Staff Council Talking Points

Date: Oct. 11, 2023
Location: Zoom

Zoom: https://uidaho.zoom.us/j/87129561969

1. **Call to Order & Welcome** [1 min] – Crystal
2. **Attendance** [3 mins] – Renee
3. **Approval of Minutes** [3 mins] - Crystal
   a. Sept. 2023 - Approved
4. **Staff Member of the Month: Jake Milleson** [3 min] - Tami
5. **Employee Training: Annual Training and Platform** [30 mins] – Elissa
   a. Employee Training FY24 is due Oct. 31
      i. Next year, there won’t be a deployment period. You will get a reminder 30 days before the training is due and you will complete it on an individual schedule.
   b. Tips and Tricks for Employees
      i. The training takes about an hour to complete
      ii. If you take the test out for OIT, don’t leave it open. You need to complete it once you start it otherwise you will need to start over.
      iii. Additional support and a list of FAQs are available at https://www.uidaho.edu/governance/edl/bridge
   c. If you need technical support or specific accommodations, put in a support ticket.
   d. IH/TH employee supervisors may experience a glitch with the overview option. You should receive a weekly report of these employee’s progress. If not, reach out to Elissa Kiem.
   e. Training exemptions and exceptions must go through the Provost Office and HR
   f. Dec. 15 – Last day to complete open trainings in GoSignMeUp
6. **UCM: Updates and looking forward** [30 mins] – John, Jodi and Chad
   a. New brand elements are coming out soon and will be available on the UCM brand website in the near future.
7. **Faculty Senate: Collaboration with Staff Council** [30 mins] - Jean-Marc
   a. Survey is going out next week about the UoPX to help the administration understand current gaps in knowledge.
   b. Faculty Senate is focused on “Quality of Life” items like safety, parking, etc.
      i. If you are interested in supporting these efforts via committee work, please let Staff Council Leadership know.
8. **Reports** [15 mins]
   a. Staff Council Working Groups:
      i. Dependent Tuition – Charles & Becky
         1. No current updates
   b. CEC Staff Compensation Committee [10 min] -Michelle
Staff Council

i. Committee has met; Second meeting is scheduled
   ii. Committee is currently working on a draft recommendation for CEC in 2025 – more information coming.

c. Human Resources – Brandi
   i. Annual Enrollment opens Oct. 16; Closes Nov. 7
      1. Visit the Annual Enrollment Website for more information: [https://www.uidaho.edu/human-resources/benefits/annual-enrollment](https://www.uidaho.edu/human-resources/benefits/annual-enrollment)

d. Faculty Senate – Charles & Barb
   i. Talking points are available on the [Faculty Senate website](https://www.uidaho.edu/human-resources/benefits/annual-enrollment)
   ii. Currently discussing issues around APM and FSH
      1. Working groups are being formed and our SC representatives are working to include staff representatives on these committees.

e. Elections & University Committees - Arlette
   i. Still looking for a co-chair for this committee
   ii. We have openings on Staff Council. Interested parties can apply on our website.

f. OIT – Teresa
   i. No updates

g. SC Leadership Report – Crystal or Cody
   i. No updates

h. Accounts Payable – Tyler Thompson
   ii. Chrome River Snap App – allows users to take a photo of a receipt and upload it directly into Chrome River.
      1. More information is available at [https://www.uidaho.edu/dfa/finance/controller/accounts-payable](https://www.uidaho.edu/dfa/finance/controller/accounts-payable)

   a. Staff members would like to have more clarity on urgent asks and filling committee roles.
   b. Staff Council is investigating volunteer hour opportunities for staff.

10. Good of the Order and Member Announcements [5 min] – Crystal
    a. Vendor Fair was a success. Learn more about U of I Vendors at [https://www.uidaho.edu/dfa/finance/contracts-and-purchasing-services/vendor-information](https://www.uidaho.edu/dfa/finance/contracts-and-purchasing-services/vendor-information)

11. Close [1 min] – Crystal