Staff Council Agenda

Date: Oct 9, 2019

Location: Paul Joyce Lounge

Zoom: https://uidaho.zoom.us/j/143806896

1. Call to Order [1 min]- Chad
2. Attendance [5 mins] - Diane
3. Approval of Minutes [5 mins] - Chad
4. Staff Member of the Month [5 mins] - Tami
5. Presentation [20 mins] - Diane Whitney
    a. Subject: Overview of the university's policy process
6. Current Business - Chad
    a. APM 20.25 review [10 mins] - Chad
    b. Monthly meeting guidelines [15 mins] - Chad
    c. Member expectations [15 mins] - Cari
    d. Communication plan review [15 mins] - Chad
7. Committee Reports [10 mins] - Chad
    a. Elections and committee openings - Sam
8. Parking Lot Topics [5 mins] - Chad
9. Good of the Order [5 min] - Chad
10. Close [1 min] - Chad

Meeting Guidelines

1. The monthly agenda will be posted in Teams (UI-Staff Council) under the general channel and agenda tab. A copy of the agenda will also be emailed before each meeting and posted to Staff Council's website.
2. Each agenda item will be assigned an estimated time limit. All council members are encouraged to hold the agenda item owner accountable to time and topic integrity.
3. Discussions will spur questions and topics not on the agenda. Those items will be recorded in the topic parking lot housed in Teams under the general channel and the Topic Parking Lot tab. Items in the parking lot will be reviewed by the Staff Council officers. If the items align with the parameters of Staff Council's mission, they will be added to the next month's agenda as new business.
4. Presentations and subsequent Q&As will be time limited. If more time is needed, items may be posted in the parking lot and presenters may be invited to future meetings. The desired outcome is a presentation specific to topics that align with Staff Council's purpose.
5. If training or long-form presentations are relevant to staff, Staff Council is happy to facilitate brown bag lunches or other such meetings.
6. Committee chairs may request time to present updates. The agenda will no longer allow for round robin reports.