



Staff Council

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



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- 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>
 - d. Faculty Senate – Charles & Barb
 - i. Talking points are available on the [Faculty Senate website](#)
 - 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
 - i. Jaggaer invoice requirements follow procedure found at <https://www.uidaho.edu/-/media/UIDaho-Responsive/Files/division-of-finance-and-administration/finance/contracts-and-purchasing-services/How-Do-I/jaggaer-user-manual---draft-2,-d-,1.pdf>
 - 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>
9. **Parking Lot Topics [2 mins]** – Crystal
 - 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>
11. **Close [1 min]** – Crystal