University of Idaho
Staff Affairs

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

Meeting called to order at 9:01am

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

Staff of the Month recognition:

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

Presentations:

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

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

Members Present: Quorum – 22 present
Ali Bretthauer, Amber Crowley, Brian Mahoney, Kristin Strong, Lysa Salsbury, Marlene Wilson, April Buvel, David Pittsley, Janice Todish, June Clevy, Marty Lunt, Teresa Million, John Shuttleworth, Joe Hunt, Ron Polley, Amanda Moore-Kriwox, Carol Spain, Liz Ridgway, Michelle Weitz, Vickie Burnet, Angie Sowers
Absences:
Clint Payton, Irma Sixtos, Jane Baillargeon all were excused to be part of the Appeals Training
Greg Fizzell, Matt Dorschel, Debra Rumford, John (JR) Kok

August 2013 meeting minutes:
June Clevy made a motion to accept the minutes. Motion 2nd by Lysa Salsbury and passed.

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

President search is moving along.

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

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

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

Vise Chair: Ali Bretthauer
No report

Secretary: David Pittsley
No report

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

Media: Debra Rumford
No Report – out sick

On/Off Campus Coordinator: Liz Ridgway
No Report

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

Sub-Committee Report:
Communications: Debra Rumford
No Report – out sick

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

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

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

University-wide Committee Reports:
Faculty Senate: Jane Baillargeon/Mark Miller
Jane was out in PDQ training

New Business:
Welcome Creg Empey to Staff Affairs! – Election vote held, Janice made motion, Amber seconded, Staff Affairs Members Approved.

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

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

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

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

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

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

Good of the Order: None

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

Adjourn: 11:00am