are not beneficiaries of the PERSI system in their roles as ORP participants;

WHEREAS this subsidy by faculty and exempt staff at Idaho four year institutions of higher education has been required for 28 years and is scheduled to continue until 2025;

WHEREAS similar institutions in Idaho (two year colleges and technical education institutions) were only required to subsidize PERSI for 14 years;

WHEREAS the 4-year institutions in Idaho are not required to contribute as much to the ORP as they are required to contribute to PERSI;

WHEREAS the 2-year institutions and technical education institutions in Idaho are required to contribute equal amounts to PERSI and the ORP on behalf of their employees;

WHEREAS the ORP participants at the 4-year institutions are, in effect, subsidizing PERSI to their direct detriment, and have been required to do so over an extended and unfair length of time;

WHEREAS the required ORP participant subsidy to PERSI results in unfair and unequal treatment of ORP participants;

BE IT RESOLVED THAT THE UNIVERSITY OF IDAHO FACULTY SENATE RECOMMENDS

- a. that the ORP continue to be offered as a retirement plan at University of Idaho;
- b. that if PERSI is offered to University of Idaho employees, it must be offered as an optional plan alongside the ORP;
- c. that any change in the retirement plan options must be revenue neutral to the institution; and
- d. that any change in the retirement plan options must not impose new or additional costs, or other disadvantages, on the ORP, or its participants.

BE IT FURTHER RESOLVED THAT THE UNIVERSITY OF IDAHO FACULTY SENATE FURTHER RECOMMENDS that the leadership of the Faculty Senate work with University of Idaho Staff Council and with the university administration, State Board of Education and sympathetic leaders at other Idaho higher education institutions to seek an immediate legislative change ending the required subsidy of PERSI by University of Idaho employees.

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## MEETING MINUTES

Wednesday, April 11, 2018 9:00 to 11:00 a.m. Paul Joyce Faculty & Staff Lounge

- I. Call to Order.....Howard
- II. Staff Member of the Month..... Jason Swanby .....Butterfield
- III. Roll Call – Determination of Quorum.....quorum established.....Hoffman
- IV. Approval of Minutes.....passed.....Howard
- V. Guest Presentations –
  - a. Rebecca Couch – Director, Parking and Transportation Services – check Parking website for all information
    - Pricing and Parking Lot Changes – There is pressure in red lots close to core, but not in those outside. Changing the high demand red lots to orange. See 5 year pricing guide on website. In 2019, there will be changes lot 35 and street changes allowing transit to drop off closer to the campus core.
    - Survey Results – Had 1900 responses, a very high response rate. Affordability, fairness, space availability and sustainability were all rated. Affordability was rated highest, space was second, sustainability third and fairness was fourth. We have a new vision for vehicle not required for mobility on campus due to increasing campus shuttles, increasing transit, and bicycle riding. Parking lots are still necessary and this summer we are working on improving lots. Also enhancing technology.
    - Planning for the future – Proposed changes for this fall and next year in the handouts attached. Our mission is to keep campus moving, and our message has changed from “we have plenty of parking” to a message of a need for more use for public transportation. More students have cars and parking is becoming limited.
    - Bringing [LimeBike](#) bike share to campus.
  - b. Marie Duncan –Alumni relations- Giving Day in the past has been really successful, and we are looking for ambassadors. Last year we had over 80 ambassadors and we are hoping to keep momentum going. Hoping to tie in with Staff Awards as it takes place same day.
- VI. Advisory/Other Reports
  - a. Faculty Senators.....Tibbals/Mahoney
  - b. Human Resources.....
  - c. Finance & Administration.....Foisy
  - d. Professional Development & Learning.....New Supervisory Excellence training, new hiring training to avoid bias, annual training changes. Use GSMU for checking on training. New employee onboarding question for Wes.....Keim
- VII. Subcommittee/UI Committee Reports
  - a. Staff Awards & Recognition - Patricia has been delivering gifts out of town. Gifts are arriving for the luncheon. There will be a need for volunteers, but so far everything is on track. This year there will be a family style lunch. Thanks to Kristin Strong for designing program. ....Baker
  - b. Joint Policy Committee ...We have created a qualtrix survey for staff on how many have used it and not and why. We need to gather information .....Neilson
  - c. Strategic Plan.....initial thoughts – first draft submitted to full staff council possibly next week.....Soelberg
  - d. Elections.....explanation of ballots and discussion – need ballots back by Friday... .....Crossland
  - e. Restructure.....Jay and Michelle have drafted a plan that is tied to the bylaws subcommittee. So many things have been cut that we need a better draft. Bylaws currently refer to docs outside of our reach, so that needs to be addressed. We plan to have a draft to Staff council at the summer retreat. Regarding the retreat: Does group want to use PDL room or Joyce Lounge? The PDL room off-line for summer. Twin Larch has no technology. The solution for technology is to bring all out of town folks to come to Moscow

for the retreat. Is the Lighthouse center available? The Palouse divide? How much?...Baker  
e. Performance review updating-We are working on guidelines but it looks like whether or not someone get the CEC is just a checkbox.....Mader.

VIII. Executive Committee Reports

- a. Off-Campus.....Wells
- b. Communications.....Hoffmann
- c. Treasurer.....Freitag
- d. Secretary.....McGarry
- e. Technology.....Kearney
- f. Vice Chair.....Baker
- g. Chair.....Howard

IX. Old Business

X. New Business – The general feeling is that we don't want to include the Giving Day at the Staff Awards. Is the stress on the award or on Giving Day itself? Find out what they plan to say.

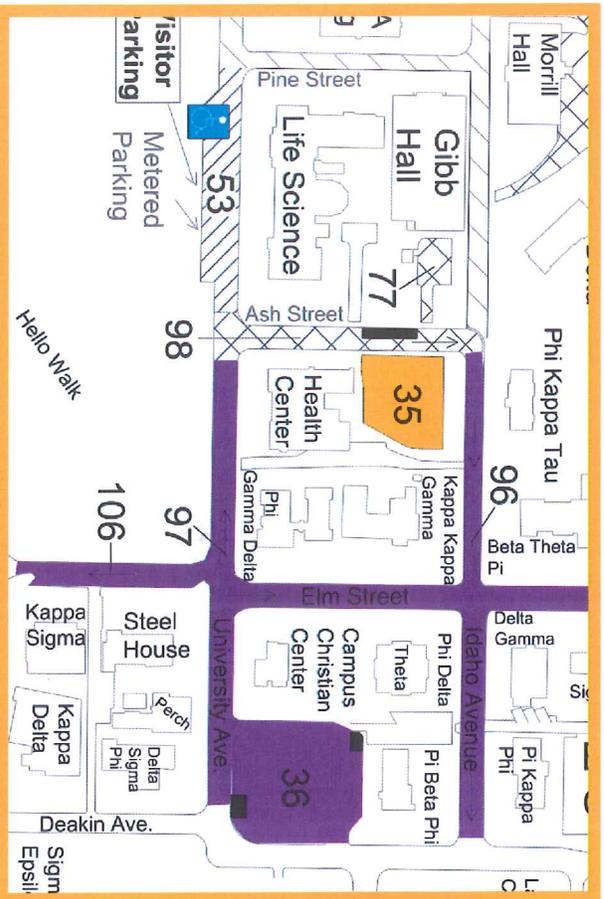
XI. Good of the Order –Microsoft Teams training April 12, 2 p.m.

XII. Adjournment 10:51 a.m.

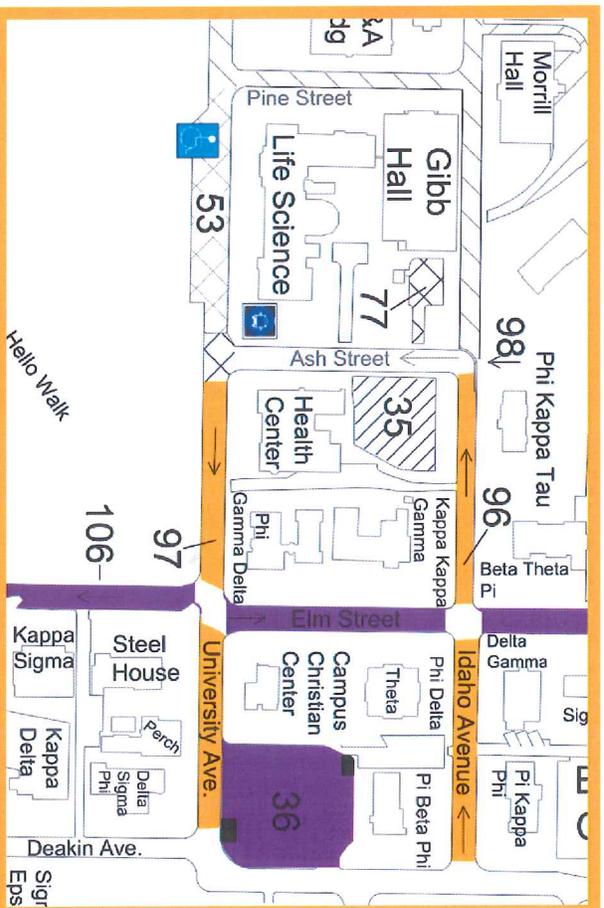


# Lot 35 & Street Changes Map

Existing



Proposed



**GOLD LOTS:** Gold or Visitor permits only, no other colored permit is valid in gold lots. Gold lots are enforced 6 a.m. to 5 p.m., year-round, unless posted otherwise. No parking is allowed between 2 a.m. and 6 a.m. without a Gold permit or an Overnight permit issued by Parking and Transportation Services.



**PURPLE LOTS:** Purple, Silver or Visitor permits only. Purple lots are for use by designated members of the Greek system who live IN HOUSE. Purple lots are enforced from 6 a.m. to 5 p.m., Monday - Friday during the academic year when the university is open. Overnight parking is allowed.



**BLACK AREAS:** Motorcycle parking only, no motorcycle permit required.



**HATCH:** Flexible parking, visitor parking, pay-to-park areas, meters, and short term parking.



**CROSSHATCH:** Managed parking, special permit required.

### MEETING Minutes

Wednesday, May 9, 2018 9:00 to 11:00 a.m. Paul Joyce Faculty & Staff Lounge

- I. Call to Order.....Howard
- II. Staff Member of the Month.....**Congratulations Landscape & Grounds Team!**

You have been selected as University of Idaho’s Staff Member of the Month

Over the weekend of the first UIBound event of 2018, an alumni friend and I spent time strolling around campus, reminiscing about our undergraduate days here. We noticed how beautiful the campus grounds, streets and landscaping looked, especially after all of the sanding and graveling from snow and ice during the winter. We want to extend our appreciation and thanks to the hardworking grounds staff for helping our campus leave a positive impression on prospective students and their families visiting for UIB. Thank you!

Nominators Name: Jamie Garlinghouse, Employer Relations Specialist, Career Services....Butterfield
- III. Roll Call – Determination of Quorum.....quorum established.....McGarry
- IV. Approval of Minutes.....1 abstention.....Howard
- V. Guest Presentation –
  - a. Bob Smith – Asst VP ORED and Samir Shahat – Director, EHS – Culture of Safety
    - Not just laboratory safety – even to not walking in front of cars. Nationally there have been accidents that have highlighted a need for notion of culture of safety. Not just the right training, but the right mind set – we are serious about safety measures. APLU (land grant Universities) made a set of standards. See handout.
    - Safety is the responsibility of everyone
    - Good Scholarship is safe scholarship
    - Safety is essential to University goals embedded as a core goal within strategic plan
    - Enhanced safety reduces our risk
    - Students are better prepared for work place
    - Safety programs cycle – Lab safety, building performance, hazards committee, fire safety, environmental health,
    - Safety and loss control committee now reports to the Presidents
    - Extension centers need more engagement
    - APLU 20 recommendations:
    - Resources in handout
  - b. Erin Agidius – Director, Civil Rights and Investigations – Title IX
    - Presentation (usually 1.5 hours) on sexual misconduct disclosure available to units
    - Greater than athletics, or women, very broad. Covers all programs to prevent sexual discrimination
    - All UI employees must report within 24 hours to Title IX coordinator – all authorities – or anyone that a student could believe – so all employees. Is Idaho state policy. There are some limited exceptions in counseling.
    - Assess, Inform, Refer, Report. (see handout card)
    - Vandal care form does go to Erin. Can email, or call, any kind of reporting.
- VI. Executive Committee Reports
  - a. Off-Campus.....none.....Wells
  - b. Communications.....none.....Hoffmann
  - c. Treasurer...none.....Freitag
  - d. Secretary.....none.....McGarry
  - e. Technology...TSP have deadline for end of the year purchases.....Kearney f. Vice Chair...trips to off campus sites, June 11-12 – funds?...Retreat on June 13, Lighthouse, Michelle did planning.....Baker
  - g. Chair.....none.....Howard
- VII. Advisory/Other Reports

- a. FacultySenators...Charles has last report .....Tibbals/Mahoney
- b. HumanResources...all CEC decisions in to payroll, almost everyone up to 80%...percent of salary increase is not the only indicator, they were way behind, percent of target is what is important. Something new is coming up, salary notification, or contract. This year the notification letters will be electronic. There is a new evaluation review committee, they seem to be reinventing the wheel. What should employee input look like?.....Matthews
- c. Finance & Administration.....absent.....Foisy
- d. Professional Development & Learning...absent.....Keim

VIII. Subcommittee/UI Committee Reports

- a. Staff Awards & Recognition.....absent.....Leibbrandt
- b. Joint Policy Committee ...There will be a survey sent to employees regarding tuition benefit and inter-institutional benefits.....Brandt
- c. StrategicPlan...subcommittee ready to present this week to review before retreat.....Soelberg
- d. Elections...There is a new membership list for the June retreat. We still need a skills/maintenance representative, so please spread the word. Does anyone want to run for chair or vice chair? The ballot (that will be sent vial qualtrix survey) only has one choice, so decision is pretty much made. There are still some open committees,
  1. The compliance board, not meeting currently, has two positions for classified staff;
  2. The student conduct board – there is a high level training , but not bad according to Cari Espanshade, has an opening.....Crossland
- e. Restructure/Bylaws.....The committee reviewed the bylaws but needed to go back to the original bylaws as many items in the original had been omitted in the last revision. The will need to meet again. This is a great opportunity for new members. This revision needs to match strategic plan. The committee will provide draft before retreat if you want to join please let Patricia know.....Baker
- f. Persi and optional retirement committee met with other groups to answer questions in preparation to research the options and the costs to the institution, The ORP still an important option. The faculty are not in favor of unfunded mandate from the other Idaho institutions, Wes got a call, Brian got a call. The Faculty Senate voted to slow down and has put the brakes on proposal. Proposed ORP participants also pay some to PERSI (1990) but the subsidy was reduced. Faculty Senate would like to get rid of subsidy and the link of PERSI and ORP .....Brandt

IX. Old Business

X. New Business

XI. Good of the Order

XII. Adjournment : 10:59

# IMPLEMENTING A SAFETY CULTURE



University of Idaho

# EMPHASIS ON SAFETY BY CHANGING CULTURE

Series of events--nationally and on campus--raised awareness of the importance of safety

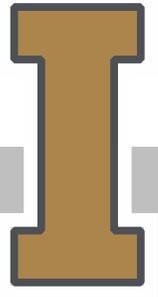
President Leadership Meeting - January 15, 2018

Organizing Institutional Safety Culture Steering Committee

- VPs Foisy and Nelson to co-chair
- University through leaders – Faculty, Staff, and Students

Charged to implement APLU recommendations in a way that honors UofI values

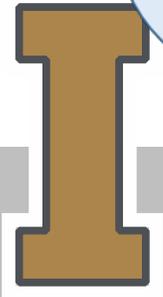
*Not a new program but a change in culture*



# RELATIONSHIP BETWEEN SAFETY CULTURE AND PROGRAMS

## UI Values Foundational to a Safety Culture

- Safety is the responsibility of everyone – faculty, staff, and students alike.
- Good scholarship is safe scholarship.
- Safety training and safety education are essential elements of the university strategic goals to Innovate, Engage, Transform and Cultivate.
- An enhanced safety culture will allow us to reduce risk in all our activities.
- Students educated in a robust safety culture are better prepared for the workplace and citizenry.



# RELATIONSHIP BETWEEN SAFETY CULTURE AND PROGRAMS

## Safety Program



## Recent Safety Initiatives

### Building Performance (2014)

- Surveyed all UI buildings for standard indoor air quality and physical parameters

### Hazards Communication (2015)

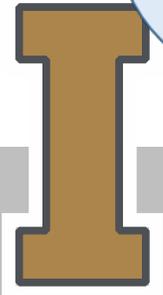
- Hazards Communication Program

### Fire Safety (2016)

- Fire safety plans, evacuation plans, and fire drills

### Laboratory Safety (2017)

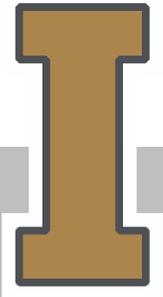
- Laboratory safety five target areas / laboratory safety commitment
- Chemical Hygiene Plan and Laboratory Signage Program



# CAMPUS LEAD AND LEADERSHIP TEAM:

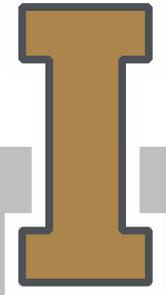
Association of Public & Land-Grant Universities (APLU)  
20 Recommendations from their *Guide to Implementing a Safety Culture in our Universities* - Categories:

- Led by the President and/or Campus Lead and Leadership Team
  - Institution-Wide Dynamics and Resources (12)
- Institutional
  - Data, Hazard Identification, and Analysis (2)
  - Training and Learning (2)
  - Continuous Improvement (4)



## RESOURCES AND LINKS OF INTEREST:

- APLU Council on Research Task Force on Laboratory Safety (2016). *A Guide to Implementing a Safety Culture in Our Universities*. CoR Paper 1. Washington, DC: Association of Public and Land-grant Universities.  
<http://www.aplu.org/projects-and-initiatives/research-science-and-technology/task-force-laboratory-safety/index.html>
- I-Safety Website – <http://www.uidaho.edu/i-safety> and <http://www.uidaho.edu/isafety>
- Chemical Safety Board Video – Experimenting with Danger  
<https://www.youtube.com/watch?v=ALBWxGik64A>



# Sexual Misconduct Disclosure Procedures

Employee Response  
Moscow

Listen for behaviors that may amount to sexual harassment, sex-based discrimination, sexual assault/violence, dating/domestic violence, stalking.

## Leading phrases someone may say to you:

*"I have a friend who..."*

*"Something happened this weekend."*

*"I don't want to get (anyone) in trouble."*

*"I don't know what to do."*

*"This class is hard to go to now."*

## A.I.R.R.

1. **Assess** immediately for health and safety.
2. **Inform** the student of your reporting obligation. You cannot promise confidentiality, only privacy
3. **Refer** student to available resources.
4. **Report** the documented conversation to OCRI.

Report online to [uidaho.edu/vandalcare](http://uidaho.edu/vandalcare)

## Report all acts of reported sexual misconduct to the Office of Civil Rights and Investigations (OCRI)

### What is your role?

- Report incident
- Be nonjudgmental
- Be kind
- Be informed

### What should you leave to the experts?

- Investigation
- Counseling
- Follow-up/questions
- Support & Accommodations

OCRI/Title IX Coord Erin Agidius	208-885-4285
Dean of Students	208-885-6757
Women's Center**	208-885-2777
Student Health*	208-885-6693
ASUI Representative	208-885-6583
Safe Walk	208-874-7550
Counseling Center*	208-885-6716
Gritman Medical Ctr.*	208-882-4511
Ombuds**	208-885-7668
Moscow Police	208-882-2677
Latah County Sheriff	208-882-2216
Legal Aid Clinic*	208-885-6541
ATVP*	208-883-4357

**\*Confidential Resource:** Confidential reporting locations do not disclose the information shared to the university, the police or anyone else without permission or as required by law (e.g., child abuse, imminent threat of harm). Please note: Gritman Medical Center will contact police and ATVP but it is your decision if you want to speak with an agency representative.

**\*\*Semi-Confidential Resource:** Does not disclose information that does not amount to a "Clery Crime" and did not occur on campus. Identifying information and specific disclosure are not reported, only the crime and where it occurred.

## **A way to gently interrupt & inform of your obligation:**

*I apologize, I need to stop you. I want you to know that I care about you and want to help you get the support you need, but as a University employee, I am required to report some details about this case to our university and give your name and contact information to the Office of Civil Rights and Investigations (OCRI).*

*I want you to know this upfront. In reporting this information, OCRI will be in contact with you to determine if an investigation needs to occur and then potentially a judicial/conduct case needs to be initiated. I want you to know that the staff in OCRI who conduct these investigations are student-survivor centered. You are brave to come forward and I know how difficult this is to talk about and I also know sometimes students worry in cases like this that they are somehow at fault or in trouble. The OCRI staff does not think that way and please do not be afraid to talk to them. They are here to help, just as I am. If OCRI determines that a case is warranted, the OCRI staff will discuss with you the process and ways in which efforts are made to protect your privacy. The information I share will be shared with the utmost discretion and will only be shared with those people who need to know. You certainly don't have to participate — that decision is entirely yours.*

*I want to give you this information so you can make an informed choice about what you disclose to me today. If you would rather talk to someone who can ensure your confidentiality, I am more than happy to connect you with an advocate from Alternatives to Violence of the Palouse (ATVP) or take you to the Counseling or Testing Center CTC. What would you like to do?*

## **Sample email response to a written disclosure:**

*[Student],*

*I am truly sorry to hear about what happened. I want you to know that I care about you and want to help you. If you're interested, I can recommend several resources available to assist you during this difficult time.*

*The staff in the Office of Civil Rights and Investigations is an excellent starting resource that is student-survivor centered. You are brave to come forward and I know how difficult this may be and I also know sometimes students worry in cases like this that they are somehow at fault or in trouble. I encourage you to consider talking with the Office of Civil Rights and Investigations staff as they are here to support you and do not think that way. They are there to help. I must provide the Office of Civil Rights and Investigations with your name and contact information so they can reach out to you and discuss with you your options. They also can explain the many ways in which efforts are made to protect your privacy. The information I share will be handled with the utmost discretion and will only be shared with those people who need to know.*

*Please know that I will help in any way I can. However, the Office of Civil Rights and Investigations staff are the experts and will work with you to ensure that you are informed and supported every step of the process.*

# Sexual Misconduct Disclosure Procedures

Employee Response  
Boise

Listen for behaviors that may amount to sexual harassment, sex-based discrimination, sexual assault/violence, dating/domestic violence, stalking.

## Leading phrases someone may say to you:

*"I have a friend who..."*

*"Something happened this weekend."*

*"I don't want to get (anyone) in trouble."*

*"I don't know what to do."*

*"This class is hard to go to now."*

## A.I.R.R.

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### What should you leave to the experts?

- Investigation
- Counseling
- Follow-up/questions
- Support & Accommodations

OCRI/Title IX Coord Erin Agidius	208-885-4285
Dean of Students	208-885-6757
Women's Center**	208-885-2777
ASUI Representative	208-885-6583
Counseling Center*	208-426-1459
St. Luke's Emg.*	208-381-2222
Saint Alphonsus Emg.*	208-557-2700
Ombuds**	208-885-7668
Boise Police Dept.	208-377-6790
Ada County Sheriff	208-577-3000
Legal Aid*	208-345-0106
WCA*	208-343-3688
Faces of Hope*	208-577-4400

*\*Confidential Resource: Confidential reporting locations do not disclose the information shared to the university, the police or anyone else without permission or as required by law (e.g., child abuse, imminent threat of harm). Please note: Gritman Medical Center will contact police and ATVP but it is your decision if you want to speak with an agency representative.*

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# Sexual Misconduct Disclosure Procedures

Employee Response  
Coeur d'Alene

Listen for behaviors that may amount to sexual harassment, sex-based discrimination, sexual assault/violence, dating/domestic violence, stalking.

## Leading phrases someone may say to you:

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*"I don't know what to do."*

*"This class is hard to go to now."*

## A.I.R.R.

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Kootenai Hospital*	208-625-4000
NW Urgent Care	208-209-2060
Ombuds**	208-885-7668
CDA Police Dept.	208-796-2320
Kootenai County Sheriff	208-446-1300
Legal Aid*	208-667-9559
Safe Passage*	208-664-9303

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# Sexual Misconduct Disclosure Procedures

Employee Response  
Idaho Falls

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4. **Report** the documented conversation to OCRI.

Report online to [uidaho.edu/vandalcare](http://uidaho.edu/vandalcare)

## Report all acts of reported sexual misconduct to the Office of Civil Rights and Investigations (OCRI)

### What is your role?

- Report incident
- Be nonjudgmental
- Be kind
- Be informed

### What should you leave to the experts?

- Investigation
- Counseling
- Follow-up/questions
- Support & Accommodations

OCRI/Title IX Coord Erin Agidius	208-885-4285
Dean of Students	208-885-6757
Women's Center**	208-885-2777
ASUI Representative	208-885-6583
Counseling Center*	208-282-2130
E. Id. Reg. Med. Ctr.*	208-529-6111
Mountain View Hosp.*	208-557-2700
Ombuds**	208-885-7668
IF Police Dept.	208-529-1200
Bonneville Sheriff	208-446-1300
Legal Aid*	208-524-3660
WCA*	208-345-7273
DVSAC*	208-235-2412

**\*Confidential Resource:** Confidential reporting locations do not disclose the information shared to the university, the police or anyone else without permission or as required by law (e.g., child abuse, imminent threat of harm). Please note: Gritman Medical Center will contact police and ATVP but it is your decision if you want to speak with an agency representative.

**\*\*Semi-Confidential Resource:** Does not disclose information that does not amount to a "Clery Crime" and did not occur on campus. Identifying information and specific disclosure are not reported, only the crime and where it occurred.

## **A way to gently interrupt & inform of your obligation:**

*I apologize, I need to stop you. I want you to know that I care about you and want to help you get the support you need, but as a University employee, I am required to report some details about this case to our university and give your name and contact information to the Office of Civil Rights and Investigations (OCRI).*

*I want you to know this upfront. In reporting this information, OCRI will be in contact with you to determine if an investigation needs to occur and then potentially a judicial/conduct case needs to be initiated. I want you to know that the staff in OCRI who conduct these investigations are student-survivor centered. You are brave to come forward and I know how difficult this is to talk about and I also know sometimes students worry in cases like this that they are somehow at fault or in trouble. The OCRI staff does not think that way and please do not be afraid to talk to them. They are here to help, just as I am. If OCRI determines that a case is warranted, the OCRI staff will discuss with you the process and ways in which efforts are made to protect your privacy. The information I share will be shared with the utmost discretion and will only be shared with those people who need to know. You certainly don't have to participate — that decision is entirely yours.*

*I want to give you this information so you can make an informed choice about what you disclose to me today. If you would rather talk to someone who can ensure your confidentiality, I am more than happy to connect you with an advocate from Alternatives to Violence of the Palouse (ATVP) or take you to the Counseling or Testing Center CTC. What would you like to do?*

## **Sample email response to a written disclosure:**

*[Student],*

*I am truly sorry to hear about what happened. I want you to know that I care about you and want to help you. If you're interested, I can recommend several resources available to assist you during this difficult time.*

*The staff in the Office of Civil Rights and Investigations is an excellent starting resource that is student-survivor centered. You are brave to come forward and I know how difficult this may be and I also know sometimes students worry in cases like this that they are somehow at fault or in trouble. I encourage you to consider talking with the Office of Civil Rights and Investigations staff as they are here to support you and do not think that way. They are there to help. I must provide the Office of Civil Rights and Investigations with your name and contact information so they can reach out to you and discuss with you your options. They also can explain the many ways in which efforts are made to protect your privacy. The information I share will be handled with the utmost discretion and will only be shared with those people who need to know.*

*Please know that I will help in any way I can. However, the Office of Civil Rights and Investigations staff are the experts and will work with you to ensure that you are informed and supported every step of the process.*