

October 12, 2016

Wednesday, October 12, 2016

Call to order: 8:59 AM

Recognition - Staff of Month

Michael Salmon, Transfer Specialist, Registrar's Office

"Michael consistently goes above and beyond to make sure that he can help students. His customer service is such that I will receive calls specifically to tell how much a student appreciates the time and effort that he puts in to make sure that he does everything he can to make sure the information for his student is accurate and complete. For a relatively new employee he is a pleasure to work with and shows genuine care and concern for our students."

Rebecca Frost, Assistant Registrar – Registrar's Office

Guest Presentation: President Staben was a guest speaker this time and spoke about the State of the University Address that was earlier in the week and the Strategic Plan and Progress.

Strategic Plan and Progress:

Innovate, Engage, Transform, Cultivate

Innovate: One goal, can we achieve Carnegie one status?

Engage: Initiation of the direct admit so high school students are directly admitted. Freshmen up 7% this year

Enrollment numbers are given on October 15th, which will be Monday the 17th when this will be announced; Enrollment and economy going up

Transform: Making changes at U of I that are not state wide: eliminated application fee, working on a different term, this will be about \$200,000 in revenue lost but we need to allow for educating people

Enrollment it stagnant at this time, transfers up, underrepresented groups up 14%,

Cultivate: A diverse community, IPE implemented,

Facilities: IRIC, College of Ed, Wallace complex remodel, Library updates, WWAMI medical education building remodel as well as a location in Gritman, Basketball/volleyball arena – Students imposed a fee on themselves to help pay for this.

Our employees do not feel a good about working at the University that President would like so there is an opportunity to do something about it.

Things we have done: Compensation is an issue, how they are classified are an issue, Wes and Brian have made a great effort on the Market based compensation plan and once we grow enrollment we can fund the market based compensation program.

Health Insurance: premiums will not go up this year

Increased transparency on the budget and finance side

At the administrators retreat they discussed what can be done to increase job satisfaction and why we scored low on ModernThink Higher Education Insight Survey. Will be having open sessions to discuss why we are placed where we are on this.

Questions

What do you plan to do to increase the enrollment and the turnover of the staff who are in charge of these areas?

We will re-staff and move forward

Underrepresented groups are up 14%, which is good, why is that? Scholarship was created, new degree programs have been created; Latino and multiracial increased as well

Latino Community named President Staben Friend of the Community

How are we reaching local communities who do not encourage students to go on to College?

Enroll Idaho is an example of this. University of Idaho is Excellence and accessible.

When talking about enrollment growth how do you incorporate Idaho Falls and other locations? They are looking at programs to bring to the different locations as well as possible distance education.

Have to find the right balance of people and offerings

What about first generations college students and how are we recruiting them?

About 40% of first generation students. Communication is sent in English and Spanish to assist with communication,

Higher freshman rate for minority students than we do for majority. We need to build to accommodate the increase in enrollment and to cater to the students and advising.

International student have declined this year due to Brazilian government changes and Saudi Arabia have decided to send their students to different educational institutions.

9 year plan, increasing enrollment, will the community be able to support this increase?

Increase in residence and restaurants but we have the community resources to support increase in enrollment by about 5000 which could increase the community about 10,000

Do we need to let employees know that they should not be looking up their SOC and expecting they will receive the amounts they see?

Wes stated that it needs to evolve and employees need to wait for it as there are other items in play as well. Everyone needs to be hopefully suspicious. It will be better but how much better? We need to be patient and wait for it.

Staben: we have to grow revenue. The one thing under our control is to grow enrollment as we do that we will work on growing support for them

Court Sports probably about 3 years out for completion.

Expect any backlash on the sports arena? Some will question it but it was supported by students

Graduate degrees increase? Static in this area, possible process improvements, need to increase programs

Modest increase in students in the Greek system. Sororities are full now.

Where would we house 5000 more students?

We have some space now and some will be living off campus but will probably need 3 or 4 residence hall by 2025.

Savannah Tranchell: Idaho State Charitable giving campaign, United Way: can be payroll deducted, if you donate through the campaign the agencies know what is coming in. Last year there was a decrease in payroll deduction due to some retirements. Nonprofit fair did well and there is be brown bag series to highlight the nonprofit agencies in our area. This information can be found in the Daily Register as well.

Centers can also designate where they would like their funds allocated across the state.

There is a list of the agencies on the United Way website to give to. Others can be added if needed. www.unitedwecare.idaho.gov donors will be entered into a drawing to get gifts

Roll Call, Determination of Quorum:

Absences: Leslie Hammes, Todd Perry, Diane McGarry, Kristen Strong, Laila Cornwall, Debbie Caudle, Irma Sixtos, Elissa Keim, and Brian Foisey. Quorum is met.

Approval of Minutes:

Minutes approved, motion Brewick, second Freitag, and all aye

Executive Committee Reports:

Off campus Rep – Angie Sowers: nothing to report

Communications – Summer Howard: nothing to report

Treasurer Report – Kris Freitag: Has been moving money around so there is money available for the staff awards, budgets look good. Money was spent for 2015 to give awards that were not collected at that time.

Secretary – Marty Lunt: nothing to report

Technology – Darren Kearney: Off campus folks please send feedback on using Zoom today.

Any news on moving to a wiki system?

There are some departments that use these on campus but not used everywhere. They are looking into using wiki technology but nothing has been determined yet?

Calling in from off campus can create issues, some number may not work correctly, if you find this issue, let IT know immediately. Any issues, let IT know ASAP!

Vice Chair – Lisa Miller: nothing to report

Chair – Greg Fizzell: Greg and Lisa met with Staben and let him know the compensation task force is doing well

We need to make sure all off campus is included. Technology can help us with this. Need to make every effort possible to include these folks to attend U of I events and connect them.

When meetings are organized, we need to make sure all hand outs are sent forward as well

Updated on Staff Appreciation Fair and working on best practices from other Universities. Met with Wes to increase Orientation for new employees.

Benefit website shows other places you are eligible for discounts as a University employee. Check it out.

<http://www.uidaho.edu/human-resources/benefits/other-benefits/employee-discounts>

Advisory and other reports

Faculty Senators – Andrew Brewick

Brewick, Wes update on FLSA. Most of time spent on voting on Faculty evaluation forms. Update Rob Spear on moving of Football team division. Fewer scholarships, 63. Have lost a significant amount of donor funding. Hopefully as the year's progress, this will balance out.

Human Resources - Wes Matthews: Exempt employees have to meet the salary test by Dec. 1st, 1/3rd are Post Docs and the other 2/3rds are other staff. Discussions are being had about how to proceed with this. Benefits is the most affected by this change. There will have to be higher approval, legislature has to approve this as well. HR is working with supervisors on this issue. CUPA HR meeting Wes found out there is possible a 6 month delay in implementing this. The University will still move forward with the changes effective November 20th.

Every three years they are looking up information to determine what the number will be for exempt status employees.

Question:

How are we hiring new employees are we taking this into consideration?

Wes stated we are trying to create a system that does not have the same people in the same pay grade, one exempt and one classified.

Professional Development & Learning – Elissa Keim

It is disappointing that the FLSA is happening in conjunction with the Market Rate compensation program, how will you look at this?

Wes: they are looking into this and trying to make it so they avoid creating more issues.

Is there a fear there will be an increase in retention since WSU is right there and they will incorporate changes as well?

There is always that issue and concern. This may come down to funding and how it will all happen. They are being careful to do it right the first time

Subcommittee/UI Committee Reports

Policy – Lisa Miller

Nothing yet, will be looking at some policies soon, hostel workplace and the handicap curriculum

Awards - Summer Howard

Ian stated the Staff Awards is set for April 26, 2017 in the Kibbie Dome this year. Presidents' office will cover facility rental and food costs for this. Get list of people from Ian

Nominations will go out Dec 1st they are looking into how we can incorporate food being available to off campus sites for this. Increase awards to \$1000

Staff forums: the survey to be sent out will help

New Business

Nothing to report at this time

Old Business

Nothing to report at this time

Good of the Order

Who is responsible for sending out folders and table tent names? The new Secretary will figure this out and send out notebooks, name tags and table tents.

Meeting adjourned, 11:12 am

Wednesday, November 9, 2016

Call to order: 9:02 am

Recognition – Staff of the Month: Emilie McLarnan, Violence Prevention Program Coordinator, Dean of Students Office.

“Thank you to our presenters! TA/RA Institute. The College of Graduate Studies hosted its bi-annual TA/RA Institute on August 19, 2016. We had over 140 new Teaching Assistants attend this event, many of whom were brand new graduate students as well. We would like to thank all of the individuals involved in our Fall 2016 TA/RA Institute. Thank you for your amazing presentations and involvement.

Congratulations Emilie!! Emilie received a Flag and lanyard from HR&PDL; \$30 off a treatment at Healing Point.

Guest Presentation:

Brian Foisey and Wes Matthews, FLSA & SCTF

Market based – approved by most

State Board of Education (SOBE) in December for approval and then implementation will begin.

The pre-meeting for the Market Based Compensation was boring so that was a good sign.

SCTF = meeting and going “through the weeds” of it all to make sure this will work

Employees from all levels at meeting Monday are building a compensation system that works for us

Shared governance is happening now with this process.

Now faculty has formed a committee as well, so we have FCTF and SCTF

Plan to use up upcoming CEC cycle to put this compensation plan into action

FLSA – new policy/law effective Dec 1st, EPAFs need completed by Nov 20th pay period

We need to be prepared to make changes. Been working to either increase salaries or move to Classified from Exempt

Idea: Look at groups of related job and find market rates for these – if they will be above this, we can increase them now.

State Board of Education policy to grandfather in with benefits for current employees annual and sick accrued rates

Questions:

*What about employees this has happened to already?

*What % of employees have a market rate and when will we know?

1000 people of 1500 done

Wes has met with some supervisors, excited they are getting it and excited as well

*When will employees know?

Some people have been doing market research as they hire, should this information go to Wes?

Yes, please move it. He will check it.

Will do some research for this is for those who Dec 1st, others will need looked at differently

*How will employees know if they are one of these will be affected?

Supervisors have been notified and need to share information with employees

Wes: Person moving from Exempt to non-Exempt will keep 5 weeks of annual leave. If you change positions you will lose grandfather status as you changed jobs. If PERSI vested you will not be required to change with this process

Have to pay into PERSI for 5 years, they would not have this.

Post docs will be moved up in salary to the required amount of \$22.84/hr.

Question:

*EPAFS are due now for post docs- do we need forms for all staff?

Yes, do forms and follow processes, Brandi said we do not need the forms as this is required by law

*Can State dollars be used to raise up salaries to increase?

Not illegal, but please do best to use funds appropriately for these.

Janet Nelson- may help with funding, nothing has been finalized on this yet

Ombuds:

Barb Beatty, annual report: report on website: <http://www.uidaho.edu/faculty-staff/ombuds/annual-reports>

This was a year of transition in the Ombuds office as Barb started in April 2015, decline in cases.

2013-14: 209

103 this year

Ann Thompson and Barb discovered they were entering information differently, so tracking was askew/different.

Down about 25 cases

Top 4: Classified Staff 31%, Faculty Tenure 22%, Staff Exempt 15%, Undergrads 10%

Roll Call, Determination of Quorum:

Absences: Darren Kearney, Diane McGarry, Jennifer Baillargeon-Hauk, Amy Norman, Ian Leibbrandt, Debbie Caudle, Kristi Copeland, Andrew Brewick, and Elissa Keim.

Approval of Minutes:

Motion to approve by Amber Feldman, second by Sue Branting, Abstain: Irma Sixtoes, All Aye

Executive Committee Reports**Off Campus Rep – Angie Sowers**

Nothing to report

Communications – Summer Howard

Daily Register notifies U of I employees to submit Kudos; 1 Kudo this month and one last month; so send these in.

Treasurer Report – Kris Freitag

Budget looks good.

Secretary (interim) – Marty Lunt

Nothing to report

Vice Chair – Lisa Miller

SCTF has been busy, policy committee to meet soon about policies

Chair – Greg Fizzell

Sub committees for IPE:

Academic – 5 staff

Non – Academic (support units) - 15 staff

Efficiency & Effectiveness Committee – 2 staff

Advisory and other Reports**Faculty Senators – Irma Sixtoes**

Irma – Faculty Senate dealing with compensation and Market on Faculty positions. APM changes are being sent forth. APM 95.21, APM 20.23, APM 20.02, APM 50.56, APM 20.13.

Professional Development & Learning – Elissa Keim

The last 3 required trainings are due December 21st

Subcommittee/UI Committee Reports

Policy – Lisa Miller

Will be meeting soon to discuss policy changes and finalize Staff Council By-laws.

Awards – Summer Howard

A meeting was had with HR and others to get lined up. Web page should be live November 26th.

New Business

Should we request funds to help Staff Council support staff functions? Forego this at this time as funds will be needed to support the Market Based Compensation increases.

Staff Council, Holiday Celebration - need volunteers – Patricia Baker and Sue Branting volunteered to assist with this on December 14th, during our regular meeting time.

Old Business

Nothing to report

Good of Order

Healthy Holiday Challenge – Rec Center; free Rec Center entry over break just bring in 4 cans of food/non-perishable items.

Make sure you RSVP for the President's Holiday event.

Motion to adjourn

Lisa Miller, second Summer Howard, All Aye

Wednesday, December 14, 2016

Call to order: 9:08 AM

Guest Presenter: Elissa Keim, PDL

All trainings are due by December 21, 2016. These are tied to evaluations & change in employee compensation (CEC). Notices are being sent out by PDL, AACs, and others. P-Card training is due in February. The Defensive Driving course has been revamped and is now available.

Last summer PDL had a request to gather information on Peer institutions as well as a few other institutions on what they do for Employee Recognition and programs to support this. 30 different institutions were contacted and all have a recognition program. For many, HR or Staff Council handle this but mostly HR contributes. All of them have an event luncheon or banquet.

Patricia Baker mentioned that U of I is the only institution in Idaho that recognizes employee for 5 years of service.

*Is this driven by the retirement policy, vested in 5 years?

It looks that way as employees usually leave U of I within 6 to 7 years.

The wonderful work study employee in PDL created a Matrix on the findings for employee recognition and this will be available on the Staff Council website.

*Anything out of the box, extra ordinary they do?

They bring in the community by allowing significant others as well as families to attend events.

*You mentioned employees leave within 6 to 7 years. Did they leave the State?

Numbers have not been gathered on this.

Sodexo, Mike Thompson – General Manager

Mike spoke about the Faculty/Staff meal plan – buy blocks of 5 @ \$6.50 each meal. Payroll deduction can be set up and funds will be placed on your Vandal Card. Check this website to find out more about the meal plans and other options available to Faculty and Staff.

https://vandalsdining.sodexomyway.com/dining-plans/fac_staff.html

This is an excellent program and there are currently focus groups working on ways to make it better. Does anyone have any suggestions on things they can do to get the word out?

*What if you sent out a post card to let employees know about the meal plans and possibly offer a discount? Cindy Ball mentioned this idea.

*Have you considered putting operation hours in the Daily Register?

A few Staff Council members mentioned that it is a cumbersome process to get you funds to you Vandal Card for use. This process will be evaluated by Sodexo.

*Is there a possibility that Bob's will be open during Summer or other times when students are on break?

There is not a large enough customer base during these times to justify the cost.

Are you in charge of Joe's Cheesy Grill and the Grid? Yes. Changes made from Denny's to Joe's Cheesy Grill are great and the prices are much better.

"Thanksgiving Dinner that Bob's provided was Awesome", stated Ian Leibbrandt. Patricia Baker agreed with this.

Kudos to Jesse at Joes Cheesy Grill for outstanding work and customer service.

Lisa Miller stated that Sodexo is about making lives better. She currently serves on a committee dedicated to helping with meal accommodations.

Roll Call, Determination of Quorum:

23 members present; Absences: Bekah Miller MacPhee, Chad Neilson, Todd Perry, Diane McGarry, Kristin Strong, Jennifer Baillargeon-Hauk, Sammantha Green, Brian Foisey and Wes Matthews. (Brian and Wes were in Boise, SBOE) Quorum is met.

Approval of Minutes

Amber motion, Leila second, all Aye.

Executive Committee Reports

Off-campus Rep - Angie Sowers

Nothing to report

Communications – Summer Howard

Nothing to report

Treasurer Report – Kris Freitag

Nothing to report

Secretary – Marty Lunt

Nothing to report

Technology – Darren Kearney

Help Desk is now set up to provide Vandal Cards now. You can get Vandal Cards at the Vandal Card office or the help desk. In Boise, Stephanie Fox's office can also print Vandal Cards for off campus folks.

Vice Chair – Lisa Miler

SCTF – Brian and Wes meeting with SBOE, should not be any issues with approval to move forward with the Market Based compensation system. Approximately 200 positions are left to

complete now. 9 million is the cost at this time to get folks to the market not 80%. Brian and Wes are working with Finaccess to get implemented into Vandal Web so employees can see what their Market Rate is and where they are currently placed.

*Are supervisors being notified and then vetted before it is rolled out?

Wes is starting at the top of the chain and moving down to ensure all parties are included.

Discussion was had about this. More to come as it plays out.

Chair – Greg Fizzell

Greg and Lisa have been talking with folks about re-locating PDL to the PIT, Doceo Center, from their current location in the Admin. Building. Administration is firm on the changes but there are issues about it not being ADA compliant. Due to the hours PDL would have access to this, the trainings they provide would be greatly affected.

Advisory and other reports

Faculty Senators – Andrew Brewick

Curriculum work lately, some curriculum changes to come. There will be other opportunities for the VIP mixers in February and another in March.

*Do you have to have an elevator pitch to receive funds?

At this time ideas are being heard and then a decision will be made at a later date.

Web site: <http://www.uidaho.edu/news/news-articles/faculty-staff-news/2016-december/120816-vipmixer>

Subcommittee/UI Committee Reports

Policy – Lisa Miller

Revising APM changes to consolidate policies to one area as they are all spread out now and are duplicated. Ann Thompson was at the last meeting with the Policy Committee to explain how to best review policy changes. A joint policy committee with Staff and Faculty will be formed so there is a combined effort in reviewing policy. Improvements are being made for this committee and it will need voted on. More to come on this in January.

Awards – Ian Leibbrandt and Summer Howard

Nominations coming in Thanks to Summer. We would like to pay the taxes for the awards so they are more of an award/gift but not sure how to make that happen. The committee will be looking into this. Honored Retiree gifts need re-vamped instead of clocks give gift certificates. There is an amazing group of folks working on the exciting awards this year.

Good of the Order

Nothing

Meeting adjourned @ 10:21, All Aye; Staff Council Holiday Celebration was had after meeting.

Wednesday, January 11, 2017

Call to order: 9:02 AM

Recognition – Staff of the Month: (December & January)

December, Ray Anderson – Director in College of Engineering: Nominated by Barry Willis, Associate Dean for Outreach in College of Engineering along with many other great employees. “Ray was a part of a critical project linking/expanding the science program in Moscow and CDA. All in all a great team effort, for a great room Moscow-CDA Faculty are looking forward to using.”

Ray received a Vandal license plate frame along with a pair of earbuds and a flashlight.

Congrats Ray!!

January, Renee Schlickemeyer – Department Grant Administration for Idaho Space Consortium: Nominated by Claire Freund, Associate Contract Review Officer in Office of Sponsored Programs. “Renee is a great Departmental Grant Administrator. She, along with all the other DGAs, submits sub-award requests to OSP on a regular basis. Renee is always prompt in submitting sub-award requests. She includes all documentation and is quick to report any changes in information. Renee has also reviewed templates and given feedback to how OSP can improve its sub-award process. She has gone above and beyond her Departmental Grant Administrator duties.”

Renee received a Vandals magnet and NW Beauty Supply gift certificate.

Nice work Renee!!

Guest Presentation:

Guest Presenter is not here today postponed

Roll Call, Determination of Quorum:

19 members present, Quorum met; Absences: Cindy Ball, Leslie Hammes, Diane McGarry, Patricia Baker, Sue Branting, Amy Norman, Sammantha Green, and Melinda Lent.

Approval of Minutes for December:

Corrections: Approval of SOBE, Roll call area, misspelled SBOE, corrected

Numbers 200 positions have yet to be completed; not 200 positions completed

Sudexo was misspelled, this has been corrected; Sodexo.

2 abstain, rest approve with corrections

Executive Committee Reports

Off-campus Rep - Angie Sowers

Nothing to report

Communications – Summer Howard

Will put staff of month on Facebook! Will make sure they want this to happen

Treasurer Report – Kris Freitag

Nothing to report

Secretary – Marty Lunt

Nothing to report

Technology – Darren Kearney

Nothing to report

Vice Chair - Lisa Miler

SCTF will be sending out an update on this, Wes will discuss further

Chair – Greg Fizzell

Due date December 21st over 5000 employees completed 95% board appointed and 75% temporary; supervisor training has a 92% completion rate

PCard training due February 1st or they will pull the card

PDL office is set to move in April, one major concern is the ADA compliance piece

Advisory and other reports**Faculty Senators – Andrew Brewick**

Busy in session and meeting, Dedication of Brink Faculty Staff lounge to Paul Joyce.

Human Resources - Wes Matthews

Progress is being made, now only 25 positions left to analyze. 1600 positions are completed. Wes is now meeting with Supervisors. Facilities has been completed for now which is 200 employees. Wes met with Brian Johnson, Facilities, 3 times and spent 2 hours each time going over the positions. Our salaries are about 90% of the market rates. We are about 7.5 million away. Wes is now working with Facilities is now looking into individual Compa ratios.

Wes and Brian met with SBOE and did not get the approvals yet. They spoke about what they would like to happen with the SBOE meeting in February. Compensation will be added to the agenda as an action item then.

Questions:

*Chad Nielson: trying to get prepared, what do you look at? Any suggestions on where to start?

Wes: he will start with the President's office and then move toward his area but at this time, please be patient. Wes will provide a list of SOC codes so he can prepare

*Greg: With the PDs that were completed in the past, people did not complete these completely/correctly. Will there be updates to the PDs and will there be updates to PDs?

Wes: he looks at the PDs and determines what the employees are actually doing. He looks at the qualifications of the positions and then communicates with supervisors. Job descriptions need to be correct 100% of the time and need to be updated so they are accurate. When you are putting the PD in the People Admin, tell them what the employee is expected to do. Keep it accurate.

*Greg: How many people were below the market rate?

Wes: Over 400 so about 25%

Wes: FLSA, last May the new rules would be effective Dec 1st. The duties test was not changing but the salary piece was. Went from \$415 to \$913 week (check these) our current pay system does not pay that well. HR was tasked with trying to figure out how to make this work. At the last minute, the board approved a new category for employees who moved from Exempt to Classified, N category. When employees leave the positions that are in this category, they will move out of this category.

November 20th became the U of I effective date since it encompasses Dec 1st. This was implemented. A federal Judge overruled this and now many schools pulled back the increases but we did not. Wes stated that believes this is not fair so this is not happening here at the University. They are still deciding what to do with the Exempt status rule. Those in the new N status will be looked at again once the final ruling comes through on this.

Regardless of what the federal Government says, the U of I may have their own standard. Brian and Wes looking into this and there will be more to come.

Overtime eligible employees are being told they have to work even though they are not exempt. Wes stated this is **illegal, unethical, and immoral**.

*Greg: Is there an anonymous way to let HR know when issues arise?

Wes: without letting HR know all the information, they will not be able to track down and correct the issues.

*How does the situation get settled when the whole department is doing this as the supervisor expects them to get everything done in the 8 hours allotted and they cannot? This needs to be reported.

One option would be to contact the Ombudsman.

There is also a retaliation policy in place as well for employees who are concerned about losing jobs due to reporting supervisors. It is not only the supervisors' responsibility to make sure work hours are recorded correctly it is also the employees' responsibility to record this correctly as well.

Subcommittee/UI Committee Reports

Policy – Lisa Miller

Nothing to report

Awards – Ian Leibbrandt and Summer Howard

Staff Awards Ceremony possibly in Kibbie Dome, meeting tomorrow to discuss the gifts, April 26th is the date for the event

New Business:

To handle policy changes that come up a new policy committee will be formed as there has been a disconnect between Faculty and Staff policy review and implementation. To centralize this effort, this new policy will be formed.

*Amber Feldman: likes idea but questions: because policies are not created across the campus why is HR to be excluded specifically?

This body would specifically take on policy related to staff and faculty. This group would take on policy that HR puts forth.

Questions will be asked by Anne Thompson on why HR was excluded from this group.

Questions were vetted and a discussion was had on why HR was excluded and should this be reviewed and HR included?

*Andrew Brewick: Faculty Affairs would be the final to review and approve the policy so they will be the ones to ensure fairness. Excluding one group is not appropriate and brings up concerns.

More discussions to come on this Policy group.

Old Business:

Nothing to report

Good of order:

Nothing to report

Motion to adjourn:

Summer motioned, Kris second, meeting adjourned 10:58 AM.

Wednesday, February 8, 2017

Call to order: 9:02 am

Recognition – Staff of the Month: Greg Clifford, Manager of ITS Classroom Tech Services

Congratulations Greg!! Greg received a certificate of recognition as well as a Vandals tote and Magnet donated from the PDL staff.

Guest Presentation:

John Weincek – updates from the Provost's Office

Thank you for all your work doing for the UI. Staff are often times the 1st people students interact with. Thank you to Faculty Senate and Staff Council for providing people to form committee groups. All which do not have any Deans or VP's. These committees are defining the campus criteria for program prioritization.

Greg Fizzell's subcommittee, IPEC (Institutional Planning Effectiveness Committee) serving as an advisory committee to the President. They will take the issues, summary and direction recommendations to the President for his decision.

Will establish a plan of cascading planning activities:

- Effectiveness and Efficiency – Do we centralize these services?
- Incentives
 - o Accelerating enrollment growth
 - o Incentives per schools
 - o Enrollment growth above (x) will be rewarded (x)
- What to do during times of economic downturn or no resources?
 - o Potential incentives? Downfalls?
- Committee has broad charge to make preliminary recommendations
- All to help UI have successful completion of meeting strategic plan

What can we do to improve retention/salary/morale?

Staff Survey - last year used a free version, limited participants, results and details. New one coming next month – much more detailed, ability to look at unit specifics. Will send new survey to everyone. Completely anonymous – survey company holds those details.

University Budget and Finance Committee

- o University wide committee abreast of finances at UI
- o Will look at the funding requests and somehow rank the requests
 - o Fewer requests than last year
- o Integrated planning so the left hand is working with the right in the same direction
- o Request for \$7million in phase 1 of Market Based Compensation plan
 - o 1-2 years is unrealistic
 - o 5 years more realistic getting up to rate
- o Combination of resources internally + enrollment growth will add to \$\$

Another 'small' committee needed to change the Staff Council Mission Statement to reflect active tensed verbs. Accreditation and process all done in a shared way then formally approved. Committee – Background – Context – to Faculty Senate and Staff Council for notes/approval.

Program Prioritization

- Communications – a video to be posted online – watch together with your department to look at the criteria being defined
- Elissa offered help/expertise for video
- Will cover various aspects of program prioritization
- Board appointed annual requirement
- Resources and Priorities – Important vs Not Important
 - Where and how to move funds to the most important place – underlying goal
- Program shut downs? – Panic not necessary, not doing it that way
- 80% of money on campus is tied up doing the things
 - 1 employee leaves and now a vacant position is open
 - Potential talk about that ONE position
- Assigning priorities – some units are more important to UI
 - Other units not as vital – redirect resources to high priority needs
- Annual assessment – more enrollment = \$ to fund higher initiatives
- Individual staff members have a voice and vote
- General recommendations will come about and flow to the President

?’s – It’s early, but any idea of enrollment for fall? (Greg)

- Applications up – this year it is free to apply
- Soft apps – more apply but can’t compare apples/oranges
- Hard apps – more concrete for actual commitment, money on the table
- After applying, how many are actually admitted is the number in question
- Recruiters in the field are optimistic
- Already sending out materials to International Recruits (coincidentally the same week as Executive Order from White House)

Asks us a favor – Be patient w/ angry people and make sure they can understand the process. Only when vacancies come up the conversation will happen. \$\$ goes to higher purpose – Market Based Compensation

Efficiencies and Effectiveness Focus Group (Chad Neilson, Greg Fizzell, Pat Wilson and Phil Scruggs + one member from C’DA campus)

- Asking questions on campus and across the state – How can we be more efficient?
- All meetings are available via Zoom
- Purpose – centralization of positions and services
 - Example – AAC’s, IT staff, Web Coordinators and Marketing Managers
 - Either they do or do not report to a central unit but all have a common function

- What should or should not be centralized or decentralized?
- What does distributed management look like?
 - Chad's unit – web
 - Employees in different units, have dual reporting lines and funding is shared
- What are the advantages and disadvantages?
 - Finance people across campus – processing day to day and travel and financial functions – better centralized versus being unit centric
 - HR, IT, Advising
 - (Cindy Ball) At a departmental level, Faculty or Staff, PeopleAdmin starts process
 - AAC determines right form/process and rules followed
 - Comes back or submitted – volley @ college level before submitted
 - Goes to HR, Provost, then back but never back to original requester
 - AAC there to verify the process – can sit weeks before being forwarded
 - Cannot list a position without a resignation letter
 - (Jen Baillargon-Hauck) Also impacts Faculty by losing offers due to response time not being fast enough
 - Can we have a pool of AAC to pull from?
 - Should AAC be a Dean? Be separate? Not sit w/ one person?
 - (Brian Foisy) a weakness of the decentralized model is the unit may be one deep and they are out with the flu – you're sunk
 - (Leslie Hammes) Starting in Enrollment Management is different than in a college. AAC for the Director. Slow process but not involved.
 - IT in Enrollment Management (Registrars, Student Accounts, Financial Aid, Admissions) is an expert in those departments needs
 - If Java is not fixed, need immediate assistance not to go in a queue for when IT is ready
 - (Kris Freitag) Used to have own IT. Moved to central IT, paying partial salary and still not getting help.
 - (Sammantha Green) Centralization could be an effective idea
 - Do we have enough staff to support the entire UI?
 - Never enough staff – how do we address that?
 - (Darren Kearney) Works closely with decentralized people on campus
 - Works well with current processes/resources
 - Tech folks are working without Tech leadership
 - Training opportunity, become more narrow/specialized
 - Pressure to do what the department wants not provide appropriate help/knowledge
 - Make sure to document everything so backup CAN come in
 - (Brian Foisy) Individual islands within the units

- Separate knowledge base than UI
- PCI Compliance – continually changing
 - We are compelled to comply with standards under \$100K penalty
 - Information needs to flow to the units
 - Information gulf that separates the knowledge base to unit islands
 - Dan Ewart claims ITS responsiveness is not what it should be
- Can we flag unit islands to take centralized, specific training?
- (Wes Matthews) Centralized might be the right answer. Implementation is what matters. Great idea/concept but unless dedicated it may not work
- (Bob Hoffman) We hear ‘here we go again’ from 200 ft level not the 3000 ft level of why the cycle keeps happening
 - Each time, something seemingly implemented wrong
 - Skeptical about central, attempt at a power grab?
- (Michael Hammes) Level of knowledge – may be a training issue. Can have an ‘auditor’ position knowing base standards and travels to units to ensure everyone has same base to work from
 - After any department modifications, come back and audit again.
- (Darren Kearney) Specialized people at eval time? Boss knows but doesn’t understand – what to do?
- (Chad Neilson) What is best for the employee? Island could be good or bad
- (Michael Hammes) Auditor, Ombuds in-between
- (Cindy Ball) Meetings monthly – disseminate info in units
 - Monthly issues, current news, training opportunities
- (Wes Matthews) someone with the confidence of what they need to do
 - Central body of knowledge to reach out and decentralize. End of line needs to actively stay up to date.
- (Diane McGarry) In Advising – Faculty want decentralization
 - central advising lunch/symposium
 - JAMM Faculty never attend
- (Jen B.Hauck) Centralized advising is great
 - English faculty do not advise
 - Freshman faculty wash hands of
 - Junior – seek more faculty advising
 - Will take a while to have a little of both
- (Andrew Brewick) Advising should be professor best practice for 1st and 2nd years – dramatic enrollment/retaining implications

- Standardized practice, early warning, mid-term intervention
 - moving in direction more aggressively over years.
 - Email Chad or Greg any additional comments

Roll Call, Determination of Quorum:

Absences: Sue Branting, Deb Caudle, Laila Cornwall, Amber Feldman, Marty Lunt, Amy Norman and Irma Sixtos.

Approval of Minutes:

Page 2, confusing wording – SBOE is (should be IN) Feb meeting

Greg proposed Bob review initial minutes, ask questions/make corrections?

Motion to approve by Jen Baillargeon-Hauck, second by Summer Howard, Abstain: Leslie Hammes, All Aye

Guest Presentation:

Katherine Evans – Director of UI Immigration Clinic – Law Faculty

- F/S talks about potential policies
 - helping folks understand who is at risk and what UI can do to respond
- Be mindful Foreign born students, need to provide additional protection
- Refugee ban – public executive order from White House – now being litigated
 - Clearly effected students, staff and faculty of several universities
 - Difficult to understand
 - Take a temporary pause until we have additional clarity of who is affected
 - Still likely to affect Freshman and Junior visa’s of international students
 - Those coming for the first time are most vulnerable
- Broadening of enforcement priorities – removable, deported(undocumented)
 - If arrested or charged with a crime – no need for conviction – can be deported
 - Need to develop relationships with police and local law enforcement to actively catch – 6000 agents to enforcement immigration law
 - Local departments to investigate/inform/hold immigrations violators
 - WSU has 1000+ undocumented students – potential targets
 - UI much smaller undocumented student population
- Universities can –
 - Make clear basic FERPA operations
 - Students taking control to not provide public information
 - Ie, directory (can include country of origin)
 - Route immigration officials to General Counsel
 - Not grant access to property for immigration requests
 - Classrooms/dorm/library/studio – anything with card access ‘protected environment’
 - Not actively consenting for ICE to come in
 - MPD is not asking for immigration status

- Consolidate/clear training to students ability to restrict information
- Staff responds to any inquiry – prioritize educational environment vs enforcement
- (Chad N) MPD and UI @ odds with Federal government
 - MPD sits differently than the UI
- Feds cannot make states do what feds want
- Discourage resistance to active cooperation with the Feds
- Federal Grant – American Council for Education – also does not have to cooperate
 - Will have to change regulations, can't just pull funding
- (Darren K) FERPA 101 to the feds?
- IRS not supposed to share information with Immigration
- Immigration Clinic is a resource for students and staff
 - Biweekly drop-in sessions with various university bodies
- Other universities are funding legal fees/bonding \$500-\$1500 applications
- (Andrew B) FERPA – Directory information – can we further restrict to not include country of birth?
 - Directory can be very broad
- Allow students to opt out of the directory
 - We as a university have right to determine directory information
 - Including place of birth and address
- (Darren K) Directory is restricted more than required
 - Does need UI log in credentials
- Not sure if requiring UI log in prevents MPD or ICE

Executive Committee Reports

Off Campus Rep – Angie Sowers

Communications – Summer Howard

Treasurer Report – Kris Freitag

Secretary (interim) – Marty Lunt

Vice Chair – Lisa Miller

Chair – Greg Fizzell

Advisory and other Reports

Faculty Senators – Irma Sixtos

Professional Development & Learning – Elissa Keim

Subcommittee/UI Committee Reports

Policy – Lisa Miller

Awards – Summer Howard

New Business

Old Business

Good of Order

Motion to adjourn

Summer motioned to adjourn the meeting – Darren 2nd

Wednesday, March 8, 2017

Call to order: 9:02 am

Recognition – Staff of the Month: Nichole Vietz, Fiscal Management Assistant in Office of the President

Lysa Salsbury sent a Kudo stating: Nichole has been an invaluable source of support and guidance for the Women's Center during a challenging period of short-staffing and staff-in-training. I cannot thank her enough for her abundant patience, extreme generosity with her time, and willingness to go far above and beyond to help us with some difficult and time-consuming processes. We appreciate you so very much, Nichole! Thank you for everything you've done for the Women's Center.

Congratulations Nichole!! Nichole received a certificate of recognition as well as a Flashlight, Earbuds and Magnet Clip donated from the PDL staff.

Roll Call, Determination of Quorum:

Absences: Amber Feldman, Bekah Miller MacPhee, Todd Perry, Andrew Brewick

Quorum established

Approval of Minutes:

Bob Hoffman – No 'Ryan' included, 1st names used consistently throughout

Irma abstained – minutes approved

Executive Committee Reports

Off Campus Rep – Angie Sowers

Communications – Summer Howard

Please sign the 50 Kudo cards being passed around the room.

Kudos and Staff Members of the Month will be featured in the Staff Awards Ceremony

Idaho Business Review honoring the Women of the Year in Boise – Danielle Horras, Director of Strategic Initiatives of UI Boise is one of the 50 women nominated. I am attending the event, will introduce and congratulate on behalf of Staff Council.

Treasurer Report – Kris Freitag

Secretary (interim) – Summer Howard/Patricia Baker

I took Sitecore training yesterday and now know how to add minutes and agendas to our website. Just need appropriate accesses so Bob no longer needs to do it.

Vice Chair – Lisa Miller

Meeting next Monday, haven't met since the last Staff Council meeting. Wes can update too.

Chair – Greg Fizzell

Reach out to your colleagues for committee seats. Feel free to self-nominate.

Staff Council Seats – University Wide Committees – Staff Council Chair and Vice Chair

Patricia to update.

Advisory and other Reports

Kristin Strong – Faculty and Staff Sport Packs available. Six home football games this coming season, normally only have four or five. Raising the price \$5 to help with expenses and support the students we all work with. \$125 raised to \$130. Also get admission to home Volleyball and Men's and Women's Basketball. First increase in three years – can payroll deduct at \$13/pay period.

Greg – Any sense of how many of these there are? Not everyone has a family of four.

Kristin – 250 ish – Can purchase for as many people as you want.

Leslie – Is there a plan to reduce the price next year w/ less home games? No game after Thanksgiving, or in December.

Kristin – Will take questions and comments back to Athletics

Greg – Women's soccer will be played in the Dome next year. Turf isn't wide enough for soccer. Guy Wicks field has a 7 ft pitch and why we couldn't host the tournament. Lost by one – home advantage and atmosphere plays a big role.

Ian – Will they start charging for Women's soccer?

According to NCAA regs, it is not a ticketed event but concessions are available.

Guest Presentation:

Stefany Bales – Executive Director, Marketing and Communications

Thank you for having me. This was a fun project – presentation usually takes about an hour.

Will give us the top level take away messaging. Conducted surveys/collected data to see how we are perceived in the world. State wide opinion survey done generally every five years – last UI poll in 2012. New administration and leadership enhances the need for marketing, enrollment growth. 500 Idaho adults across the state, asked each the same questions – we are a cellphone state – to get a general awareness, support and if we are in a ditch. Do we have a problem? We don't!

TV Markets aren't as popular as used to be. We are challenged with Spokane, CDA and Lewiston markets. Need to somehow penetrate media in Southern Idaho. These competitors are drawing our students.

Boise and UI are at the top. Twin Falls has 80% market favorability – might not be the institution.

BSU is well known in the south. Is there anything they are seeing/hearing?

After moving FBS to FCS, polled the night after. Top $\frac{3}{4}$ had athletics responses. But only $\frac{1}{2}$ people know about the move from FBS to FCS. If we have a proactive push thru the state, people hear it.

When asked if they would recommend in state or out of state schools, people largely thought we had good options in the state. BSU @ 35% and UI @ 21%.

Why BSU or UI? – I went there, I know someone who is alumni, good programs or school curriculum. BSU – It's close to my house and I know it.

Educationally – BSU and UI rate about the same

Bob – was everyone asked the same questions?

Yes, pollsters have questions they read verbatim and write down the answers.

In thinking of sending a child to college – we do better. Why? Same pattern – most familiar

How to get those not thinking of sending a child to school. This is not a go on state.

Academic programs – WSU – 60% don't know what the programs are, ISU – 46% don't know. BSU – football is what they are known for.

Testing messaging – what do people know, how does it matter and what do they need to know?

Need to analyze the data but we lead in best overall experience.

Ask people which they consider more important. Are they things we are good at, important to you? Being a leader in research, opportunity for research, what best prepares them for success after college?

Academic Programs that get jobs are the most important. Then safety and Affordability.

Laila – Research and Safety are mostly important for the International Students and their families.

Safety is very important to Ada County residents.

Bottom line, we trail BSU in image ratings – Location and football above anything else.

Location doesn't have to work against us, it can work for us. We have a unique experience with our location.

?’s –

Sue – Have the Dean's seen this?

Yes, presented to College of Engineering – Larry's Leadership team.

Greg – What are the primary targets in marketing strategies?

Our goals are:

Build advocacy, awareness and action.

Enrollment growth – Dean Kahler gets enrollment markets. Without parents coming to college, kids don't see it.

Campaign to brand Moscow – clean up the street signs.

Internal communications – build morale

Does it help to know we are respected?

Cindy – Tie safety to the remote views or such. Less likely to send a kid to Boise than Moscow. Promote personal style, low crime rate, safety/feel/family.

We are reaching at the 30K ft level of adults across the state and need specific marketing to parents/students/leaders.

Brand plan – refresh the messaging and rollout University wide. You can go away to school and be independent but not be too far. Don't apologize for being in the middle of nowhere!

Darren – Targeting needs to be separate for parents and students because teens consume media differently. Need strategies for reaching those.

YouTube, Snap Chat, Instagram. They don't watch TV and don't want us in their Snap Chat. Can lure only if you are interesting enough. Can't sell ourselves or seen as intrusive. Scratch around research says kids want print material. Parents are on Facebook and LinkedIn and want emailing and direct mail. We need to get the students first and then the parent.

Leslie – Why did you poll about WSU and Utah State?

Utah State offers in state tuition to 100 miles away. Similar to Utah State, WSU offers personality. WSU so close. Are Idahoans viewing WSU as superior?

Ian – What efforts are there to reach students in schools? Going to school?

We have seven new recruiters – more disciplined, have a script and a week-long training.

Patricia – Uldaho Bound in March and April, Safety was the 1st booth last year. Is it really safe?

Need big messaging.

Greg – What about the transportation corridor between Boise and Moscow? The quality of the road, and what improvements will be made?

Sending a kid five hours away in a car is always a risk. Safety of staying close at home can't be trumped. The traffic corridors are an ongoing discussion.

Bob – the younger demographic is avoiding car ownership. Using more alternate forms of transportation. (Biking, Zip car, Uber, Public/private Transportation)

Greg – Thank you for your time. We appreciate it!

Faculty Senators – Irma Sixtos

Most discussions of faculty in colleges. Finalized the Shared Leave policy, amended the APM. Wording made clear and made some clarifications. Taking leave for adoption/sick child – what is ‘parenting’ and what is ‘shared leave’? Can leave in their bank 40 vac/40 sick for 80 total. Option to give – if anything changes, can put your leave back in your own bank.

Advisory Report (cont’d)– Wes Matthews

Compensation Task Force – have board approval to move to Market Based Compensation. Finger is on the button. How far can we jump from one to the next onto a not finished ship? Hopeful they are further along for the CEC. Slowest part, best part, taking time to meet with supervisors – what does the ROJD actually mean? Giving the attention this needs. This years CEC – not a full implementation. Full implementation next year. Comp task force – how far have they gotten to make a recommendation for work for far impact in the CEC? 1600 positions – affirmation of classification or reclassifications. Duty titles don’t match – ROJD doesn’t match what actually doing. Progress is being made. Upper level tracking down to the lower levels. Brian Johnson and Wes have spent eight hours face to face dealing with his 200 positions. Sue – Not sure about other departments but dept chair is so busy.

Individuals are addressing job descriptions directly with their supervisor. Not taking to all supervisor levels. How is this information being communicated up? Have not made it to Engineering, A/A or Law yet.

Cindy – Reaching out to officers of departments, what are you reaching out for?

Diane – CLASS. Asked supervisors if heard anything, they don’t know what we do. Supervisor knows but step above does not. At what stage will the Dean bring down?

Very dangerous if Boss doesn’t know what you do.

Bob – People have started hearing Market Rates will start in April.

Can be the case, still working on reaching a lot of folks. Some departments are quick others are very methodical and moving at a slower pace.

Laila – Follow up, Is the Market Based information available on VandalWeb?

Current ITS project. Mapped it out, people are putting it together. Not an overnight process. First version of VandalWeb interface potential next Thursday.

Patricia – Came to EHS, very helpful to understand the process. Understand the need to be an advocate. Overview was important and thank you for helping!

Greg – What would you suggest to do if talked with Upper Level Supervisor and the information is not trickling down?

Meeting with the supervisors and making suggestions. Confident in good discussions happening and pulling people forward. So many employees think they are being abused 9 months ago. Market rates are putting in indicating people need to move forward – many people will be pleasantly surprised.

Cindy – Appreciate the view point you do as research. Looking forward to the public forums. Biggest concern is transparency and feeling properly represented in positions and duties. Hope to eliminate same hiccups from last time.

At the leadership retreat the phrase used was ‘cautiously optimistic’.

Greg – Anything else?

Lisa – Anymore on FLSA?

DOL website is loudly quiet with nothing on there. Congress has a new round of hearings with CUPA head testifying.

Cindy – A like law passed on Dec. 1st. weak possibility of retroactive to Dec 1st, 2016. \$47.5K salary test, in line with what was anticipated. Pay raises to be in regards to Market Based.

Greg – If full rollout not this CEC – will be rolled out incrementally?

Discussions this month. Extra info will go out to supervisors – market based is 80% min. compa ratio of mkt rate. 72% of market rate – good place to put the money, top them off and move on.

Cindy – At a college level, individual departments/chairs – chair not received any word at all. Just met with Melody this week.

Lew – Frustration heard from staff with comparable positions or they are being listed higher than position currently in.

Everyone wants the good but no one can wait! Still hiring at mid-point for positions. Not changing paygrades – up to the supervisors to hire at higher rate. Need to drop pay grades. Difference in Market Rate not same as pay grade.

Elissa – Huge run on reclassifications – more than ever anticipated. When can we anticipate a pause and put them on hold?

Cut off for reclasses as far as annual CEC. Cut off may also be the same time as dropping pay grades. Does not understand why reclassing – market based salary is literally reclassing 1600 jobs. Timeline for CEC is sometime this spring. Huge uptick in reclasses creating a back log. If reclassing 2 pay grades or more, being sent to Equal Opp. Office and beginning to turn them down. There is other problematic HR stuff and addressing those as well, such as other ways of being classified not necessarily by pay.

Laila – Realistically, when will there be one stream?

Next year with the CEC – cake walk! How to implement between this year and next year?

Sammantha - State Board votes on tuition increase end of April. Funding salaries will be an ongoing journey.

Greg – Encourage patience, ask how to manage, go back and share with your units.

Laila – Because we went through this before we remain skeptically optimistic.

Subcommittee/UI Committee Reports

Policy – Lisa Miller

Awards – Ian Leibbrandt

Awesome committee group. All nominations are in, deciding the winners. Ordering the gifts, Patricia to deliver to off-site prior to event. Zoom connection to off-sites, we will provide funds for refreshments. March 15th we get Longevity report. McBride nominations – both disqualified and we will NOT be awarding this prize this year. Push for nominations sooner. We as a council should be marketing better – just nominate people.

New Business

Elections – Patricia Baker

Hi to off-site people ☺ Laila incredibly helpful. Ann Thompson, also awesome to work with, slapped hand because we need to get nominations in sooner – work at F/S pace. Time to realign membership in Staff Council. 1 council member per 50 staff. Reduces NFE from 11 down to nine. Greg and Bekah's terms are both ending, everyone else agreed to continue. Maintenance/Skilled – increasing from 2 to 4 council members. Classified – Reducing from 18 to 11! Laila not returning.

Openings:

3 skilled craft, 1 classified, 1 exempt. Off-site: two up for end of 1st term. Kristi returning, Debbie opened up to others on her campus. Off-site not restricted by category.

Applications open through March 31st. Will vote at April 12th Staff Council meeting. Patricia updating the S.O.P for committee elections.

Chair and Vice Chair nominations – nominate or self nominate – elections April 12 and nominees to make a short statement. Electronic ballot to follow.

Staff Appeals – Cindy Ball

When staff member is let go, they have right to appeal the decision. Staff Hearing Board, made of staff members, is convened for any employee who has lost a benefit of right. Faculty Appeals and Staff Appeals are different. Staff has option to request information in addition to what was already provided to for additional clarity.

There is a process in place. Supervisor creates letter of reprimand to show how employee not performing duties. Then letter of intent to state dismissal after failing to complete/improve on items noted in letter of reprimand. When served with letter of intent, have 10 days to file an appeal. A fair board made of unbiased peers is assembled. Appeals packet goes from HR, to Staff Council Chair, to Staff Hearing Board. Appellant is responsible for own appeal packet and documentation. Upon delivery of Letter of Intent, employee is escorted from the building and accesses removed. Always have option to appeal but with no current access to prove/disprove issues.

One came to the Staff Hearing Board with items missing. Asked for specific information in regards to the appeal and termination, Chari always has the authority. Appellant has proof but no access. University deems what is applicable. As an employee you want it to be fair and unbiased but we can't get our hands on documentation because have no authority. This dramatically changes the perception. It has the appearance of a board convened as nothing more than a face plate and has zero power. FSH 1640 – Appeals hearing board may supply evidence deemed important. To be unbiased and fair, the board needs access and authority. Board makes recommendation to President who has final decision.

Why is it in Faculty Senate authority to request specific documentation but not Staff Council? Is Faculty truly different than staff? We are to appear unbiased but are not a UI level committee. Moving forward with approval from Staff Council to improve policy, including authority to request and ask for supporting documentation. Our authority should be no less.

Bob – If Staff Appeals Board does not have the right to request, wouldn't the employee be able to request it?

Employee should already have all documents in hand. Should employee have the right to request as part of the process?

John – 10 Days for Termination Letter, 10 days for Letter of Reprimand, 10 days for Letter of Intent. When do they receive the documentation? Not stated in the process. What if the department take 20 days to provide the material?

Limitations or what the employee can/cannot ask for. Can go on record requesting an extension.

Wes – 1st nine months at HR have been head over heels about Market Based Salaries. Lots of HR items that need attention. Would look forward to being part of such review.

Greg - Appeals Hearing Board and F/S should be the same. F/S joint F/S policy review. Subcommittee to Faculty Affairs – great 1st issue. Work with Ann to start process w/ review.

As Staff Council member, wanted us to be aware and know of unacceptable discrepancy. Will move forward as either Staff Council member or just staff. Anyone has right to bring issues forward. Will work with new committee and will present back to Staff Council, then take it to Faculty Senate.

Staff Forum – Ian Leibbrandt

Staff Forum March 29th 12-1, also available via Zoom. Refreshments available. Wes to talk, mostly open for questions.

Old Business

Good of Order

Motion to adjourn - Jen

Wednesday, April 12, 2017

Call to order: 9:02 am

Recognition – Staff of the Month: Ling Zhao, Program Technician – Independent Study of Idaho

Rosanne August said - Ling has done a wonderful job updating our Blackboard learn courses. In addition, she has taken on additional duties in the workplace such as review/creation of the upcoming catalog.

Congratulations Ling!! Ling received a certificate of recognition as well as a pen from the President's Office and Magnet donated from HR and the PDL staff.

Guest Presentation:

Dan Ewart – VP of Infrastructure

If you ever have any questions please call or come visit.

Infrastructure includes – Facilities, ITS, Public Safety, Real Estate, Admin Ops and Conference Events.

Serves on many boards – Airport, Gritman, SMART, Partnership for Economic Prosperity and Idaho Regional Optical Network.

Some project updates –

SBOE meeting next week seeking permission to sign lease for ½ of 3rd floor of new Gritman building. Will house an anatomy lab, morgue facility, classrooms and offices. WSU WWAMI moving to Spokane in 2019.

UI will have 27K sq. feet of high quality medical education facilities – including exam rooms that look exactly like dr's offices.

Bldg was designed for expansion – will expand to the west

The Idaho State Medical School in Meridian will not have impact because it is a private school that specializes in D.O. not M.D. Could impact available residencies in the area. State is aware of the potential issue and working on it. WWAMI updates will solidify the presence in Moscow with the new classroom updates.

58 active construction projects on campus –

Presidents Residence – conceptual designs are going out to bid. Will stay in current location using most of the current foundation.

Arena project for grass field next to Kibbie – Bids going out for Architecture/Construction Manager. \$30M project – ½ money already raised. Designs out in next 9-12 months. Shovels 2018.

New bldg. – NICE – Collaborative Education Center with LCSC, NIC, UI and C'DA.

Navitas Group – contracted for International recruitment and Enrollment. Mem Gym 111 old weight room turning to classroom for College of Ed. Upgrading the technology/carpet/paint in three rooms. If they outgrow, can easily find more. Need to dress up the shell of campus.

Greg – How many Navitas employees will be on campus and will IPO change at all?

No, Navitas group focuses on the year before college, getting them ready.

Brian Foisy – Does not impact ALCP at all. Cultural/Immersion pathway for a year.

Greg – Projected raise in additional students?

Pre travel ban and post travel ban – we could quickly get to 100 student level. Some angst in International Student arena. Navitas students bring in \$22k/year.

Greg – What will be our capacity? Projected 100 – what will the max be?

Brian Foisy – Navitas group does not have a capacity of students joining classes. Will scale as enrollment grows. Classroom space will be the first ceiling hit.

Greg – Interesting private/public efforts

Cindy – And UI absorbs this or will always have outside contractors?

Brian Foisy – There is a clause in contract about killing the contract. We invest up front, space is the only cost. We need to make room but a \$0 investment. Pathway year students, bulk 1st year 2nd us. Considerable investment partnership with school to get up and running. Contract includes provisions without \$\$ consequences.

Dan Ewart –

Space improvements – improving campus with existing resources in the Enrollment and retention perspective. Experiments in Housing using design elements like cubicles. As we grow, space is an issue. What happens when we move someone's space, do they think 'I am not as important as ...'? Spaces need to keep groups together. Any issues tell Dan so can be addressed immediately.

Facilities Project – Lighting LED on majority of campus. Trying to figure how to get to off sites. Working on outside lighting on campus. Student group determined some inappropriate lighting areas and that prompted project plans. LED lighting helps cast a wide array of light.

Facilities Long Range Capital Development Plan – SBOE, Staff, Students working the 5, 10, 20 year outlook for campus. If we continue to grow – we will need more buildings.

Chad – Pitman center new students welcome center – cracked façade, chipped paint leads to a bad first impression.

There are plans for the outside of that building. Dean Kahler has big plans to look where the biggest impacts can be, look from the new student perspective. There are currently \$300M differed maintenance projects on campus right now.

Leslie – when will the construction on the WWAMI bldg. start?

Haven't started design. Needed approval on Gritman space first. Design work to start in May. 1 year of design – shovels 2018.

Cindy – 10 years ago Incubator fell under purview. Were there structural issues with the bldg?

Repaired basic issues. Roof, HVAC and interior – WWAMI provided \$\$ also.

Patricia – Facilities ability to fix things. 1.5 – 2 years have seen a wonderful change in the attitude toward fixing things. Thank you for the improvement. Tremendous change – Facilities now jumps when called.

Cindy – Renfrew, the whole bldg. is Chemistry so can make some unilateral decisions. Decided to paint 1st floor. Color selection brought great vocal impacts. Roadblocks to discuss urine stained yellow as opposed to chosen color. Have installed a new door, interior painted and privacy screens installed. During outcry of depression and enrollment, W. Virginia campus also has older buildings. They updated the tech and interior and the students know they have arrived at a place that invests. UI have the aunt eating cat food, need to invest in interiors. Not more present a time than now.

Dan Ewart – Airport Realignment –

More flights and bigger planes are coming! 5-7% runway gain by removing from both ends 63 Kibbie Domes full of dirt! The visibility and clearance improved to get 737's in. FAA \$100M project. \$1.825M match from UI WSU and Moscow.

Chad – Where does all the dirt go?

Sides, ends, farmlands. 24/7 construction with 2019 completion.

Savannah – Any plans for Targhee?

No current occupancy certificate. \$1-3M in repairs to make employee occupancy eligible.

Patricia – ADA Accessibility across campus. After inspection some areas not ADA accessible. CNR is example. Must go into 6th street to get to sidewalk.

ADA upgrades on immediate need. As areas are identified, some complaints for classrooms. If a student is enrolled, will address the needs.

Patricia - What about all the other users? Volunteers, Donors, Staff?

Reality is this is 100+ year old campus. Most buildings 50-70 years old and not built for ADA. \$2M allocated for ADA and is prioritized. High density areas/useage – address ADA. Ag Sci 106, not ADA – cannot get to base. Entrance (covered) needs to be built in. Going in order of those known. Won't get all individually, won't get all immediately.

Greg – LED bulbs producing an energy savings?

60K bulbs indoors - \$300K energy. Save \$100K with 5-7 year bulbs donated by Avista. Outside won't save as much for utility but will address lighting on campus.

Chad – 60K seems like a lot. Is that all of campus?

Primarily 60 buildings - 90 on campus.

Greg – Typical technology user with no special high power computing necessary. Moved to office 365, Zoom has changed communication ability. 95% of workflow done in browser. Rolling out Microsoft teams, sharing docs and 1 on 1 video conferencing.

Dan Ewart – ITS Reorganization -

Historically ITS has been reactive. Goal is if ITS imbedded in units, can proactively address issues and be a better conduit to ITS when needs arise. Moving eight employees into units. IT staff rolled out last couple of weeks, transition in process. System admins in colleges, laid out for them. Asking unit admins for space. Two weeks to communicate the plan. Can ask questions about processes. Will be dips in service levels while building new processes. Fall semester full roll out – patience is requested. It's the right thing to do, keeping IT working with the folks they support daily. New opportunities and training for ITS. New products – ZOOM. UBFC funded \$200K one time fee. Get 3 years of Zoom, upgrades and carts across campus.

Vandal Success Center – student focused organization for tutoring/writing. Bringing units together. Someone needs to move, units not being served with current space. DSS moving to Pitman Center in Jazz Fest office. Testing services – accommodations for success in academic lives. Private testing spaces in the basement in old Records Center.

Budget Office and Diversity Office moved. ITS group of 21 employees in basement of the Admin. Need to get them out. PDL moving to Pitman center. Office and teaching spaces needed to be successful. If it doesn't work out, will make adjustment.

Public Safety – 260 cameras, centralized to one monitoring center. Op center to help with MPD. Key Access and Card Access control moving to Public Safety. Want to be able to shut down campus with the push of a button. Safety and security of Staff/Students is a priority. Dozens more cameras going outside, some in Kibbie.

Lewis – Key access is moving from Facilities?

Key management is so security knows who has what. Tom Witt group will still make cuts. PS will monitor who has access.

Dan Ewart – New turf going into dome, soccer moving inside. Turf going edge to edge, new padding along walls. June installed and ready for football season. Heavily used for intramurals, Pow ow, UI Bound, etc. Turf on soccer pitch upwards of \$1M because it was built on top of an old garbage dump. 6' drop from one corner to another. Still use for practice and as intramural facility. University central funds paid.

Chad – what color is the turf?

Green!

Roll Call, Determination of Quorum:

Absences: Sue Branting, Amber Feldman, Robert Hoffman, Diane McGarry, Irma Sixtos and Kristin Strong

Quorum established

Approval of Minutes:

Greg 1st – Summer 2nd, Minutes approved

Executive Committee Reports

Off Campus Rep – Angie Sowers

Communications – Summer Howard

Treasurer Report – Kris Freitag

IT – Darren Kearney

Windows Vista – going out of service with Microsoft, May 1st removed from system

Greg – How did the game night go?

Great, 700+ people. Dan Ewart Mario Kart trophy!

Secretary (interim) – Summer Howard/Patricia Baker

Vice Chair – Lisa Miller

Compensation task force – CEC letters next week? Next day or two.

Chair – Greg Fizzell

Encourage attendance at the Staff Awards Luncheon April 26 in International Ballroom

Maria Ortega – Have received \$ for Staff Awards there. People are excited. Thank you from Boise!

Ian – we had extra funds so we provided funds for each off site to have own ceremony same day/week.

Debbie – Idaho Falls Staff Appreciation lunch potluck went well. Jay and Melinda are planning another lunch in June. Lots of Idaho Falls personnel coming to our luncheon.

Subcommittee/UI Committee Reports

Policy – Lisa Miller

Technology and uses Acceptable Use policy – good clean up. Space allocation, process and who has authority. Please send edits, comments by end of week.

Patricia – Space Allocation – will this be a University Wide committee?

Has already been in place, non-active group. SC/FS/Admin groups fall under committee on committees.

Awards – Ian Leibbrandt

Staff that are not able to come, night shift, creating option for them to have their own meal/ceremony in the evening of the next day.

Advisory/Other Reports

Elissa Keim -

Needing to postpone/reschedule trainings. Move date is a moving target, currently mid May. Supervisory Excellence usually held in summer. Calendar updated for enrollment next week.

Wes Matthews –

Had the open forum – thank you Ian and others who helped. Since the forum, has provided a chance to pause. Savannah has posted a synopsis of the forum online. Since the forum, have had a chance to pause and take a snapshot of the progress so far. CTF statistics may/may not influence. CEC letter goes out and back to the grind.

Jennifer – Have we officially stopped reclassifications?

Will receive memo today or tomorrow stating reclasses no longer exist in the market based compensation. They are done but doesn't mean frozen/suspended, means they don't exist. Programmer to Analyst to update job descriptions. No more committee, supervisors can just update job description. Supervisor to reflect actual duties, new market rate will be assigned. Reclassifications are no longer part of the new system. Market rates are never going to be concrete – market rate assignment evolves perpetually. Compensation analyst position maybe worked into the mix. The concept of reclass is not gone, reclasses as we know them are gone. Constant part of the process for reassignment of market rates.

Brian Foisy - Wave of distrust starting to build. Faculty Senate expressed to VP Weincek they feel another bait and switch coming. If HR didn't care about us we wouldn't have started the market based compensation. Institutional history is at play and will take as long as necessary to work with supervisors to get it done right. Ship won't set sail until all on board.

Wes – complicated process and disappointed we can't put it into play right now. Please asks to not imply an evil intent on something you don't understand. The cake is in the oven and people are already complaining about the taste.

Lisa – Encourage our group to share that message – Wes and Brian are doing a great job so let's help to put the rumor mill to rest.

Cindy – Regardless of end result, how many employees are not at this table? We know you, we've worked with you.

Wes – We could have rolled this out three months ago but it wasn't ready. If you don't like the taste, we will change the recipe. Take concerns to Classification Review Board, they will review any supporting evidence. We are seeing the forest and not the trees. It's a matching game between position summary and market rate.

Brian – Word games are being played with job descriptions. Independent being thrown around.

Wes and Brian are not involved, the supervisor and employee need to be in agreement. Employee influences this directly. The end game is recruit and retain – we will adjust market rate to point where we are successful.

Wes – we are changing the paradigm of mid point = market rate. Won't go over salary grades – not arguing over grades.

Brian – make sure your supervisor knows what you do!

Wes – There is a need for equitable and consistent approach to campus. Can't just change one. need to review all positions. 1600 different rates for 1600 different people?? Really 700 different rates. Massive price tag connected - \$5.2M. lining up to be a very positive thing for all staff. The message has been made loud and clear that need to dive deeper organizations.

Chad – Simple statement – we are smart people getting excited after their own research which brings skepticism. University w/ follow through – no way that can happen.

Wes – might be looking at different data. Mark Twain 'Damn lies and statistics'. President goal is to have avg salaries to market by 2025. 3% CEC appropriation works some preliminary scenarios. Can close most gaps with the 3%.

John – How does the state feel?

Have had brushes with DHR and DFM asking ?'s. Ultimately less time reviewing the plan this year than last. Many of our ratios matched the state. Funding – hinges on our ability to reallocate own funds by program prioritization. Employee salaries are a high priority.

Greg – it will be a significant event when the old system comes down.

Elections – Patricia Baker

Need to realign each year based on the amount of employees within each category. Based on 1 rep for 50 employees.

NFE – 1487 current, 9 members of SC. Emily Tuschoff is clearly the winner. Inna resigned opening the door for another member, tie between David Summers and Brian Keenan. Temporary suspension of bilaws to allow for both reps.

Wes – when we drop paygrades, employees will then be grouped differently. Agenda for May meeting. New Personnel classification system to not include paygrades.

Classified – 16 positions, six candidates. 2 opening – 3 year. 2 openings – 2 year. 2 openings – 1 year. Highest choice 3 years, least votes 1 year. Cari Espenchade, Eric Crossler, Cari Zagelow, Renee, Nancy Holmes, Diane McGarry.

Skilled – four positions. 3 years, Jane. 2 years, Erin Butterfield. Auxiliary Service rep needed.

Off-Sites – Winston taking over Idaho Falls. Michelle in Parma. Fills five off-sites.

F/S Rep – Andrew’s term is up. Charles Tibbals

University Wide Committeess

ADA – Debbie LaCrosse

Arts – Kristin McMillan

Borah –

Campus Planning – Richard Orr

Budget – Daniel Granja

Ubuntu – Ian Leibbrandt

Classified Appeals Committee – Sammantha Green – committee may be eliminated

Parking – Michael Hammes

Space Allocation Committee – who appoints? Is it Staff Council or University Wide?

Anna Thompson will know

Greg – Kudos to Patricia for getting the elections process down. Creating and SOP for elections

Staff Council Chair Nominee – Summer Howard

Staff Council Vice Chair Nominee – Patricia Baker

Will send out electronic ballot for votes.

Lisa – reiterate the positive approach to the Compensation Task Force

Old Business

Good of Order

Motion to adjourn

Motion to adjourn – Summer. 2nd – Kris.

Adjourned at 11:09 am

Wednesday, May 10, 2017

Call to order: 9:02 am

Recognition – Staff of the Month:

Adrian Norris - Adrian has just finished working with Independent Study in Idaho on a large improvement to our database. Adrian has put in countless hours and a lot of effort to create a database that has been very useful to our office. When we have had problems, he has always been able to fix them in a timely fashion and has done an excellent job with communication throughout the process.

Roseanne August – Administrative Financial Specialist, Independent Study of Idaho

Guest Presentation:

Matt Doerschel – Office of Public Safety

5th year as a unit on campus, prior to fall of 2012 didn't exist

Four Subunits – Emergency Mgt Security Systems, EHS, Risk Mgt and Campus Security

Employees need to know about his team, how to report potentially violent behavior

Hub is at Facilities – will happily give tour – all the units are in different places throughout campus

There is an obligation to investigate issues, threat and crimes off campus pertaining to students

Fire drills – we need 6 or 7 year olds to teach us how to do them. Not all evacuated for the Admin fire. Need a better fire response plan.

Compared to peer institutions, we are safe. We are a small community that reports things. Newest report we have a safe place to get an education.

Know who your safety committee is – what representation do you have.

24/365 security on campus, on call electricians

Todd Perry has done drills w/ teams. Will do random active shooter drills, will evacuate buildings when inconvenient.

Stuart Robb – Parking and Transportation Services

Vandal Access Shuttle program changes coming.

2007 the University created the program, initially to help support those disabled veterans returning from the Gulf war.

2008 became a deviated fixed route – scheduled route that deviates for special requests

Last 8 or 9 years the funding has not been enough, last four have run in the red.

Cannot continue to run in the red. Operates on behalf of University, changing the program back to basic service 1st needed – those with physical barriers that prevent them from getting across campus.

Will be purchasing a new, smaller vehicle with an 80/20 split between State Grant and PTS. Current shuttle is on last leg. Need mechanical work, AC out, too costly to operate.

In discussions with our partners, DSS, OCRAI and HR and have ultimately changed the service to singular system for our disabled users on campus

Will require documentation to ride

University MAY have other options in the future – but for now, we do not have a shuttle system to accommodate able bodied riders.

We can't legally ask if someone is disabled, so there is question to the accuracy of the #'s of disabled riders vs. able bodied

PCA – personal care assistant – are welcome to accompany the riders

Had not considered what to do for a random occasional guest

HR can contact the riders and discuss their needs accommodation, length of need, and build into the program

Roll Call, Determination of Quorum:

Roll call done by introduction!

Absences: Amber Feldman, Renee Hanson, Michelle Beagley and Charles Tibbals

Quorum established

Approval of Minutes:

Greg 1st – Summer 2nd, Minutes approved

Executive Committee Reports

Off Campus Rep – Angie Sowers (none)

Communications – Summer Howard (none)

Treasurer Report – Kris Freitag

Email from President's office asking to pay for half of Awards luncheon.

While doing the financials, find HR closed the Staff Appreciation Fair account w/out our knowledge. There was money in it. Put into a different Y account.

IT – Darren Kearney

Windows Vista being removed from network

Secretary (interim) – Summer Howard/Patricia Baker

Will need replacements for Secretary and Communications roles. Secretary needs to be split into two positions – Elections and Minutes.

Laila offering to help train new people

Vice Chair – Lisa Miller

1 year left on Staff Council. Enjoyed time, it's been fun.

Chair – Greg Fizzell

Goodbye, has been an honor to serve staff and University. Truly believe leadership is not about authority, it's a choice opportunity to affect positive change. Be positive and move forward with the university. Have made incredible progress of the years and our new leadership receptive to our input. Keep up good work!

Advisory/Other Reports

Andrew Brewick -

Policy Chance – 80 hour rule for Parenting Leave

FMLA – can reserve sick/comp hours now to take care of sick family member.

Parent needs to get to 80 hours exhaustion of built up hours – any combo of sick/comp

Requested moratorium in class room space allocations

Stopping conversions for 1 year to inventory needs – approved by Faculty Senate, Faculty Senate to create an exception process.

Dan Ewart came forward with a change in how space will be evaluated

Space advisory council – try to serve all needs.

Don Crowley, Faculty Secretary, retiring – Liz Brandt to take his place

Patrick Hrdlicka – Faculty Senate Chair, Miranda Anderson – Faculty Senate Vice Chair

Wes Matthews –

Last meeting, discussed CEC. Email went out about CEC process

New contracts, letters, notifications for Faculty/Provost side

Before end of month, supervisors asked to gather additional information for consideration in Market Based Compensation.

Four factors – Education, Prior Experience, Time in Service and Time to University

Compensation Task Force (CTF) did not have this information/hire dates

Campus wide the preliminary market rates are going to supervisors – drilling down

Still determining initial market rate

Horizontal norming, department position to position to get same market rate

Those who fell behind target rate, HR and CTF recommendation of the 3% approved

2% across the board. 1% applied to those well below market rate 1-5% increase.

Colleges/Units can add another 5% if funds available – not to go above 10% total.

IT folks have assured Vandal Web usability of Market rate 'scale'.

Here is base salary, here is market, and here is the target

Soft roll out, get feedback, roll out again

One of two forums, powerpoint-educate on vandal web 'What is Market Rate vs What is the basis for Market Rate

A 'new box of chocolates' – market rates up 2.21%

Chad – with the basis to normalize, what process is in place to manage the normalization?

New data in forms change, new data is updated salary

Focusing on the forest not the trees – scope of responsibility

Not position percentages, what is the position about?

New supervisor? Trees rustle, but still stability – the forest is still the forest

Darren – with base pay not merit, will there be changes to the evaluation system?

Yes, review process – satisfactory or not – period.

Evals affect compensation and individual development as well

Greg – Evals are part of the 'Advocate' goal in our 3-year strategic plan

Compensation issue to precedent over evaluation review

Elissa Keim – Nominations and applications are open for the Leadership Academy – robust pool

Academic year long program

Supervisor training - waiting list

PDL has been relocated to the Pitman Center

Sue – is the program available to those off campus?

Live trainings are done once a year, and down a person in PDL

Not available this summer, have a commitment for that for the fall

Cindy – PDL Supervisory Excellence, was told not applicable to job

Need support for employees as supervisors, educate what PDL is for – employees as better human beings and supervisors

Supervisory excellence is all done online

Electives this summer and fall

Changes in the spring to an intermediate level of trainings

Supervisors struggle to support

Subcommittee/UI Committee Reports

Policy – Lisa Miller

Awards – Ian Leibbrandt

It went well!

A lot of work went into it, got good feedback. Those who gave feedback will be asked to be on the committee next year.

We might have to pay for the food, originally offered to be paid by the President's Office

Positive response from off campus – enjoyed having food and their gifts

Patricia coordinated!

Forum – last forum went well. Online attendance – 75 off campus. 150 total

With Zoom no reason to not be included

Other Benefits at UI forum – held end of May

Perks at work, 18% off phone bill, Disneyland, cars, computers

Elections – Patricia Baker

1 position left on Staff Council to balance representatives

Housing and Res Life – Alexi Lovelady

Vote? Confirm nomination

Motion to confirm – Cindy. 2nd Sue

Staff Council has 32 positions – added two off sites – five remote reps

Budget Committee – two additional folks added to balance reps across campus

Identified Cindy Ball

VP level and down – qualified candidates

Only one eligible

Joint Faculty and Staff Policy Committee

Want to hit the ground running

Need 1 rep from existing council

Chad, Sue (deciding) – 1 other expressed interest

Maybe from HR (position)

University Budget and Finance Committee – need five staff from each VP area

Parking - Sean Scoggins – recruiting coordinator offered to fill position. Requires President's Office approval.

Recommendations to fill the committees go to the Committee on Committees for approval, then Faculty Senate, and then SOME to the President

Blanket vote? Cindy Ball UBFC, Chad Nielson F/S Policy, Parking Sean Scoggins

Motion to commend names to the President – Darren 2nd Diane

Old Business

Good of Order

CCRT – Coordinated Community Response Team

Women's Center was awarded almost \$300,000 in grant funds from the Department of Justice's Office on Violence Against Women. This funding is earmarked to improve our institution's education, outreach, and supportive measures for historically marginalized students who may experience sexual violence.

30 plus people on the team including Rob Spear, Matt Doerschel, MPD, ROTC and the ATVP.

Seeking one Faculty Senate and one Staff Council rep

Email Bekah – project director, ask questions or voice concerns

Meeting 3x a year – spring, summer and fall

Retreat is June 14th – same day as our usual meeting

Motion to adjourn

Motion to adjourn – Summer. 2nd – Kris.

Adjourned at 11:09 am