

AUGUST 2014 Meeting Minutes

Wednesday, August 13, 2014

8:46 AM

Called to order at 9:07 AM

Recognition – UI Staff of the month

No staff of the month was elected over the summer.

Roll Call, Determination of Quorum

Absences: Cindy Bogar, Matt Dorschel, Marlene Wilson, Kristi Overfelt, Ron Polley, Michelle Weitz, Brian Mahoney, Ron Smith

Approval of May 14, 2014 Minutes

Not available; will be sent out with September Agenda and approved at next scheduled meeting in September.

Executive Committee Reports

Off-Campus – Angie Sowers

Nothing to report

Treasurer – Janice Todish

End FY budget – attached to agenda. Taking a look at expenses for award ceremony, and it is not as bad as originally thought. Was able to move money around to help pay for expenses exceeding initial budget. Would still like to move ahead and ask for more financial support from the upper administration to help pay for expenses in the future.

Media/Communication – Debra Rumford

Would like to extend a kudos to Lisa Miller on the July Newsletter, which she did a fabulous job on. Staff Affairs Newsletter will resume in September.

We have received 205 KUDOS! 6 Starbuck gift cards has also been donated to the Staff of the month awards.

Secretary – Laila Cornwall

Checking to see if everyone has received a Staff Affairs binder – will bring binders to next meeting, for those who still needs one.

We currently have 3 vacancies. Will review applications for last election; some applicants had asked to be put in a HOLD folder. Asked for help will upcoming elections if needed. Darren Kearney volunteered to assist.

Vice-Chair– Greg Fizzell

Gave a brief of the 3 day State Tour with upper administration. It was a most positive experience and went really well. Upper administration is very interested in working with Staff Affairs and that Staff is given a voice.

Main concerns that was heard repeatedly was the lack of trust employees have and the results and outcome of the class comp study. We need to look at how we can move forward in a positive way and help work on morale.

Chair – Ali Bretthauer

Plans to visit CDA campus soon and expressed the importance of connection with all staff on all UI campuses.

A Staff Recognition Discussion Group has been put together to discuss staff recognition in the future. Key players met on Monday of this week. Finding support from partners and making changes to what we do. Anyone interested in joining this group should contact Teresa Million at tmillion@uidaho.edu.

Volunteers for the SA Hearing Board on staff who wishes to challenge a termination has been selected: Chad Neilson, Marty Lunt, and Lori Krasselt. They underwent the training last Friday and will review cases, evaluate, and provide recommendation to President Staben.

Met with President Staben, who will attend September Staff Affairs Meeting to give a brief introduction. Contemplating a large group tour - staff? Students? Criteria. Industry partners, campus extensions to "spread the word". If you have any suggestions - send to Ali at abretthauer@uidaho.edu.

On September 19th is the inauguration scheduled – “Keys to the Future” Classes will be cancelled from 1-3 PM. Staff will be released during this time so they can attend. In a symbolic gesture Faculty and Staff will hand it over together.

In October president Staben will open up a Q & A session for staff and encourages staff to attend.

In April a staff forum is being planned.

Document storage for Staff Affairs – open up discussion on whether shared drive should be continued or if we should switch to OneDrive. With the lack of knowledge of the OneDrive we will continue to use the shared drive for now.

Faculty Senate Rep – Mark Miller

Retreat scheduled for next week, will report back at next meeting. Have not met as a group this summer.

UI Advisory - Greg Walters

Nothing to report

Human Resources – Elissa Keim

Nothing to report

New Business

APM 50.51 Revisions

Classifications are back and appeals are now available. To reduce time and efforts to supervisors, they can now ask for an informal review to look at job description before submitting. It has helped speed up the process. It used to take 3-4 months, with the new system it now takes 2-4 weeks. Employees have 30 calendar days to appeal.

Compensation management to come - no probation related to the re-class process. If job does significantly change you can freeze the position.

Section A, 2nd paragraph -

- What does a vacant position have to do with the job? You can re-class the vacant position before hiring.
- Word usage limits, who can change job to supervisor? Ultimately the supervisor, because they sign the actual Contract. Changes to language, significant changes all have pretty high standards

Motion to make changes as discussed and revisit at next meeting –Teresa Million, 2nd – Creg Empey. Note: Faculty Senate vote is not need to make changes to the APM.

Mend motion to move it to the policy committee to take more time to review - Teresa Million, 2nd – Creg Empey.

Approved 13

Abstain 2

Motion passed

Passed -time to review by policy committee will be placed as action item next month

NOTE: When material is provided ahead of time via email for action items, please take the time to read before the meeting so we can come prepared to discuss and vote on it.

Suggestion was made to add “vote” to the action items listed under new business on the agenda.

Business Partner Model Change

Please see handout. ATS system is now gone. Business Partners to work directly with supervisors in departments. Help will be provided to coach supervisors to be more successful. Had 700 employer relations cases last year. Main concern was lack of understanding being a supervisor, and legal and risk management. Goal is to have better responsiveness and better stability.

Comp Time Task Force

Presented by Creg Empey.

History –UI had an IRS audit last year, where it was stated that although the UI overtime/comp time policy is fine, the way it was being implemented is out of compliance. This lead to it being suspended.

A task force was put together consisting of IRS representatives, Fiscal officers and staff, and a new policy is being crafted.

Policy is being crafted:

- Eligible employees can bank up to 240 hours, everything above that will be paid out
- Hours can be taken as time off
- Must be paid out when the employee have changes to their employment
- Cash payout is possible, but will be subject to 10% penalty before withholdings
- Payouts of comp time hours to happen 1 or 2 times a year of excess hours. Example: everything over 120 hours to be paid out w/o penalty

There was a questions about waivers?

The original issue was that employees had access to their "money" anytime, which meant that they had the ability to inflate their yearly income. Plan to meet again with Staff Affairs when things have been finalized more. Also plans to have more Town Hall meetings.

All-Sports F/S Season Tickets

Presented by Kristin Strong

Discussions they had was based on what season tickets were ordered in 2007. Currently 20% of sales are purchased by faculty or staff.

Suggestion is to offer an all sports package for \$125 per person regardless of age (adult and child). This would also be available to retired faculty and staff.

Question? What is the value of savings? Not counted as taxable income and payroll is already setup. Since this seasons ticket sales have already begun, it is suggested that this new package would be offered starting next school year.

Motion to pass the suggested all sports package effective 2014 school year – Kristin Strong, 2nd – Teresa Million. Motion passes unanimously.

Staff Appreciation Fair

Presented by Kristin Strong and Amber Crowley

Is scheduled for October 2, 2014. We are receiving a lot of interest and now have 60 vendors signed up. Theme this year is the celebration of 125 years to along with the campus celebrations. We will have to look at the budget for this event, as some of our previous sponsors have backed out with their funding. Cost: \$35 registration and \$255 Gold member.

Will have a volunteer signup sheet go out through google docs, so please watch for that.

Retreat Goals & Strategic Plan

By Ali Breethauer

We had a really great turnout. Feedback: like the chicken, Gary Thompson was great as a facilitator, the name game was fun. Setting goals for the coming year was facilitated by Elissa Keim.

Some of the goals we have are:

- Make changes to how Staff Affairs work
- Create a 3-5 year strategic plan
- Revision of staff recognition events
- Focusing our efforts on advocacy and innovation for staff

We will scheduling a Strategic Plan meeting that will be facilitated by Lori Higgins. We are looking for a 4 hour commitment and the goal is to have it done by December if possible. The theme will be “what works and how to make it better”. This is a great opportunity of being in on shaping the future for Staff Affairs and the University. Food will be provided.

Good of the order

Multiple invitations to events have been received. It is impossible for one person to go to all of these things by themselves, so Ali will be sending out the invitations to Staff Affairs Members for the opportunity to go and represent Staff Affairs.

Meeting adjourned 10:38 AM

September Staff Affairs Meeting Minutes

Wednesday, September 10, 2014

8:58 AM

Called to order 9:03 AM

Recognition – UI Staff of the month

Barbara Lyon, Office of Development

Guest speaker President Staben is meeting with a State board member, and is running a little late.

Roll call, Determination of Quorum

Absences: Amber Crowley, Marty Lunt, Kristi Overfelt, Mark Miller, Ron Smith, Greg Walters

Approval of May 14, 2014 Minutes

Motion – J.R. Kok, Laila Cornwall 2nd. Motion approved.

Approval of August 13, 2014 Minutes

Motion – Janice Todish, Brian Mahoney 2nd. Motion approved.

Executive Committee Reports

Media/Communication – Debra Rumford

Nothing to report

Treasurer – Janice Todish

Met with Ali Bretthauer and Greg Fizzell to do a 3 year review of expenses for Staff Appreciation gifts and event. There is a need to create better guidelines for assigning money to the different units and spending on awards and gifts.

Secretary – Laila Cornwall

We have open seats on Staff Affairs; 2 in Non-Faculty Exempt, 1 in Administrative/Technical/Research, 2 in Maintenance/Services/Skilled Craft, 1 in Off Campus Representatives. Applicants from April elections had asked to keep their applications on file. Laila have emailed the runner up's (Administrative/Technical/Research and Off Campus Representatives) about continued interest in Staff Affairs. This still leaves openings in Non-faculty Exempt and Maintenance/Services/Skilled Craft.

Off-Campus – Angie Sowers

Nothing to report

Vice Chair – Greg Fizzell

Guest speakers lined up for the coming months:

- Dan Ewart, ITS - October
- Cezar Mesquita, Admissions - November
- Keith Ickes, Budget Office - January
- UI Library - February

Chair – Ali Bretthauer

Has been asked to sit on Provost Search Committee & EVP.

Administrative position searches are coming up - will ask for SA Representation for these searches, as time will not allow for Ali to sit on all searches

Just getting started

Rebalancing technology on campus

Career Ladder - came up at Administration round table in July, any suggestions, please email to Ali at abretthauer@uidaho.edu. Faculty Senate is also looking into it. Want to have clear pathways for advancement. EX. AAI to AA2 to AA3.

The hope is to help employee intention. Ron Smith will bring to us next month. It is highly supported and is a top priority for faculty senate and from upper administration.

They hope to identify who? What about positions that does not have a clear path, and steps within a position. Some positions does not lend itself to advancement. More to come at next meeting. Faculty Senate and Staff Affairs leadership with met with Greg Walters

Guest speaker President Staben

Priorities in relation to Staff

Increasing enrollment; educate more students for Idaho, self-interest - revenue comes from tuitions, fees and housing. More students equals more money, so let's treat them well and ensure that they stay and graduate.

We can do everything that we do a little bit better. Our future is in our control.

Conducting Research and bring this to our community.

Visited all the extension offices over the last couple of months. Everyone is very supportive across the state and will help our state become more prosperous.

We cannot depend on the State legislature

Research mission - we all doing a lot of great work out there. Sawmill to seedling companies employ a lot of our UI graduates. All the things we like come from extraction.

Water Creek Research Site – forestry, renewable energy

How we handle ourselves affect how Students think about their experience here.

Strategies. Scholarship resources to be used for recruiting. We need to use our "nuts & bolts" better. Recruitment - get the student to campus. The students that come have a real interest. Help them have a great first experience and show them what they would get. Scholarship - self

reported admission: right now we are waiting on official transcripts before we admit. Would like to move to a faster process.

Student tours-what will they see? Every person can have a role in making this experience a better one for them during their first visit on campus.

Retention planning has a very important role in recruiting. We need to accept fairly good students. We currently have an 80% retention rate, which is average in higher education. High performing universities all about 5% higher.

It is easier to make little tweaks than larger ones. We need to become more efficient which will yield a greater return. Examples: early grade reporting call students who haven't registered yet, and we need to show the students we care. The average students pay \$60,000 tuition plus \$10,000 housing per year.

It takes people to do these things. We spend a lot of time hiring and educating employees, then they leave. We need to work on our retention for both faculty and Staff level employees. Hard to motivate with money - see a lot of staff/faculty going to WSU. Before we can work on equitable pay, we need more students.

How can we become the "loyal employees"? It feels like we need to overwork ourselves in order to accomplish that. It should not be necessary. We need to work smarter, not harder. Look at efficiency and on how to improve processes. More staff takes more resources.

Increase of enrollment will eventually lead to more staffing, but we need to get the students first.

25 more students -one more class/ teachers, 12- 14 -more exams to grade.

There are only so many things a person can do in a day. President Staben is convinced that we have a lot of areas that are underutilized. On the research side we have capacity to increase, what we do need is more research grants to help. We can become more productive based on square footage.

Recruitment goals. 60% post-secondary, we are at about 40%. We have about 10,000 Undergraduates, let's go to 15,000 students! 50% up in undergraduates. Timeline? "Next year is fine". 16 by 16" is an old goal - e don't see it happening. 5% increase for next year, 5-10% a year is an ideal goal. This semester enrollment is up slightly in undergraduates, but down overall. These numbers will be announced shortly from State board.

Student to faculty/student to staff ratios? We all not low, and are not under staffed. Online education could be helping a little. President Staben does not think we have been as strategic as we could be on this. Online education is not as rich an experience as an on-campus experience, but being able to provide this opportunity to students who wouldn't be able to come to campus otherwise, is important.

We need to create better opportunities. Summer school - working on building a solid program. This is a great time to offer online courses for the students who return home to work for the

summer. Distance learning - Course taking patterns. We will never have a 12 month full enrollment, but we can offer more online in summer. All the growth in the last 15 years has been in online classes.

Our students do great in terms of careers. Career coach program - helps find what their degrees could lead to, based on area etc. Would like to track this better.

How much does it add up to? \$740 million in enhanced wages. This is the value that our graduates produce.

Racquetball update - currently undefeated, have played a lot of students, staff, faculty

President's house - In October-item to be presented to the board for new construction. Knock down existing home and build new structure starting in summer 2016

Back to Chair updates – Ali Brethauer

State of the University Address will be held on October 13 at 3 PM. This is a great opportunity to ask questions and learn about goals.

Appreciation fair coming up first week of October - volunteers still needed

Upper Administration has started to refer to Staff Affairs as Staff Counsel. Do we want to change our name now? Thoughts?

Taking on the name "senate" seemed competitive and caused some concerns from some faculty.

It doesn't really matter what we all called, but what we do... a name is a name.

Counsel sounds better than committee - it is a matter of perception.

It is more the connotation and the history of Staff Affairs that is important.

We have made significant changes in the way we do things.

Faculty Senate does do things that are significantly different than Staff Affairs

This is a stepping stone to something greater - Staff Counsel

Branding-what cost would this have? We also have to communicate the changes to campus Progress-communication plan. We want to evolve, not take 3 steps back. If we do it, we need to do it STRONG – this is a great opportunity to re-invent ourselves and help faculty + staff know what all we do. We need to create a vision. Will add to the agenda for next month. Ali Brethauer will send out an email asking for interest in participating in the re-branding of Staff Affairs/Staff Council.

Faculty Senate Rep – Brian Mahoney

We have had 2 formal senate meetings and a general meeting last week. Priorities for Senate include Career ladder + internal promotion policies, enrollment, and turnover.

Dawn Crowley is the new secretary.

Matt Dorschel talked about firearms on campus.

April 20-22 UI accreditation, so we have been asked to please not schedule any major events during this time.

Senate constitution - time limits: taking away the year limit, they want to mirror Staff Affairs with the 2 3-year terms.

FNA subcommittee – Matt Dorschel

Tobacco task force has support from President. The goal is to have it be effective August 24, 2015. Does not include ceremonial tobacco use. Tailgating was the biggest controversy. It is a great philosophy but no reporting in place. It will also take a lot of signage. Need to have an implementation plan for signs and posters.

Recognition task force

Meeting biweekly what's working? Not? Currently researching what our peer institutions are doing. Right now just looking at the awards, but will also look at KUDOS.

Staff Appreciation Fair Oct. 2

Baked potatoes, President's Office is donating the desserts - silver and gold cupcakes.

Volunteers still needed - ask in your departments for help with welcome table, Staff affairs table, and clean up. Still looking for Donations for prizes - ask around town for vendors, registration due date is September 22

Old business

Strategic Plan - meeting went really well, will meet again today for a couple of hours. Lori Higgins is a great facilitator. More to come.

APM 50.51 Revisions - unclear if we need to vote on this. Policy committee found 6 things they wanted to address. Brought to us for an opportunity to look at it before it moves forward. We do need to come up with a recommendation and take some action with what we hope to achieve. The item that is still "unresolved" is the word "significant" – it is impossible to define. It leaves it very vague, but it should be easy to define. Qualifiers are not clear. It is a "moving target".

How does the decisions get determined? How do they plan to be consistent? Send any concerns that you have to Greg Walters. Policy committee will meet and gather concerns. We will re-visit at next meeting.

Meeting Adjourned 10:41 AM

October 2014 meeting

Wednesday, October 8, 2014

9:01 AM

Call to order at 9:02 AM

Recognition - Staff of the month

Leah Andrews, UCM, not present as her office is out of Oregon

Toll Call, Determination of Quorum

Absences: Teresa Million, Kristi Overfelt, Irma Sixtos, J.R. Kok, Angie Sowers, Vickie Burnet, Elissa Keim, Brian Mahoney

Guest speakers

Rebalancing Technology Investments - Dan Ewart, ITS

Initiative to take a look at technology across campus. Want to do all we can do for our staff across campuses because technology is important to our success. We want to take a closer look at the costs of these services.

We currently have 8 video surveillance systems that are not connected and being used. We also have many servers in storage. We want to look at how we can utilize these systems and use them successfully.

As we are moving towards saving data on the cloud, we are concerned that we might lose control of this information. We need to re-evaluate if we have good contracts in place.

Technology projects take a really long time to get done. We need to focus and reprioritize to get projects done faster. In most units only one person knows how to run the technology. We have major gabs - what happens if they get "hit by the lottery" and leave? The hope is to streamline processes and provide training to all Staff. In order to do that we need to find out what the needs are to all to staff, faculty, and students.

How much do we spend on technology? We want to help have good investments. Surveys will go out soon to collect this information from staff across campus to find out what the needs are.

We need to analyze this information before we can move forward. This will bring huge value to UI and will provide some additional funds to help streamline processes. For more information, we also have a website set up where staff can go: <http://www.uidaho.edu/its/rebalancing>

Question: What is the timeline for analysis? Hope to be done by January, 2015. The surveys will go out in the next couple of weeks, and opportunities will be provided for feedback.

Question: Can you provide an example? Challenge - some departments don't have a technology support person to help implement ideas and upgrades in technology. There are a lot of duplications efforts being done around campus. Hope to have a standardization in technology across campus. Purchasing will be easier of new technology.

Question: Repositioning of people has already taken place, will this continue? Some departments have already requested this change, so far the transition is on a volunteer basis. Servers have been moved and some Staff have been relocated.

Question: What about open tech positions now? Will we be put off until January, before we can fill these positions? No, there will not be put a hold on hiring. Individual departments should move ahead to hire their needed staff.

Question: Will you also look at IT infrastructure? We will be looking at all of them: infrastructure, staffing, equipment, software contracts, etc.

Question: Will there be continued Mac support? Yes.

On a different note – gave a brief introduction to the **University of Idaho Social Groups** which as different interest groups staff can join. See handout after meeting minutes.

Ombuds Annual Report – Ellen Schreiber, Ombuds

Many across campus are very familiar with the work of the Ombuds office. Mission statement “is to support a positive and productive working, learning, and living environment for faculty, staff and students by promoting mutual respect, ensuring fairness and resolving problems that emerge within the University.”

The real goal - help promote a respectful office and good will effort to respond to predictable organizational life.

Nature: 4 features

1. Confidential - help with intervention. Limitation would be if safety is an issue, such as imminent harm. Otherwise I do not report and nothing is written down
2. Impartiality - don't take sides
3. Informality - off the record, nothing is recorded
4. Independent

Brief overview of Annual Report:

Business grew a little bit in the last year; considered natural growth with 53% female, 47% male and a total of 29 cases. 5% non-faculty, 20% faculty, 10% students

In the employment category, saw 2 areas with large increase: Job description (PDQ Process), and hiring process. Differences in opinion accounts for the higher numbers. The hiring process concern was that it was not as inclusive as it should have been.

Ethical category include academic honesty, theft, safety, records management etc.

Concerns with conduct during meetings - inappropriate disclosures leads to hurt, upset, and distrust. These things cannot be undone.

Health and safety issues - 12 cases -observing health and safety issues in their workplace and not knowing what to do. This area is growing. Some of this has to do with workplace expectations growing. Harassment is down by 7 cases. We are being kinder to one another!

New classification-not a surprise that this area had a lot of concerns.

“Doubts are more cruel than the words of trust”.

Question: How and where does this report go? The report is intentionally written very broad and is shared with upper Administration. We look at who we would need to seek help from in if we see a reoccurring pattern.

On a different note: This (faculty/Staff lounge) is a beautiful space but staff does not know that this space is available. Is there an event we could have to help inform Staff?

Parking and Transportation - Shauna Birtlin and David Pittsley

There is a lot of construction across campus, which have an impact on some parking on campus. The parking and transportation office’s mission is to facilitate order across campus. We want to help, so we need to know what the needs are.

Different permits and services are available:

- Departmental services –
 - Departmental permits
 - Annual delivery or service permits
 - Visitor permits for guests
 - Event coordination and planning
 - Event services: maps, signage, lot or space reservation, and more
- Employee services –
 - Free temporary delivery or service permits upon request
 - Free jump starts, vehicle unlocks, and assistance with flat tires
 - Auto-renewal permits
 - Overnight permits

If you would like to take part in program contact us.

Question: how late is the jumpstart service go to? 9 PM

Approval of September 10, 2014 Minutes

Correction: Matt Dorschel’s name spelled incorrectly.

Motion to approve minutes with correction mentioned – Cindy Bogar, Greg Flizzell 2nd. Approved unanimously.

Executive Committee Reports

Treasurer – Janice Todish

Still trying to get numbers from off campus locations.

Mailings – we need to use the Staff Affairs mailing zip code of 4225. We need to ensure that all mail goes to this address as Staff Affairs positions change. This will ensure consistency as well as ensure that any mail reaches us in a timely manner. This will eliminate checks floating around campus.

Media/Communications – Debra Rumford

Good news – President Staben has taken a personal interest in the staff of the month program. He is writing a personal letter of gratitude to include in the items the staff of the month employees receive.

Off-campus – Angie Sowers (not present – Ali Bretthauer presenting in her place)

Taken on role of working with off-campus representatives for collecting employee recognition information. Will relay this information to us.

Secretary – Laila Cornwall

We will be voting in new members to Staff Affairs and UI Wide committees during the New Business portion of our meeting today. As discussed in our last meeting, we have only received one new application for staff affairs this time and we decided to refer to potential applicants from our April elections. Several applicants had indicated that they would like to keep their application on file for future openings. These are the applicants we are voting in today.

Vacancies still not filled, are:

- Non-faculty Exempt – 1
- Maintenance/Services/Skilled Craft – 2

I will work with Debra to send out a campus wide email with openings listed.

We will also have an opening come up on the Safety Committee in January. We are eliciting nominations for this position. If anyone is interested please send nominations directly to Laila at lailac@uidaho.edu or to the Staff Affairs Officers at staffaffairs@uidaho.edu. Reminder that this does take on added commitment and time.

Vice-Chair – Greg Fizzell

Tobacco free campus - 4 working groups: Facilities, Policy, Communication & Education, and Cessation. One question came up during the last meeting about staff/faculty being able to smoke in own car, while parked on campus. And the consensus was yes.

Copy from Ali to insert here

Question: I understood that the drive behind this initiative was due to potential loss of federal grant money, but the general belief is that it was a small group who created the drive. Which is it? Some federal grants are beginning to ask about smoking policy on campus. Grants not affected yet, but we are headed that way.

Question: what about International recruitment consideration?

Research done at= what other institutions have experienced and this was very favorable. There is also a widespread support from the Student body. Director of International Programs have also been included in the discussions. Please direct any concerns or questions directly the group by emailing Emily **Last name? and email?** We are the only university in Idaho that does not currently have a smoke free policy.

Strategic Planning – we have made a lot of progress. It has been very encouraging to see - remember it is a process and as with all processes it will take time. We have developed the

mission and the vision for Staff Affairs, and are currently working on 4 action arenas using REAL as the acronym:

1. Recognition
2. Empowerment
3. Advocacy
4. Leadership

Will continue to guide the process moving forward. Please see handout attached to minutes for more details.

Chair – Ali Bretthauer

Faculty Senate and the Staff Affairs leadership met. Had a Career Ladder discussion as well as what Staff Affairs role is on policy and procedures. This is a great opportunity to have input. Talked about endorsement of these policies and procedures as they are presented to Staff Affairs; that we should endorse/not endorse as they are presented and provide justification. This is what Faculty Senate does. It was recognized that Staff does play a role; we moving in the right direction.

Administrative Round Table met on Monday. Updates include:

- The Staff of University of Idaho Address on October 13, 2014.
- Sexual discrimination
- Enrollment strategies
 - Envision Idaho
 - Vandal Friday which will require a \$100 deposit
 - Research goals
 - Tobacco Taskforce – aware that not everyone is on board

Copy of or more info from minutes?

Faculty senate – Mark Miller

Much more interested in taking staff related issues this year. Will be reviewing Career ladder possibilities. Very Staff friendly faculty Senate this year. Concerns from faculty about quality staff and the support provided to keep this Staff here.

Mark will retire on January 30, 2015. (Also mentioned in Secretary Report) We will have to find a new person to take on this role. Preferably someone who have sat on Staff Affairs - currently or in the past. It is a voting position on Faculty Senate.

Career Ladder Report – Ron Smith F&A

Salary compression - lack of increase over the last decade – not new. New people are coming in and are being paid more (hired at market value), than the people who are already here.

Formal opportunity for creating carrier ladders - not an inclusive list. Want to put together a team to identify career ladders, create policy and procedures, and provide employee development. Expected participation: SA, HR, and Human Rights & Inclusion. Others we would think should be on the team?

Suggestions: include staff that does not have a clear path in advancement. Ability to advance within a position as well as longevity within a position as this is added value to the department. Can such a process be considered as well? Should be merit based, not just time based. We need to have a set criteria to lead to increase in salary - similar to the faculty tenure promotion side. This is not new in organizations, can we reach out to peers to find other models?

HR -Greg Walters

Nothing to report

Subcommittee Reports

Appreciation Fair – Bravo!! It was a very successful event, 612 attendants. Vendors happy with flow. Great door prizes as well. Committee will meet directly after this meeting so please inform of any concerns you saw or heard about. Thank you to all of our volunteers! It means so much to our staff.

Old business:

APM 50.51

Presented concerns committee had to HR, sent out additional concerns receive, which was forwarded to Greg. 2 main concerns: 1) defining what "significant" means, need a base line to help define it. 2) Not a lot of clarity on how the new classification will appear-in handbook.

Motion to vote on endorsing the final draft of APM 50.51, Greg Fizzell, Creg Empey 2nd.

The changes was sent out directly after last meeting from Greg Fizzell. Concerns of feelings of helplessness that these concerns are not being addressed.

Request/ suggestion that revisions are pointed out in red in documents to help make it easier to review. Already happened.

Without a baseline it becomes subjective – hard to make a decision on. Conversation will continue.

Vote:

In favor of endorsing: 7

Not in favor: 9

Abstain: 5

Majority rule, do not endorse the APM 50.51. Further discussion in Staff Affairs? No, added clarification needed. This does not mean that the discussion ends. Ali Bretthauer will inform faculty Senate of decision indicating concerns. If additional concerns, email to Ali at abretthauer@uidaho.edu.

Comp time Policy

See emergent meeting minutes attached to this meeting's agenda. Executive committee can come together to meet and vote on an emergent basis. This was already done. 13 Staff Affairs members were present. Draft was presented concepts and some of the details were discussed in this meeting.

Other concerns came up: already earned comp time have already been taxed. What happens with these hours? All concerns will be addressed and considered.

New business

Elections – as mentioned during the Secretary report, it was decided last month to offer the openings to already received applications. Positions that we are to vote on today are:

- Exempt position – Todd Perry, present
- Administrative – Sue Branting, present
- Off-campus (Aberdeen) – Adam McKinney, present
- UI Wide/Parking – Diane McGarry
- UI Wide/Classified Appeal – Amber Gray

Motion to vote the 5 positions in – Laila Cornwall, Debra Rumford, 2nd. Motion passes unanimously.

Suggestion to include page numbers in agenda to make it easier to find pages discussed during the meeting.

Meeting Adjourned at 11:02 AM

November 2014 meeting

Wednesday, November 12, 2014

9:01 AM

Call to order at 9:03 AM

Recognition - Staff of the month

Rosa Graham, Printing Reprographic Supervisor, Copy Center

Roll Call, Determination of Quorum

Absences: Darren Kearney, Chad Neilson, Teresa Million, Irma Sixtos, John Shuttleworth, Vickie Burnett, Debbie Caudle, Elissa Keim, Mark Miller

Guest speakers

Admissions Update – Cezar Mesquita, Director of Admissions

Have now been with the UI for 2 ½ years.

50 % higher attendance at Envision Idaho. Biggest change was that it was moved from Friday to Saturday allowing more prospective students and parents to attend. There was 750 seats in the ball room and we were packed.

We had 690 students register for classes; 80 % had not yet applied for admissions.

Census overview; Handouts, see page 6-8

It is a snapshot to academic Programs. The Admissions Office Enrollment funnel – *Suspects* – entire world. Graduate students are considered adult learners, and are not reflected in the numbers. 40% enrolled are adult learners that are engaged in the learning process. We received 200,000 names from the ACT testing.

Inquiry – these are students who have taken interest from initial mailing. Once the application has been filled out the likelihood of them actually enrolling goes up significantly. 9000 applications – 1/3 of them are “stealth” apps. Completion rate is continuing to be about 70 %. The goal is to reach out to the students to increase this by 10% - that is about 900 more applications. What are the barriers? Face to face contact is vital to ensure that the student and his family feel welcomed and supported.

New this year is a \$100 Enrollment deposit. The goal is to increase 5% in new students. Financial decisions are made when invoice is sent out in July.

Question: Is the deposit new? It is brand new, it is a tuition deposit and will be credited towards tuition the first semester. Housing has reduced their deposit from \$250 to \$200.

Question: Is there a waiver process? If the student asks for a waiver they are most likely to get it. If they qualified for reduced lunches and/or financial aid they would most likely qualify. 40% at UI would also be eligible for Pell grants. We are seeing “family pride” – families that would qualify choose to not take advantage of it.

Question: With vested interest, is the deposit refundable? No. Deposits make them more vested and interaction is more qualified.

Question: With the enrollment deposit, can they still register if they don't attend Vandal Friday? No.

Question: New Strategies? Envision Program; Sharing of data – better communication and more timely data of people who visit. More campus visits – improvement of tour guides, route, better organized. Yield events – off campus to showcase what we have to offer. Financial aid – new guidelines – Bronze level – expectations from families for additional support as well as financial need.

Idaho has a lot of high school students who choose to not go to college. College growing rate right now is 49% - this is down from a few years ago. What does it look like for the 51%, why are they not coming? Families do not see the value in the degree with the job they will get in 5 years' time. Need significant change made on a state level.

Families are choosing colleges with their pocketbooks (willingness, ability, value)

Approval of October 8, 2014 Minutes

Motion to approve minutes – Marlene Wilson, Janice Todish 2nd. Approved unanimously.

Executive Committee Reports

Chair – Ali Bretthauer

Faculty Senate met to look at options for staff – many ideas to improve life for staff. Moving ahead to form an Ad hoc committee to consist of faculty, staff, grad students, temporary employees. Hope to start soon.

Faculty Senate Rep, Mark Miller's position. We have received 2 nominations. Will open it up to UI this month. Will look at past involvement, Mark would like to work with this individual before he steps down.

Staff Open forum – Interest in holding one in early January? Thoughts?

- Would like to see a basic outline/agenda
- Bring in key people to help answer questions
- Have staff send in general questions ahead of time
- Staff Affairs represent? What is the intent of the open forum?
- Open up Staff Affairs to campus
- What is the problem?
- Connect better – social?
- Rebranding

Ali will create an agenda to present at next meeting.

Benefits Advisory Group vacancy – they want us to nominate someone. Please email Ali with suggestions to abretthauer@uidaho.edu

Vice-Chair – Greg Fizzell

HR update of leave policy has been reviewed by the policy committee. It was decided to stick with the original vote. See pages 9-35 of this month's agenda.

Policy Sub Committee meet every other Friday to update the Staff Affairs Bylaws. New members in the group are Marty Lunt and Chad Neilson.

Secretary – Laila Cornwall

We have updated Membership Forms. Please verify for correct information, sign and return to Laila at lailac@uidaho.edu. Will send out forms later this week to members not physically present in today's meeting.

Media/Communications – Debra Rumford

Staff Newsletter – rebranding. What do we want in the newsletter in the future? We have been asked by a non-profit organization if they could advertise in the newsletter. Do we want advertising in it or not? Thoughts?

- KUDOS – faculty/staff collaboration
- Context of highlighting a staff member monthly
- Friendship Family Program through IPO
- Time? Cost? What type of advertisement?
- Against – we are not in the advertising business, we would lose our viewers and the newsletter already have a lot of content
- Staff graduation recognition list December and May – should be volunteer basis, not everyone wants their name posted and we do not have access to the graduation list
- Promotions
- Ask for pictures “Active in the Community” as more of a highlight
- More stories from staff in general.

Request: Need help with the Staff Recognition Program, if interested in helping, please let Debra know.

Treasurer – Janice Todish

Nothing to report

Off-campus – Angie Sowers

Nothing to report

Advisory Reports

Faculty senate – Brian Mahoney

Have had multiple articles in the Argonaut.

F & A - Ron Smith

Career Ladder Committee - started to meet and is moving forward.

Public Safety – wants to expand the firearms policy to a weapons policy. Being reviewed by executive team tomorrow. See handout on page 9-11

Public Safety Office – created an emergency card – if you want more cards contact Matt Dorchell. See handout on page 12

HR -Greg Walters

Open enrollment – premiums stayed the same. Across the nation – not so much so, so this is huge. UI is self-funded and is managed very well. The preventative Drug list – starting in January, these will be covered at full cost.

Question: The list is hard to find – can we make it more accessible?

Subcommittee Reports

Staff Recognition – We want to do a comparison with SEL on how we can do better on employee recognition. Alternative compensation ideas are on the list.

Simplify the awards ceremony – make change to retiree gifts. Most don't want the clock but want other options.

Include temporary help employees as well.

Survey will be sent out – will be brought to Staff Affairs before sending out University wide.

Tobacco Committee – not present

Old business:

Elections

Todd Perry was approved. And his name will be forwarded on.

Comp Time Policy – 4 Town Hall meetings were held. Additional comments?

- Leaves out on-call hours
- B2-E3 – contradiction – option to opt out of comp hours/payout. Which will it be? Not very clear. The example is \$5.00/hour – this is not even minimum wage
- A2 – not revised “time-keeper”
- B2 – language is confusing
- General feeling is ok. Did not want the buy down to 80 hours
- \$ versus time – manage to make it work
- Maximum 240 hours – not time to take it off

Other concerns – send revisions to Ali and she will compile them all for us. Final draft will be voted on electronically.

The policy goes before Faculty Senate on December 2nd, hope to turn it on in production on December 3.

Staff Affairs Strategic Planning Team – Poll was sent out for the best meeting time – week of December 5th. Moving forward. Would like to have it ready for Staff Affairs Open Forum.

New business

Holiday Challenge – See handout on page 14. Last year we had 48 teams. Staff Affairs helped sponsor a part for the winning teams. It was a huge success. Will Staff Affairs help support again this year?

Feedback on last years' experience, please send to Kristin Strong.

Motion to help sponsor \$100 total to winning team of the holiday challenge event this year, Kristin Strong, Brian Mahoney 2nd. Approved unanimously.

Alternative Compensation – Open it up? Nominate? Thoughts? Ali will put the complete list together. Faculty Senate discussion – their idea. They want to put together an ad hoc committee. Staff Affairs representation interest – Sue Branting, J.R. Kok, and Laila Cornwall

Good of the Order

Marty Lunt – Student employee's salary - Is it supposed to count toward their scholarships?

Brian Mahoney - Food Drive at the Rec Center over fall break – no expired items please. Will go to the Campus Pantry

Meeting Adjourned at 10:52 AM

**UI STAFF AFFAIRS
MEETING AGENDA**

Wednesday, February 11, 2015. 9:00 to 11:00 a.m. Idaho Commons Whitewater
Off-Site Connection: Lync access available via invitation

- I. Call to Order.....Bretthauer
- II. Guest Speaker: Library.....Rick Stoddart
- III. Roll Call; Quorum Determination.....Cornwall
- IV. Approval of Minutes.....Bretthauer
 - a. December 10, 2015 (pgs. 2-4)
 - b. January 14, 2015 (pgs. 5-7)
- V. Executive Committee Reports
 - a. Off-Campus.....Sowers
 - b. Media.....Rumford
 - c. Treasurer.....Todish
 - d. Secretary.....Cornwall
 - e. Vice Chair.....Fizzell
 - f. Chair.....Bretthauer
- VI. Advisory/Other Reports
 - a. Finance & Administration.....Smith
 - b. Human Resources.....Walters
 - c. Professional Development & Learning.....Keim
- VII. Subcommittee/UI Committee Reports
 - a. Staff Awards.....Todish
- VIII. Old Business
 - a. Meeting Location Change (Discussion/Vote).....Bretthauer
- IX. New Business
 - a. CEC Allocation (pgs. 8-12).....Fizzell
 - b. Staff Representative/Faculty Senator (Vote).....Bretthauer
 - i. Andrew Brewick (9:00)
 - ii. Rob Anderson Q&A (9:30)
- X. Good of the Order
- XI. Adjournment

December 2014 meeting

Wednesday, December 10, 2014

9:01 AM

Call to order at 9:04 AM

Recognition - Staff of the month

Toll Call, Determination of Quorum

Absences: Teresa Million, Debra Rumford, Amber Crowley, Sue Branting, John Shuttleworth, Off-campus representatives, Elissa Keim, Ron Smith, Mark Miller

Approval of November 12, 2014 Minutes

Motion to approve minutes – Brian Mahoney, Janice Todish 2nd. Approved unanimously.

Executive Committee Reports

Treasurer – Janice Todish

Nothing to report

Secretary – Laila Cornwall

Faculty Senate Representative Nomination link now up

Media/Communications – Debra Rumford

Not present; nothing to report

Off-campus – Angie Sowers

Not present; nothing to report

Vice-Chair – Greg Fizzell

Strategic Planning Group – we have made a lot of progress. Will meet again on Monday and Thursday next week

Career Ladder Report – met first time last week, not much to report yet

Chair – Ali Bretthauer

Comp Time proposal passed – Email came out yesterday to all staff

Concern: that the email was too long and was just deleted by many.

So far – in one day – 21 staff have selected cash payout, and 74 staff selected comp time.

Ali and Greg met with Faculty Senate – Discussed an alternative compensation work group, that is being set up and will meet soon.

Advisory Reports

Faculty Senate – Brian Mahoney

A lot of what is being done and discussed in the meeting is coming out in the Argonaut. Items discussed are:

- Comp time policy and selections
- Educational discount for Faculty and Staff
- Work related educations; should be considered work
- Several APM changes
- Weapons policy change by Matt Dorchell; went around and around, but should be straight forward

HR -Greg Walters

Nothing to report

Subcommittee Reports

Tobacco Task Force – Chad Neilson

Met before the open forum. Still moving forward. Ali will look into the votes. ASUI – smoke free, not tobacco free? The proposed policy keeps evolving. Ultimately it will come down to President Staben making the final decision.

Staff Recognition – Janice Todish

Looking at new ideas – will look at what Staff wants.

Changes we are looking at include:

- Instead of handing out the gifts during the event, staff would pick up their gifts from the book store
- Self-selected participation
- What your years of service is
- Include Temporary help that has worked at UI with 10-20+ years of service – would affect about 235 IH employees
- Have a set date every year, which would help with scheduling
- Longevity plaques – move to a paper certificate to lower costs
- Ways to Simplify and reduce costs

Is planning to send out a survey to all staff, any changes will be brought in front of this group for approval.

Question: Going to the bookstore for gifts – what about off campus staff? Shelby from the bookstore has been great in working with us on this

Question: What about Valic? – Grant to help cover costs? Elissa and Ali have begun working with the foundation on how to best approach them. The conversation is just getting started. Next meeting is scheduled for 12/18/2014 at 1 PM.

Student thank you's – we have received thank you cards from the students who received awards from Staff Affairs; cards being passed around.

New business

APM reviews – please email to Ali Bretthauer by December 22, 2014

31.80 Staff Affairs passed revisions

31.85 Faculty Senate suggested that revisions are moved from 31.80 to 31.85

Question: Eligible for comp time or not? Self-directed are not eligible, UI directed are eligible

Suggestion: Removing language because you can now elect payout or comp time.

Longevity Raises – was in place up until 1993, then state took it away. Looking at bringing it back. Survey is being filed out by Staff Affairs during this meeting. Will receive an update once survey has been reviewed.

Meeting location change – Very cumbersome to move table around in the Faculty Staff lounge, technology is not very good, possibly loose support in spring, interruptions from people walking through during the meeting.

Want to try to use Horizon room in Commons with Lync Media cart, will you be willing to try it out?

Comment – Brian Mahoney: technology should be free starting in the spring. We fought so hard to get the room, it seems that we would be moving backwards.

Question: will the feed be free? That is Brian's understanding. Right now it costs \$150/hr - \$300/meeting. Dave Lane is the head of the project. Darren Kearney can get more information on it.

Software – Bridge

Staff Affairs members are willing to try Commons for next month's meeting.

Healthy Holiday Challenge – Already approved \$100 to cover two \$50 prizes. Asking for funding for one more team of \$50 prize. We have 300 participants.

Motion to approve covering the cost of an additional \$50 prize, J.R. Kok , Darren Kearney 2nd.
Approved unanimously.

Good of the Order

Free Yoga classes starting today, food drive over break – 4 cans to get in for free

Meeting Adjourned at 9:59 AM

January 2015 meeting

Wednesday, January 14, 2015

Call to order at 9:05 AM

Recognition - Staff of the month

Peter Haworth, Custodial Foreperson

Guest speakers

Suzie Bender, Executive Director International Programs Office (IPO)

Passed out an *International Profile Summary* brochure and mentioned a 150 pg booklet, which both are out on their web site, regarding what's happening nationally, in the State of Idaho and the U of I.

IPO provides infrastructure for international students, teachers, etc. regarding hiring, research and study abroad. IE: If a UI employee is going to travel abroad on behalf of the university, they need to check in with the IPO office prior to. They oversee all institutional and international agreements.

Fall of 2014, the UI had 919 international students from over 80 countries. Some countries fund their students and they can chose from 400 different institutions to study in or can work in any country. International students brought in approximately \$85m to the State of Idaho in 2014. A full time faculty or staff can be awarded \$2,700 to travel abroad during the summer to experience another culture, language, etc. They give out over \$158k/yr to students to study abroad.

If you have a program that you would like to attract more international students to, contact IPO and they will "feature" you in their newsletter which is distributed monthly.

Marty Ytreberg, Faculty Senate (FS) Chair

January 15 is FS's first "business" meeting of the academic year and will be voting on the comp time policy. Senate issues:

- 1) Enhancing Benefit Brainstorming – way too many ideas brought to the table. An ad hoc committee (5 staff) was formed which is tasked with going through the list to understand how some of the ideas can be implemented.
- 2) Staff Internal Promotional Career Ladder – this is a VERY important issue to faculty. Ideas:
 - a) Policy for internal promotion
 - b) Longevity increase
 - c) Structured career ladder

Compensation (fac/staff) – tasked UBFC how a raise would be implemented and to come up with a strategy rather than just straight across the board.

Marty commented on how important it is for Faculty and Staff Senate to have a strong relationship to come together.

Roll Call, Determination of Quorum

Absences: Laila Cornwall, John Kok, Chad Neilson, Inna Popova, Debra Rumford, Kristin Strong, Michelle Weitz, Marlene Wilson, Brian Mahoney, Mark Miller, Ron Smith. Quorum is met.

Approval of December 10, 2014 Minutes

The December minutes were not available for approval. They will be sent out and approved at the January meeting.

Executive Committee Reports

Off-campus – Angie Sowers

Nothing to report

Media/Communications – Debra Rumford

Nothing to report

Treasurer – Janice Todish

Working on numbers of attendees for appreciation fairs from off campus locations to line up with budget allocations.

Secretary – Laila Cornwall

Nothing to report

Vice-Chair – Greg Fizzell

Policy committee – they will continue to work on by laws. The group has been working hard to move forward and represent staff across the state. They will produce a draft and bring it to a meeting before it's presented to all staff.

Met with President Staben on ideas how to get campus as whole excited to increase enrollment. If every dept. enrolled 2 additional students, that revenue would equate to a 1% salary increase. Commented faculty/staff can control our own destiny by assisting with increasing enrollment.

JFAC is requesting a 4% increase. If you have questions regarding the new comp time proposal, you can submit questions to comptimeinfo@uidaho.edu. January 16, 2015 is the deadline to make a choice. If no choice is made, cash payout is the default.

Chair – Ali Bretthauer

Debra Rumford will serve on the hiring committee to replace Carl Root, Parking & Transportation Director.

Advisory/Other Reports

Finance & Administration – Matt Dorschel

Because of the tragic shooting that happened in Moscow on January 12, Matt talked about what warrants a campus alert message since some employees were concerned that an emergency alert message was not broadcasted. There was a lot of conversation regarding what is said on

social media that can hamper law enforcement when untruths are being broadcasted. Requests may come from Law Enforcement, Fish & Game or the Health Dept. Campus security must be deliberate and accurate with notifications.

Human Resources – Elissa Keim

32% of employees have completed The Inclusive Workplace Sexual Harassment training. The deadline for completion is 3/31/15 which will affect any CEC if not completed. Several notifications will be sent out. If supervisors do not see names who have completed the training, please contact HR.

Professional Development & Learning – Elissa Keim

The 2015 Women's Leadership conference will be held 3/25/15. Registration will open 2/14/15.

Subcommittee/UI Committee Reports

Staff Recognition Task Force – Teresa Million has resigned from this post and from Staff Affairs. Janice Todish volunteered to take over this subcommittee as well as the Awards Ceremony for 2015 ONLY!

Appreciation Fair – Amber Crowley's and Kristin Strong's terms on Staff Affairs are up. If anyone is willing to take over....we are looking for volunteers.

Old Business

Meeting Location Change - There was much conversation on the SA meeting relocation from Brink to Commons and using Scopio or Lync. Commons – not enough seating for the general meeting. Videoconferencing at Brink is \$125/hr, Commons using Lync is \$60/hr (set up/take down). Next meeting will be at the Commons to try out Lync and see how the seating works.

New Business

Staff Representative/Faculty Senator Vote - Notification will be sent out again with a 1/26/15 deadline. Anyone interested in serving temporarily at the next 2 meetings contact Ali or Greg.

Good of the Order – Laurie Krasselt commented that one of the individuals lost in Saturday's tragic event was an employee of Student Health. The UI is asking for a moment of silence for all the victims and their families at noon today.

Meeting Adjourned - 10:50 AM

To: Marty Ytreberg, UI Faculty Senate Chair

28Jan2015

From: Norman Pendegraft, Chair

University Budget and Finance Committee

Re: CEC Allocation

Attached is the committee's report to the Senate regarding allocation of Change in Employee Compensation (CEC). The committee's discussions were spirited and far ranging. I believe that the final report reflects the overall consensus of the committee.

University of Idaho
University Budget and Finance Committee
Report to Faculty Senate
on
Allocation of Continuing Employee Compensation
26 January 2015

Summary

Pursuant to your request of 24 Sept. 2014, the UBFC has discussed the allocation of Change in Employee Compensation (CEC). We first identified a number of possible policies that might be used. We used approval voting to select a shorter list. We examined those in more detail to determine our recommendations. Please note that the committee was not necessarily unanimous in its opinions, but the recommendations are a fair representation of the members' opinions.

The committee's recommendations include suggestions that portions of a CEC be allocated across the board, to merit, to relieving compression and inversion, and to raising the university's lowest salaries. We also recommend that division heads be given some flexibility in the allocation and that some consideration be given to addressing compression and inversion over the long run.

Discussion

We begin our report with a brief review of the university's budget for the current fiscal year ending 30 June 2015 (FY2015).

Total Operating Budget:	\$371M	
Total Budgeted Faculty FTE:	~825	
Total Budgeted Faculty Salary:	\$66M	
Total Budgeted Staff FTE:	~1,316	
Total Budgeted Staff Salary:	\$75M	(includes TA/RA and IH)
Total Budgeted Salary:	\$141M	
Cost of a 1% salary increase:	\$1.4M	

In our first discussions, we identified several possible policies. CEC could be allocated according to: merit, compression, inversion, lowest paid staff (with several variations), peer comparisons, allocating more to staff than to faculty, investing in new faculty, retaining current faculty, using a rolling average, and longevity. Many of these overlapped. After some discussion we used approval voting to select a subset for more detailed examination. That resulted in four policies

making the short list: merit, inversion, compression, and low pay. Subsequent discussions resulted in “across the board” being added to the list. After further discussion we lumped compression and inversion together because they represent similar issues. Ultimately, the committee decided to lump these together with merit believing that they are inseparable. We discuss each of these below.

The opinion has been expressed in the Senate that a disproportionate share of any CEC should be directed to staff. The committee did not share this opinion.

Merit

By merit we mean evaluation via annual performance reviews. (Concern was raised that in the past merit was not evaluated consistently across campus. The committee believes that this is an important issue but not within the purview of this assignment.) This policy may also address compression and inversion.

It was noted that in the past the legislature has occasionally mandated that CEC (or some of it) be used for merit. The opinion was expressed that the long-term health of the university depends on its ability to attract and keep good faculty, and that this need is partly addressed by the merit policy. Thus, we concluded that merit is a very important part of any CEC allocation.

Inversion and Compression

Inversion and compression are related and so are addressed together. By compression, we mean a situation in which an employee who has had good annual evaluations for many years is making only slightly more than someone in a similar position who has been employed a much shorter time. This is an issue for faculty as well as staff. Inversion is the situation in which a long-term employee is paid less than a newer employee. This is also an issue with faculty and staff. There are some departments that have assistant professors paid more than some full professors.

The committee examined data from six academic departments with salary plotted against time since last degree. There were many cases of compression and inversion. There are many possible explanations, so these data are not prima facie evidence of inequity, but nonetheless raise questions. The committee recommends that division heads be asked to examine cases of inversion or compression and either offer a justification for each case or a plan for relieving it over time. The committee also recommends that dealing with inversion and compression should be long term goals of the university’s allocation of future CEC’s. The committee notes that these are not problems that will be dealt with quickly. Because the issue is so important, the committee believes that the university should start now and continue to address the issue over the coming years.

Low Pay

The final issue on the short list was lowest paid employees. In particular, there was concern over those paid less than \$27,600 for full time employment. That number being the “living wage” for a family of four in Moscow. It is important to note that some of these employees are low skilled workers at ag stations outside of Moscow, so the Moscow “living wage” is not necessarily the correct metric. (The committee chose the term “low pay” rather than “living wage” because the latter is a technical term with a specific meaning.) The committee obtained data from the HR department which is summarized in the Table 1 below.

University of Idaho

Staff Affairs

Salary Range	Number of Employees	Current Salary Total for Group	Annual Cost of Goal \$22,000	Annual Cost of Goal \$25,000	Annual Cost of Goal \$27,000
<\$22,000	2	\$42,328	\$1,673	\$7,673	\$11,673
\$22,000 - \$25,000	98	\$2,319,400		\$130,601	\$326,601
\$25,000 - \$27,000	64	\$1,664,840			\$63,159
Total		\$4,026,568	\$1,673	\$138,274	\$401,433

Table 1: Total Cost of Raises by Group and Target Minimum

The committee recommends that some of a CEC be used to raise the salaries of those with the lowest pay. Since these employees are not distributed uniformly across units, the committee recommends that this portion of a CEC be managed centrally.

The committee understands that in recent years many such low paid positions have not been approved by the administration. The committee applauds that position and suggests that it be maintained.

Finally, the committee calls your attention to the fact that any part of a CEC allocated this way will exacerbate the problem of compression. Since it will raise the salaries of those in a particular salary range but not the one above, it will reduce the difference between those ranges. Many of those in the next ranges will have greater time in rank and skills than those in the lower range and may feel that they have been selectively disadvantaged by this policy.

CEC Recommendations

The committee's primary recommendation is summarized in the table below. The committee also recommends that

1. The portion of any CEC used to raise the lowest wage to \$25,000 should be managed centrally.
2. Division heads should be directed to examine inversion and compression cases and, for each, justify the situation and, when applicable, offer a plan for relieving the situation.
3. CEC allocated for merit / inversion / compression and across the board should be allocated based on current salary before any low pay adjustment is made.

Approved CEC Amount	Recommended Allocation		
1%	1% raise for all faculty and staff		

University of Idaho

Staff Affairs

2%	1% raise for all faculty and staff	1% raise based on merit*/inversion**/compression	
2.5% or greater	1% raise for all faculty and staff	~1.4% – 1.9% raise based on merit/inversion/compression	~\$140,000 to get the 100 staff who are below \$25K up to \$25K minimum

Other Considerations

The committee reviewed a portion of the WSU Faculty Manual. It clearly delineates how raises for faculty are to be allocated at WSU. This may be of some interest to senators. http://facsen.wsu.edu/faculty_manual/Faculty_Manual_2014%2808.20.14%29.pdf (see p61:6.Salary)

Across the board raises apply only to those meeting or exceeding expectations.

Any CEC will likely result in increases in rates charged by auxiliary services as they must fund their own raises.

Federal regulations require that all employees be treated the same way with respect to CEC.

UI STAFF AFFAIRS
MEETING AGENDA

Wednesday, March 11, 2015. 9:00 to 11:00 a.m. Idaho Commons Whitewater
Off-Site Connection: [Lync access](#) available

- I. Call to Order.....Bretthauer
- II. SOTM (Darrell Stout, CNR).....Miller
- III. Guest Speaker (Brian Johnson, Facilities; pgs. 8-18).....Fizzell
- IV. Roll Call; Quorum Determination.....Cornwall
- V. Approval of Minutes
 - a. February 2015 minutes (pgs. 2-7).....Cornwall
- VI. Executive Committee Reports
 - a. Off-Campus.....Sowers
 - b. Media.....Rumford
 - c. Treasurer.....Todish
 - d. Secretary.....Cornwall
 - e. Vice Chair.....Fizzell
 - f. Chair.....Bretthauer
- VII. Advisory/Other Reports
 - a. Faculty Senate.....Brewick/Mahoney
 - b. Finance & Administration.....Smith
 - c. Human Resources.....Walters
 - d. Professional Development & Learning.....Keim
- VIII. Subcommittee/UI Committee Reports
 - a. Staff Awards.....Todish
 - b. Enhancing Benefits.....Cornwall
- IX. Old Business
 - a. Strategic Planning (Discussion; pgs. 19-25).....Fizzell
 - b. FSH 1800: Staff Affairs Bylaws (Discussion; pgs. 26-34).....Fizzell
- X. New Business
 - a. Staff Parking (Carl Root).....Bretthauer
 - b. Employee Evaluations (Greg Walters).....Bretthauer
 - c. Technology Executive.....Bretthauer
 - d. Elections (15-16 Term).....Cornwall
- XI. Good of the Order
- XII. Adjournment

February 2015 meeting

Wednesday, February 11, 2015

8:57 AM

Call to order at 9:01 AM

Recognition - Staff of the month

Karee Head, International Admissions Specialist, Admissions Office

Guest speakers

Faculty Senate Representative Candidate, Andrew Brewick

Takes a very active part in campus success, curricular matters, and college. Is part of the Benefits Advisory Group and the Presidential Leadership Group. Has a great commitment to the University of Idaho; has opinions and is not afraid to share them when appropriate.

Question: What do you think is the most important?

Morale – Turnover and the repercussions and the time it takes to replace

Question: What motivates you? Passion?

The rights of staff, have gained a lot of ground, and he does not want to see that go away. Considers the frontline staff “expert generalists” and is concerned that their voices are not heard. Staff on the ground all not recognized or heard.

Question: Removing yourself (own opinions) to serve the greater good?

Considers himself politically astute and feels that he has the skills needed to represent the needs of the larger body and receive guidance from colleagues. Make the best of the hand you all dealt. Small victories are important. Does recognize that he has strong opinions, but will be representing staff and staff affairs if elected.

Question: What do you think are currently overlooked issues?

Staff do not get a voice in shaping benefits and additional benefits as we should such as parking and childcare. This is a large issue that could shape a larger role.

UI Library, Rick Stoddard & Teresa

UI Library has undergone a lot of changes. We have migrated to a shared library system and have joined the Cascade Alliance, which includes access to materials from 37 libraries. The search on the library home page has also been changed; now has access to more materials. Requesting materials (summit) can now be done online. A “Refresh” for the 1st floor of library is underway to make it more student friendly.

Staff can check out materials for 6 weeks at the time and media (movies) for 2 weeks. Consultation sessions is available if you need help, we have assistance available. Contribute to the success of the library - research role.

Archive – Historical and Special Collections are being digitized and the project is ongoing.

Staff can subscribe to newspapers, journals and RSS feeds, and can have access to materials using their vandal login. The UI library is a Government Document Depository Regional Library. Examples: Agriculture, Transportation, Congressional documents.

Library staff can help demonstrate resources; can also come out to individual departments for additional training. There is a browsing section on the 2nd floor that displays current fiction, Music CDs both classical & jazz.

Question: Can spouses of faculty and staff use resources?

Yes, they can get their own guest/spouse library card at the circulation desk in library.

Question: Does the library have a lending program for electronic books?

We do, but it is very limited, most are academic texts or engineering. Hurdles to overcome to be able to offer more is very hard, but we do continue to advocate for it. It is open to educational resources, textbooks does have open access at no cost. Digital rights management is complicated.

Question: What about periodicals and newspapers?

Yes, there are quite a few available. Feel free to stop by anytime.

The library wants to build resources for staff and are always looking for displays by staff.

Roll Call, Determination of Quorum

Absences: Cindy Bogar, Teresa Million, Irma Sixtos, Amber Wilson, J. R. Kok, Elissa Keim.

Quorum is met.

Faculty Senate Representative Candidate, Ron Anderson

Works in support services, including stewardship at dome, locker rooms at gym & swim center. Ha been here since 2007. In touch with a lot of groups on campus, and understands the importance of providing a voice for staff. Advocacy for staff is important; has to be a partnership between staff and upper administration keep them here and to help bring student here.

Question: What do you think is the most important issue?

Attract and hire good people and keep them here, which is hard with the lacking in pay increases. We have staff living below minimum wage. Compensation – we need to push forward, continue advocacy, and help staff have a voice.

Making UI more attractive to students – we do that through hiring good people and making UI more competitive.

Question: Background checks for RA/TAs?

His department is the 2nd biggest employer of Students on campus. It is a risk issue, and we need to be more consistent. Who to cover costs needs to be a priority. Money will appear when it is prioritized.

Question: What motivates you to serve?

That he can have a positive impact and be a voice for staff. Be an advocate and represent staff and report back to Staff Affairs. Goal is to get staff back involved via Athletes and Dome activities – more staff orientated events.

Question: What important issues do you feel is being overlooked?

Compensation, Career ladder – “at war with policy” - would like to see a clear career path for staff. A lot of staff career hops – (UI – WSU – UI or elsewhere)

Would like to see flexibility to promote good people – obviously on the radar already, but working on ways to assimilate this to staff.

Approval of December 10, 2014 Minutes

Motion to approve minutes – Marty Lunt, Lisa Miller 2nd. Approved unanimously.

Approval of January 14, 2015 Minutes

Spelling error of Lauri needs fixed; motion to approve minutes with changes – Chad Neilson, Sue Branting 2nd. Approved unanimously.

Executive Committee Reports

Off-campus – Angie Sowers

Nothing to report

Media/Communications – Debra Rumford

Introduction of Savanna Tranchell (present), she is the new Internal Communications Manager for the Register and Staff Affairs is looking forward to working with her for our future communications and generating more participation for staff to come to our open monthly general meetings.

Treasurer – Janice Todish

Nothing to report

Secretary – Laila Cornwall

We have 2 openings on the UI budgets and finance committee as well as on Staff Affairs. Please encourage staff to apply.

Vice-Chair – Greg Fizzell

Nothing to report

Chair – Ali Bretthauer

Staff Affairs Open Forum - Looking at possible dates - April 8 from 9-11 AM? Or April 23 from 3-5 PM, possibly from 2:30 – 4:30 PM instead?

Would like to present Strategic plan (branding) and Bylaws at the open forum. Help from Savannah to get the work out. Ask for a release for staff to attend; reach out to Chairs/Deans to have them encourage their staff to attend.

Technology – live streaming, collect questions in advance of open forum as well as during the meeting, recording of session.

Length? 1 hour with half an hour for Q & A. Possibly 2 afternoon meetings to allow time for everyone to attend.

Mid-term evaluation – will also be sent out in electronic survey form to collect information easier after this meeting. Would like to hear constructive feedback from Staff Affairs members on direction we are heading.

Advisory/Other Reports

Finance & Administration – Ron Smith

Career ladder committee to meet again next.
Internal searches
Longevity raises/increases
Look for memo with guidelines for increases

Human Resources – Elissa Keim, not present

Professional Development & Learning – Elissa Keim

Reminder of “Our inclusive workplace” training, a must for being considered for raises. Includes all staff including IH workers. Time it takes to take training was not reported.

Faculty Senate – Brian Mahoney

Tobacco task force – compromise, also reported in the Argonaut. Viable report – went in to a fight on drugs, which was not received very well by Faculty Senate.

Facilities – no money for maintenance and upkeep of buildings

Staff Awards – Janice Todish

Some changes made to how longevity is calculated. The awards ceremony scheduled for May 8, 2015. Deadlines for nominating staff is coming up, also on calendar as daily reminder. Added a note on the submission form that nomination will be sent to the nominee when submitted. Last three years winners have been placed on the website.

Ali: Kudos to Janice Todish, who took over the awards committee last minute. We need to send out a meeting invite to all staff and notify them of the changes to the longevity calculations prior to the ceremony in an email.

Enhanced Benefits Committee – Laila Cornwall

Committee is meeting every two weeks to work on enhanced benefits. Is looking at added non-monetary benefits to faculty and staff to help raise satisfaction; not in lieu of raises. Will submit a final report to both Staff Affairs and Faculty Senate in April. Things being discussed includes dependent tuition waivers, parking permit and childcare discounts. Etc.

Old Business

Meeting Location Vote – Ali Bretthauer

Motion to move general meeting to the Commons for the remainder of the semester, Creg Empey 2nd.

Discussion – reasons to move to Commons are easily overcome, the benefits of the Brink Faculty/Staff lounge is that everyone knows where it will be and location will not change.

Scopia, currently used in the Brink, is terrible, either way technology is bound to be problematic.

Question: Can we schedule the room in Commons permanently? Will it be hindering the ability to go back to Brink at a later date?

Reservation in Commons cannot be made on a permanent basis, and no we can move back to Brink at any time.

Votes – Yes – 16

No – 8

Abstain – 1

Motion passes.

New Business

Staff Representative/Faculty Senator Vote -

Andrew Brewick – 13 votes

Ron Anderson - 12 votes

Staff Affairs voted in Andrew Brewick as the new Faculty Senate Representative for Staff Affairs. Ali Bretthauer will notify the candidates and Faculty Senate. To keep Ron Anderson in mind if position becomes available again.

CEC Allocation – also included in the agenda for today’s meeting –

Report put together by Budget & Finance Committee. The following was proposed:

1 % CEC – all staff/faculty would receive a 1% across the board

2 % CEC – 1% all staff, 1% allocated to merit, inversion and compression

3% CEC – 1% all staff, \$140,000 to bring minimum wage up to \$25,00/yr, affecting 98 employees
Left over moneys for merit, inversion, compression

The outcome from Faculty Senate was that they approved the recommendation

Discussion – evaluations not consistent, no good way to have a standard.

Flat fee was considered, would benefit lower paid employees more than higher paid employees. State board will require us to do raises based on merit. Keith Ickes was against this option as it would make compression issue worse.

Staff Affairs did not have a chance to review before it was presented to Faculty Senate. This was a concern.

Everyone is not evaluated the same way, suggested to have this written into the evaluations. Issue with HR dictating how employees are evaluated, supervisor training issues, evaluations are done differently across campus, put notes in your comments sections. This topic will be a high priority item for this group next year.

Inclusive Workplace training tied to raises.

Evaluation reform for faculty – committee in Senate headed up by Marty and Trish. Take to President and ask him for backing from upper administration.

Good of the Order –
The Sports Package rolls out next month

Meeting Adjourned – 11:06 AM

University of Idaho Enrollment Experience Facilities Viewpoint

March 2015

Brian Johnson, P.E., CEFP
Assistant Vice President, Facilities



Recent and Ongoing Work

- Gateways
- Pedestrian crossings
- Classroom improvements
- Covered bike parking
- Campus signage
- SUB improvements (ongoing)



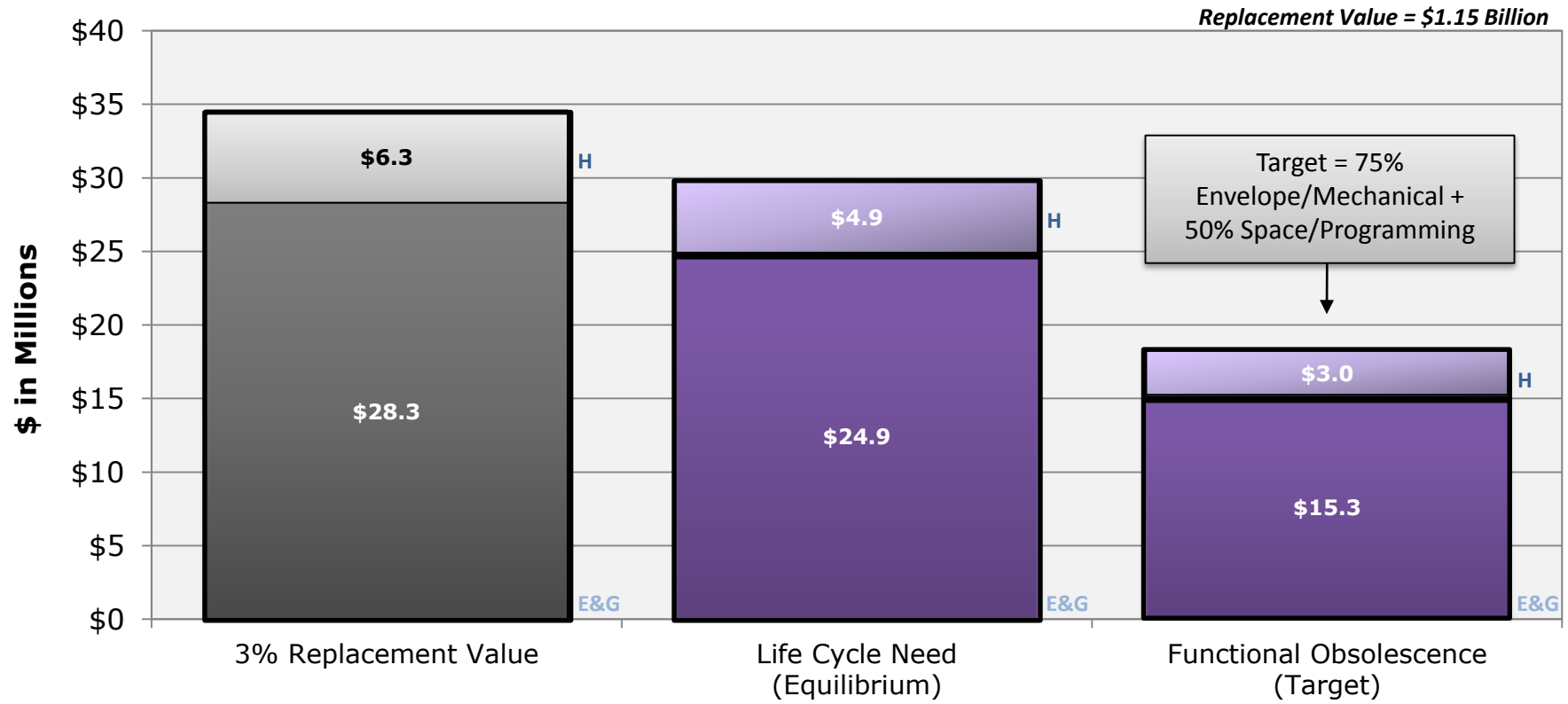
Resource Benchmarking

- Sightlines review of Facilities and Housing operations and asset reinvestment
- Comparative data from hundreds of institutions
- Noted alarming increases in unmet capital renewal needs
- Laudatory comments noting that limited resources are often invested in long term infrastructure needs





University of Idaho – Entire Campus FY2012 Stewardship Targets



Entire Campus Totals:

\$34.6M

\$29.8M

\$18.3M



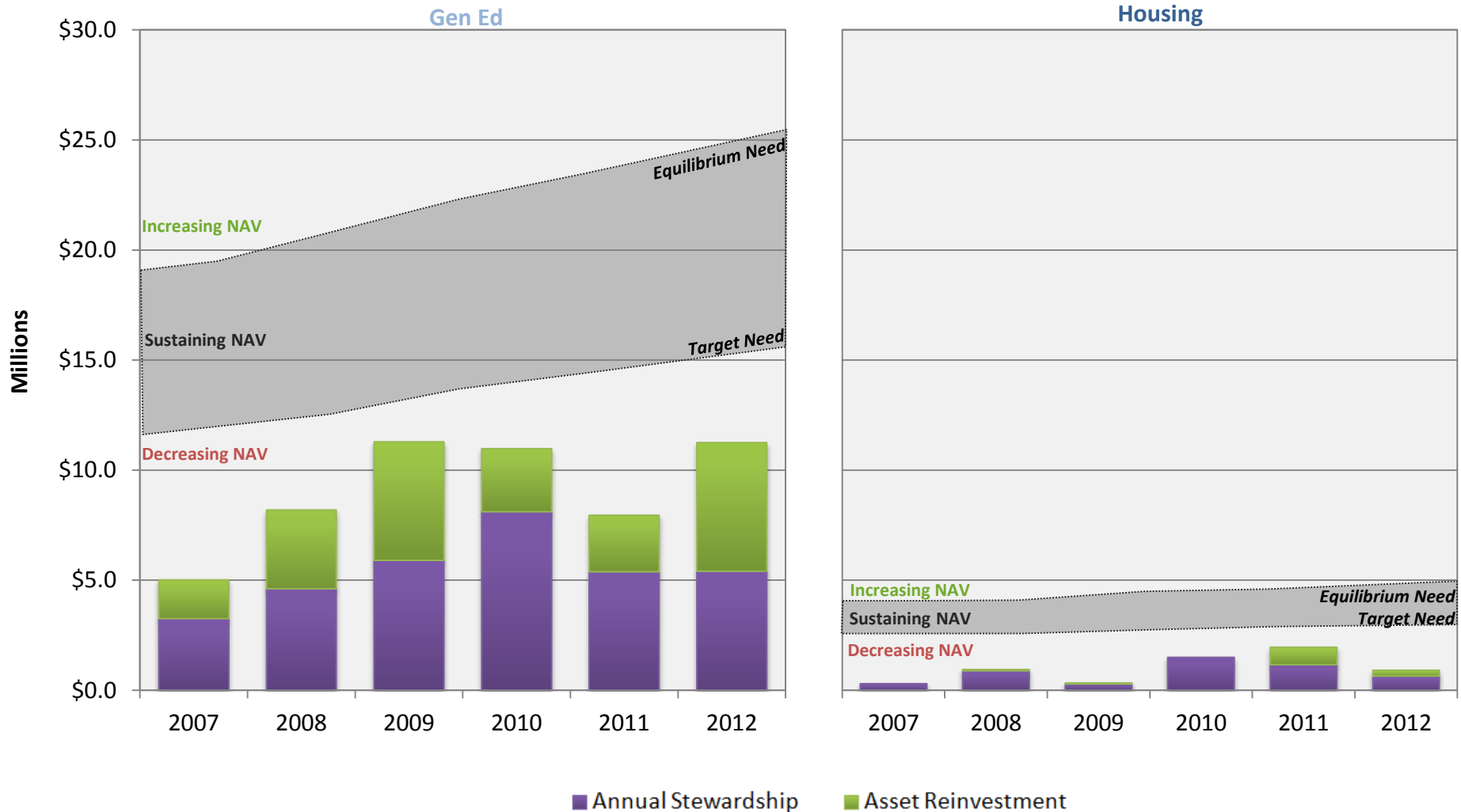
Total project spending not reaching target levels

Gen Ed has received more one-time funding than Housing



Sightlines

Total Project Spending vs. Target



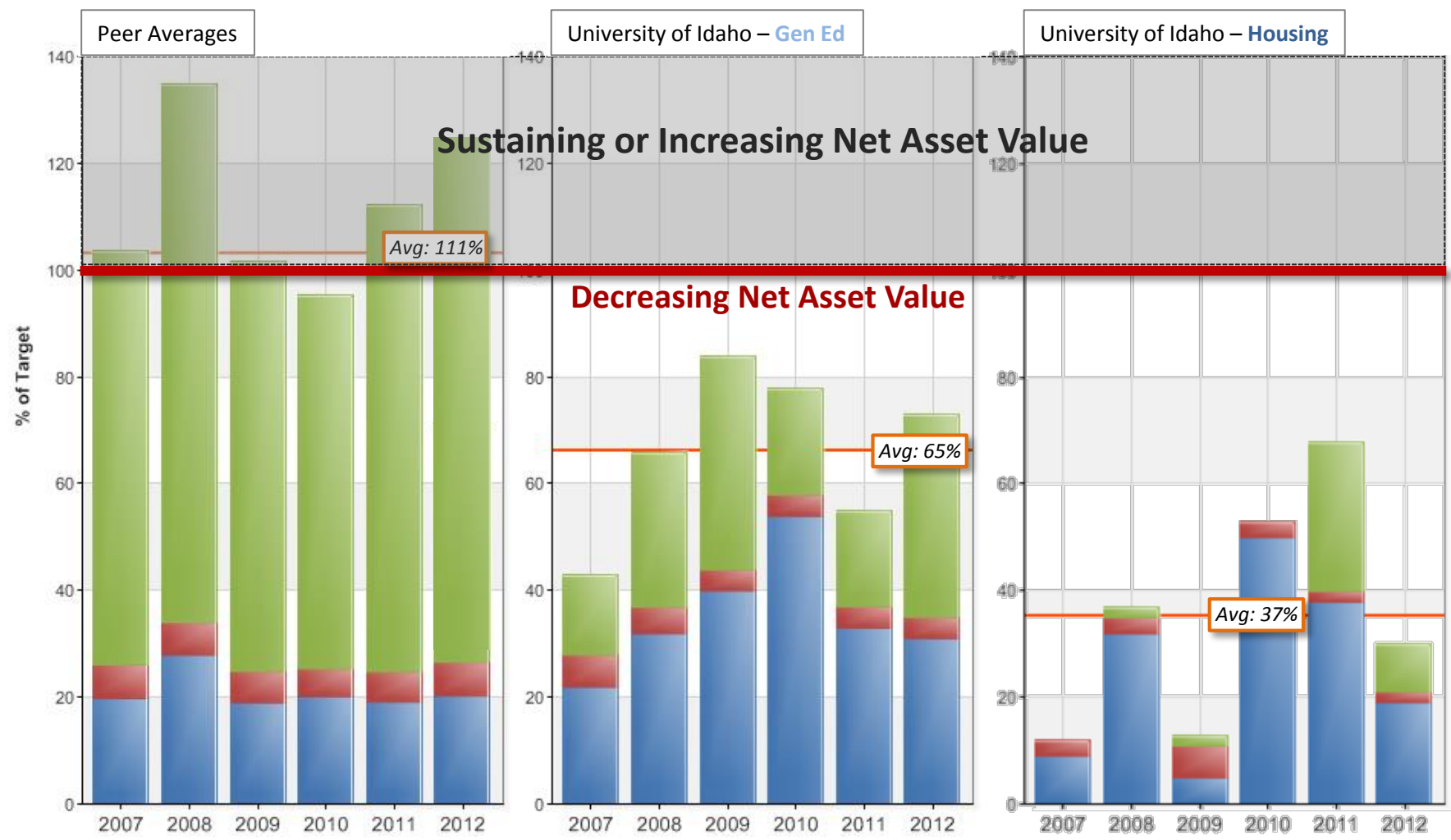
Total funding vs. target compared to peers

Peers have been receiving large amounts of one-time capital to control their backlog



Sightlines

Total Projects vs. Target



Peer 6-year Avg. \$/GSF: \$4.29

Gen Ed 6-Year Avg. \$/GSF: \$3.36
= \$2.5M less than peers annually

Housing 6-Year Avg. \$/GSF: \$1.21
= \$2.5M less than peers annually

■ Recurring capital
 ■ Planned maintenance
 ■ One-time capital

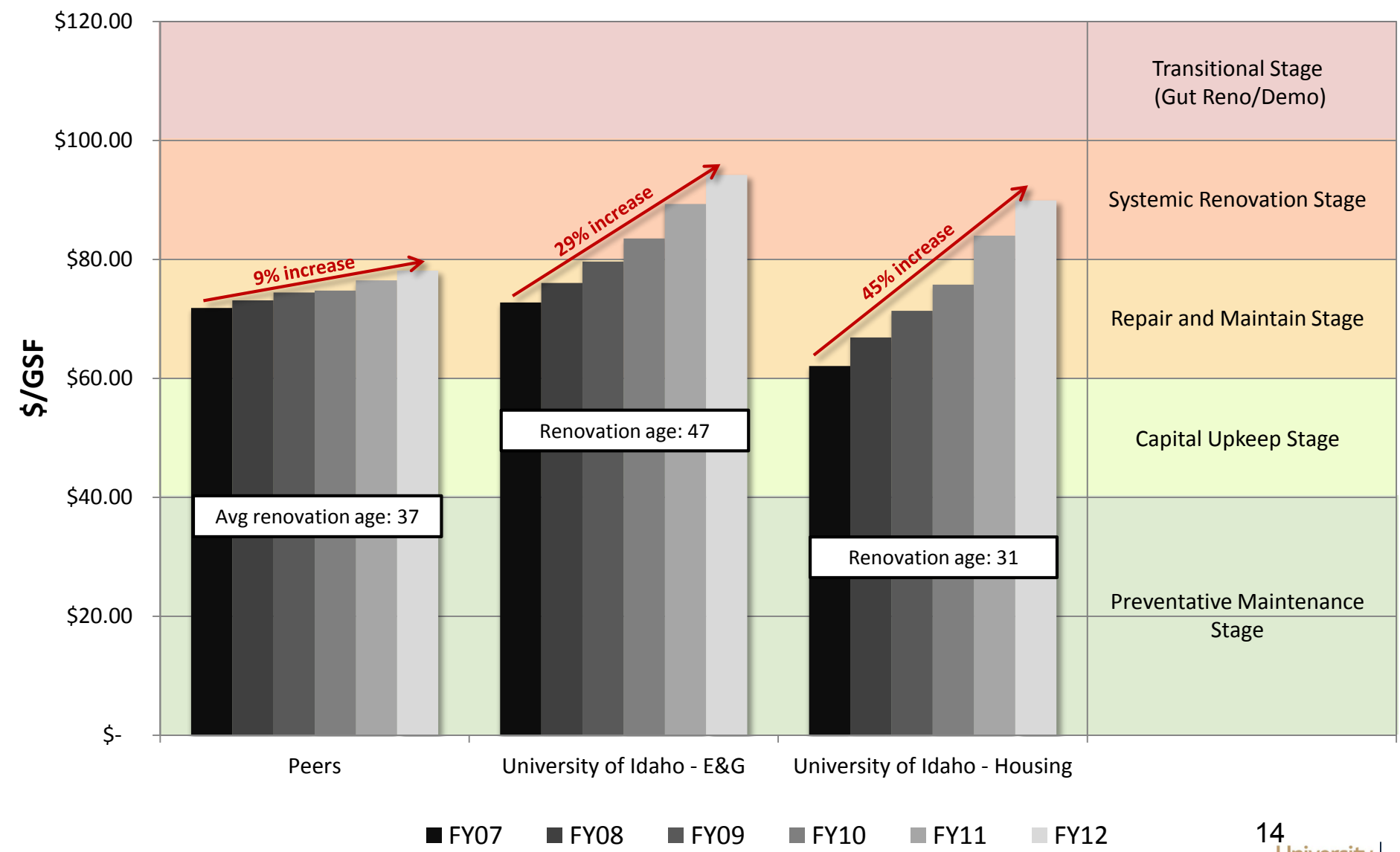
Asset Reinvestment Backlog

UI's backlog has been growing rapidly from not meeting target spending levels



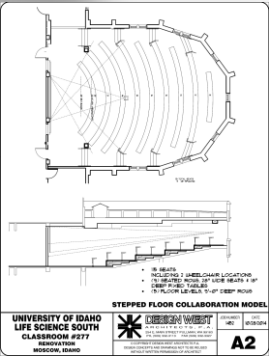
Sightlines

Total Backlog (\$/GSF)



Current University Priorities

- Integrated Research and Innovation Center
- Education Building
- Northern Idaho Collaborative Education Facility
- Research and Classroom Facility
- WWAMI Expansion Needs
- Aquaculture Research Lab
- Idaho Law and Justice Learning Center
- McCall Bathhouse
- University House
- General Classroom and Class Lab Improvements
- Library Main Floor Improvements
- National Dairy Research Center
- Basketball Arena



Other Improvement Possibilities

- Electrical Distribution
- Highway 8 Frontage
- Pedestrian Malls
- Campus Parking
- Arboretum Expansion
- Recreation and Athletic Fields
- Campus Lighting, Signage, and Wayfinding

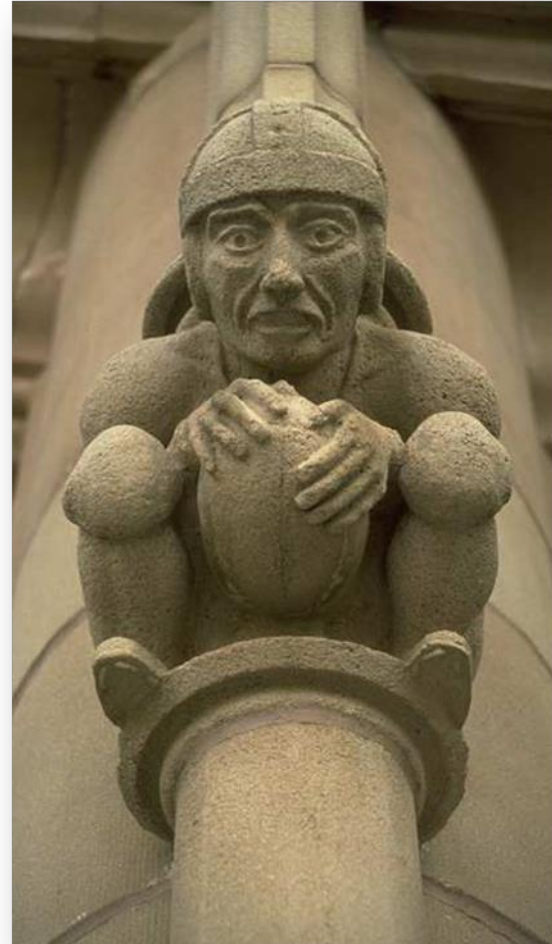


Faculty and Departmental Support

- Highest and best use of space
- Clear priorities for programs
- Phone in items for repair 885-6246
- Surplus unwanted items



Thank you



Draft Strategic Plan for Staff Affairs

February 24, 2015

Facilitator: Lorie Higgins

Staff Affairs Mission (draft):

To promote the recognition, empowerment, advocacy and leadership necessary to create a professional, collegial environment and work experience for staff members employed by the University of Idaho.

Staff Affairs Vision (draft):

We envision a safe, professional, collegial and equitable work environment for all staff members.

Staff Affairs Goals (draft):

Staff Affairs achieves its vision through **REAL** action arenas, including **R**ecognition of staff excellence; **E**mpowering staff to speak for their own interests and work in a collegial environment; **A**dvocating for investments in people, retention strategies, career pathways and equity in compensation; and **L**eading from within the University of Idaho governance structure.

REAL Goals:

AA1: **R**ecognition

AA2: **E**mpowerment

AA3: **A**dvocacy

AA4: **L**eadership

<i>Goals & Objectives</i>	<i>Actions</i>	<i>Responsibility</i>	<i>Timeline</i>	<i>Resources</i>	<i>Measures</i>
AA1: Recognition of staff excellence					
Short (learn) 1. The University community, including Staff Affairs, gains and employs a deep understanding of employee recognition and appreciation	<ul style="list-style-type: none"> • Research and develop report on best practices (internal at UI and external at other institutions / companies) in employee recognition 	<ul style="list-style-type: none"> • Reformulated Staff Appreciation and Recognition subcommittee that coordinates with committees working on similar projects • Chair asks President to assign administrative committee member 	<ul style="list-style-type: none"> • Committee formed spring semester • Draft report written by end of summer 2015 • Report disseminated fall semester 2015 	<ul style="list-style-type: none"> • SA existing committee, faculty and admin representatives, work study students, time for field trips 	<ul style="list-style-type: none"> • Administration is utilizing report • BASELINE: staff recognition and appreciation activities are handled by Staff Affairs
Medium (act) 1. The university community actively participates in the recognition and appreciation of staff and other employees	<ul style="list-style-type: none"> • Follow up with admin 	<ul style="list-style-type: none"> • SA leadership 	<ul style="list-style-type: none"> • 2016-17 school year 		<ul style="list-style-type: none"> • Changes are proposed and someone (other than staff) is assigned the task to implement
Long (change) 1. The university community fosters and equitable and engaged culture of recognition and appreciation			<ul style="list-style-type: none"> • 2017-18 school year 		<ul style="list-style-type: none"> • New resources and people are dedicated to the task of employee recognition and appreciation

AA2: Staff are Empowered to self-advocate effectively					
<i>Goals & Objectives</i>	<i>Actions</i>	<i>Responsibility</i>	<i>Timeline</i>	<i>Resources</i>	<i>Measures</i>
Short (learn) 1. SA identifies and understands barriers to self-advocacy and engagement by staff	<ul style="list-style-type: none"> • Survey of staff beliefs and attitudes • Evaluate effectiveness of existing staff resources • Create comprehensive list/publication of ways that staff can engage at the University of Idaho 	<ul style="list-style-type: none"> • Ad-hoc committee. • Possibly hire survey group on campus 	<ul style="list-style-type: none"> • 2015-16 school year 	<ul style="list-style-type: none"> • Possibly money to pay research group for survey design and analysis 	<ul style="list-style-type: none"> • Report(s) and publications produced
Medium (act) 1. Staff expands knowledge of employee resources and opportunities for involvement through education resources	<ul style="list-style-type: none"> • Education / outreach to inform and engage • Annual SA report 	<ul style="list-style-type: none"> • Ad hoc or permanent committee/officer focused on outreach and education specific to Staff Affairs 	<ul style="list-style-type: none"> • 2016-17 school year 	<ul style="list-style-type: none"> • Time and \$ for outreach materials 	<ul style="list-style-type: none"> • Staff understands appropriate ways to engage and get involved
Long (change) 1. Reduction in barriers to staff engagement, self-advocacy and participation 2. Staff are self-advocating through existing and improved resources and engaging through existing and new avenues 3. Staff are more engaged & involved in University community	<ul style="list-style-type: none"> • Propose solutions (e.g. may include development of confidential portal for sharing concerns and experiences to inform positive change) • Staff forums/meetings every semester 	<ul style="list-style-type: none"> • Ad hoc or Executive Committee 	<ul style="list-style-type: none"> • 2017-18 school year 	<ul style="list-style-type: none"> • Time 	<ul style="list-style-type: none"> • Number of staff nominations for university committees increases • Staff attendance at forums is high • Number of nominations for Staff Affairs seats increases

AA3: Advocating for investments in people

<i>Goals & Objectives</i>	<i>Actions</i>	<i>Responsibility</i>	<i>Timeline</i>	<i>Resources</i>	<i>Measures</i>
<p>Short (learn)</p> <ol style="list-style-type: none"> 1. Learn best practices of employee investment 2. Increase knowledge and understanding of what makes UI employees feel valued 3. Understand correlation between supervising and employee retention 	<ul style="list-style-type: none"> • Compile existing research/reports <ul style="list-style-type: none"> ○ Demonstrate links between compensation/career pathways and retention AND between retention and productivity / innovation • Staff survey • Structured exit interviews 	<ul style="list-style-type: none"> • Ad hoc committee with assistance from survey group on campus 	<ul style="list-style-type: none"> • 2015-16 school year 	<ul style="list-style-type: none"> • Time and \$ to pay for survey 	<ul style="list-style-type: none"> • Report produced and results shared with University community
<p>Medium (act)</p> <ol style="list-style-type: none"> 1. Administration sees and acts on need to review recruitment, compensation and retention policies – plan and structure in place 2. UI supervisors are well-trained in leadership and human resource management 	<ul style="list-style-type: none"> • SA participates in staff recruitment, compensation and retention plan • SA participates in designing supervisor training • Initiate change in staff evaluation process 	<ul style="list-style-type: none"> • Chair and Vice Chair 	<ul style="list-style-type: none"> • 2016-17 school year 	<ul style="list-style-type: none"> • Time 	<p><u>Compensation</u></p> <ul style="list-style-type: none"> • Lateral / internal transfers can result in additional compensation where warranted (career pathways and compensation) • New hires are brought in with salaries commensurate with existing staff doing similar positions • Longevity raises available for staff

					<p><u>Career Pathways</u></p> <ul style="list-style-type: none"> •Reclassification process is transparent and understandable to supervisors and staff •Career ladders available for positions where possible •Ample, high quality professional development opportunities available <p><u>Retention</u></p> <ul style="list-style-type: none"> •Staff turnover rate is comparable to peer institutions •Supervisor issues, compensation, career pathway or professional development issues rarely surface during exit interviews •Employee evaluations are consistent across the institution and based on best practices
<p>Long (change)</p> <p>1. Staff feel valued and invested in</p> <p>2. Staff invest back in the University</p>		<ul style="list-style-type: none"> • Chair and Vice Chair 	<ul style="list-style-type: none"> • 2017-18 school year 	<ul style="list-style-type: none"> • Time and \$\$ 	<ul style="list-style-type: none"> • UI compensation has gained from current position of 85% of market • UI excels by many measures of excellence

AA4: Leadership within the University of Idaho governance structure					
<i>Goals & Objectives</i>	<i>Actions</i>	<i>Responsibility</i>	<i>Timeline</i>	<i>Resources</i>	<i>Measures</i>
Short (learn) 1. Understand current governance structures at UI, including Idaho statute and the role of staff.	<ul style="list-style-type: none"> At each SA meeting, policy committee members review and discuss FSH* & APM** sections to foster working knowledge of UI governance structure 	<ul style="list-style-type: none"> Policy committee (selects sections) SA members read before meeting 	<ul style="list-style-type: none"> Launch September, 2015 		<ul style="list-style-type: none"> Presentations conducted at each meeting
Medium (act) 1. University as a whole acknowledges SA's current role within the governance structure at UI and desires to formalize it. 2. SA understands and operates within governance structure and according to Idaho statute 3. Formalize changes SA's current role in governance structure if needed 4. Administration operates according to policy 5. Staff trust procedures	<ul style="list-style-type: none"> Request support from administration, faculty senate, students and staff Implement changes in operations to comply with Idaho statute (as necessary) Network analysis 	<ul style="list-style-type: none"> SA leadership 	<ul style="list-style-type: none"> 2015 - 2017 	<ul style="list-style-type: none"> Lorie 	<ul style="list-style-type: none"> Change over time in linkages between SA and other entities in University governance structure Change in number of committees and governance activities that SA is involved in Level of responsiveness when SA advocates Fewer empty seats on SA Staff support for SA
Long (change) 1. UI policy requires engaging staff affairs to assess policies related to staff investments	<ul style="list-style-type: none"> Create policy mandating staff affairs engagement in policy assessment (might already be in place?) 		2017-2018		<ul style="list-style-type: none"> Level of responsiveness

<p>2. Staff are equitably represented in University governance structure</p> <p>3. Mechanisms to codify SA's changing role in governance structure</p>					
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*Faculty Staff Handbook

** Administrative Procedures Manual

BYLAWS OF THE STAFF COUNCIL

Preamble: The Staff Affairs Committee was created on the recommendation of the Faculty Council and the director of personnel services and with the approval of President Ernest Hartung in the summer of 1971. The Staff Senate bylaws were amended in September 2002 and again in January 2007. In 2008 Staff Affairs Committee removed the SAC acronym, changes were made to reflect current employment classification and off-campus staff were given permanent representative on Staff Affairs. In January 2012 membership and subcommittee were revised under Articles III and IX [rev. 9-02, 1-07, 7-08, 1-10] The Staff Council was created in 2015 to represent University of Idaho board-appointed staff by providing advocacy, reviewing policy changes and additions, and representing staff.

CONTENTS:

- Article I. Function and Membership
- Article II. Duties of Officers
- Article III. Terms of Office
- Article IV. Elections
- Article V. Annual Reports
- Article VI. Meetings
- Article VII. Committees
- Article VIII. Parliamentary Authority
- Article IX. Amendments

ARTICLE I - FUNCTION AND MEMBERSHIP.

Section 1. General. The Staff Council serves as a resource, advocate, and representative for the staff of the University of Idaho. The council identifies the needs of its constituents, provides information and advice in response to those needs, and recommends policies and procedures to the administration and Faculty Senate that benefit staff and assist in fulfilling the mission of the University of Idaho.

Section 2. Functions.

- a) **Scope.** The council may consider any issue that has the potential to affect the general welfare of employees. As a general rule, the council shall confine itself to matters internal to the university.
Specifically, the council’s purpose is:
 - (1) To study issues, problems, welfare, and working conditions of staff;
 - (2) To call to the attention of the President matters concerning staff in any division or department that the Staff Council believes should receive special attention;

- (3) To work with the university administration in the development and/or revision of university policies, employment benefits, and other matters where staff are directly affected;
 - (4) To cooperate with University and Faculty Senate leadership to participate in the formulation of joint recommendations concerning issues common to staff and faculty; *[ed. 7-09]*
 - (5) To advise on salary and promotion matters pertaining to staff;
 - (6) To serve as a communication link between university administration and staff;
 - (7) To work with the president's designee, who will serve as a liaison with university administration
- b) Constituency.** The Staff Council represents the staff of the University of Idaho. The staff is defined as board-appointed employees at the University of Idaho who do not have faculty status. The council shall be responsive to issues raised by any employee, any representative, or any administrator of the university. The council may communicate with any appropriate person or body.
- c) Process.** The council may perceive and accept issues within its scope, discuss and study them, explain them, respond and advise about them, and recommend and support them.

Section 3. Structure. The Staff Council is constituted as follows:
Council members shall be released from normal work duties for the purpose of attending meetings and performing council-related responsibilities. This release time shall not be charged against their accrued leave.

Section 4. Representative Election. Nominations for Staff Council will be solicited from the University staff community statewide. The council shall elect one member for each 50 full-time, board-appointed staff from within each pay grade (rounding down). Pay grades with fewer than 50 full-time staff members will be combined into one group and one member for each 50 full-time staff will be elected from the combined group. To ensure fair as well as statewide representation, three at large members will be elected regardless of pay grade with a particular focus on ensuring that staff who are not based on the Moscow campus or represent particular interests not currently represented on the Council are represented fairly. The Executive Committee with input from the entire council will determine these needs and solicit nominations accordingly. Members not based on the Moscow campus shall have the right to participate and vote in Staff Council meetings by means of available two-way technology.

ARTICLE II—OFFICERS.

Section 1. Definition. The officers shall be chair, vice chair, secretary, planning and budget executive, communications executive, technology executive and statewide inclusion executive each of who shall be a current Staff Council member at time of election. All officers shall have full voting rights at council meetings. To be eligible for election as an officer, a nominee must be a current board-appointed staff member, and have served for at least twelve months on Staff Council.

Section 2. Term. All Officers shall be elected for a one-year term and eligible for reelection for up to three consecutive terms, or until council member term limit is reached, whichever comes first.

Section 3. Elections. Nominations for chair and vice chair will be solicited from currently elected council members beginning March 1 annually and collected by the Secretary or designee. Nominations will close annually on April 15th. Nominees will be invited to provide a brief statement and entertain questions from the council membership. If the nominees are unable to attend the meeting by video, phone or in person, they will have the opportunity to prepare a written statement that will be read aloud at the meeting by the Chair or their designee. Elections of the chair and vice chair will be electronic and completed by the regular Staff Council meeting in May. Elections shall be by a majority of votes received from council members by the deadline. Chair and Vice Chair positions must be held by staff members that are based on the Moscow campus. Positions begin annually on July 1.

Section 4. Appointment of Officers. Officers shall be appointed by the chair, with input and approval of the Staff Council, no later than the August Council meeting.

Section 5. Duties of the Executive Committee

a) **Executive Committee.** The executive committee shall

1. Be composed of the current officers
2. Accept items of business to bring before the council and act for the council between regular meetings; and
3. Act as a cabinet for the chair in an advisory capacity.

b) **Chair.** The chair shall

1. Preside at all meetings of Staff Council;
2. In consultation with Staff Council, appoint required standing and ad-hoc committee chairs;
3. Maintain lines of communication between Staff Council, Faculty Senate leadership, and university administration;
4. Call the members to special meetings of the council;
5. Create ad hoc committees where deemed necessary with the approval of the executive committee, and promptly report such committees to the council;
6. Appoint members to ad hoc committees;
7. With vote of Staff Council nominate members to Faculty and Staff University-Wide Committees;
8. Assign to standing and ad hoc committees items to study and recommendation to prepare for the council; and
9. Represent the council at university leadership meetings and university functions and events, as scheduled and/or requested.

c) **Vice Chair.** The vice chair shall

1. Assume the duties and responsibilities of the chair in the absence or disability of the chair and, at the request of the chair, share in the duties of administering the council;
 2. Work closely with, and attends Staff Council-related meetings with the Chair; prepares reports of recommendations on policy actions for presentation to the president.
 3. Schedule regular presentations from university leadership at monthly council meetings;
 4. Collaborate with Communications Delegate and Secretary to ensure meeting materials are prepared, circulated, and advertised in advance of meetings.
 5. Serve as chair of the policy subcommittee;
 6. Performs such other duties as may be assigned by the chair or Staff Council.
- d) **Secretary.** The secretary shall
1. Supervise the recording and distribution of minutes of each regular and special meeting of the council and of the executive committee, and shall maintain a permanent record of these minutes and proceedings;
 2. Provide agenda materials and previous meeting minutes to the executive committee, council members and advisors one week in advance of each meeting for review;
 3. Supervise the facilitation of council member, university-wide committee, and officer nominations and elections;
 4. Performs such other duties as may be assigned by the chair of the Staff Council; and
 5. In the event that the chair and vice chair are unable to attend, the secretary shall chair the executive committee and regular meetings.
- e) **Planning and Budget Executive.** The planning and budget delegate shall
1. Supervise the acquisition, budgeting, and disbursement of all council funds via appropriate university channels;
 2. Maintain an accurate record of all the budgets and monetary transactions of the Staff Council;
 3. Perform such other duties as assigned by the chair of the Staff Council;
- f) **Communications Executive.** The communications delegate shall
1. Work with appropriate university units to ensure staff council is introduced to new employees either through orientation materials or other identified avenues.
 2. Serve as a contact person for information to be published or released to media sources;
 3. Publish notices of monthly meetings, agendas and minutes in the University Register, on the Staff Council website and other locations as appropriate;
 4. In consultation with chair, gather information from executive committee and committee chairs to be distributed for publication;
 5. Distributes information to the appropriate media organizations in a timely manner;

6. Maintain all council communications, including newsletter and website;
 7. Perform such other duties as assigned by the chair of the Staff Council.
- g) **Technology Support Executive.** The technology support executive shall
1. Provide technical support to the Staff Council as a whole to ensure meetings are accessible by members across the state.
 2. Support electronic communications;
 3. Support electronic balloting;
 4. Perform other duties as may be assigned by the Chair or by the Staff Council.
- h) **Statewide Inclusion Executive.** The statewide inclusion delegate shall
1. Serve as Staff Council representative for off-Moscow-campus communications and events;
 2. Promote and increase communication with the University of Idaho's on/off-campus staff;
 3. Address issues and concerns of on/off-campus staff;
 4. Perform such other duties as may be assigned by the chair or by the Staff Council.

Section 6. Filling Officer Vacancies.

- a. In the case of the position of the Staff Council chair being vacant, the vice chair shall become the acting chair until the next regular meeting of the Council, at which time any unexpired portion of the term shall be filled by a special election. If the vice chair becomes the chair at the special election, a new vice chair will also be elected at this meeting.
- b. In the case of the position of the Staff Council vice chair being vacant, at the next regular meeting of the council a special election will be held to fill any unexpired portion of the term of vice chair.
- c. In the case of the position of other officers becoming vacant, at the next regular meeting of the council the chair will appoint an Officer to fill any unexpired portion of the term of that office. The appointment will be subject to the approval of the Staff Council.

ARTICLE III – TERMS OF OFFICE.

Section 1. Members. The terms of office for members of the council are as provided in the constitution of the university staff Article V. Section 3. and in accordance with these bylaws.

Section 2. Officers. The term of office for officers of the council is one year, beginning on July 1. No member may serve as chair more than three consecutive one-year terms.

Section 3. Election and Appointment of Officers. Election and appointment of officers occurs as outlined in the Staff Council bylaws Article II, Sections 3 and 4.

ARTICLE IV – MEMBER ELECTIONS.

Section 1. Continuity. To provide continuity of membership on Staff Council, approximately one-third of the member positions are filled by election each year. As far as possible, terms of members representing the same group are staggered.

Section 2. Election Date. Elections of Staff Council members are held such that the election results are presented at the July Staff Council meeting. The election date is announced in official UI communications and/or publications one month in advance for regular elections and as soon as possible to fill vacancies.

Section 3. Nominations. Nominations will be sought annually on March 1 and collected by the Secretary or designee. Nominations will be closed annually on April 15th. Nominees will be invited to the monthly Staff Council meeting in May and asked to provide a brief statement and entertain questions from the Council membership. If nominees are unable to attend the meeting by video, phone or in person, they will have the opportunity to prepare a written statement that will be read aloud at the meeting by the chair or their designee.

Section 4. Elections. Elections of new or renewing council members will be electronic and completed by the last day of June. Elections shall be by a majority of the votes received from the council membership by the deadline.

Section 5. Seating of Members. Those elected are seated as Staff Council members at the first regular Staff Council meeting in July.

ARTICLE V – ANNUAL REPORTS.

Section 1. Annual Reports. The Staff Council will compile an annual report. A preliminary report is to be presented at the May meeting of every year. The final copies of the annual report shall be submitted to the membership at the September meeting. Copies of the report will be sent to the President’s Office, Provost’s Office, Faculty Secretary’s Office and place on the Staff Council shared drive..

Section 2. Contributors. The report will be composed of year-end summaries from each of the following members:

- a. The chair;
- b. The vice chair;
- c. The Executive Committee members
- d. The chairs of all standing subcommittees;
- e. The chairs of all ad hoc subcommittees;

Section 3. The Official Record. The annual report will constitute the official record for the year for the Staff Council. The final copy will be kept on the Staff Council shared electronic drive.

ARTICLE VI – MEETINGS.

Section 1. Regular Meetings. The Staff Council will hold at least nine regular meetings each fiscal year. Staff Council designates the time and place for regular meetings. Meeting time, place and agenda shall be publicized in advance on the Staff Council webpage and in the University Register

Section 2. Executive Committee Meetings. The function of the Executive Committee meetings is to act for Staff Council on emergency matters when the Council will not have a regular meeting for a period of two weeks or more, and an issue pertinent to Council requires an immediate response. The Executive committee reports to the Staff Council, and the Council retains the authority to review actions of the Executive Committee.

Clause A. Structure and Quorum. The Executive Committee is made of such members of the Council as are present at a meeting called upon with 24 hours written electronic, or oral notice. Five voting members of the Council constitute a quorum for the meeting of the Executive Committee.

Clause B. Officers. The officers of the Staff Council also serve as the officers of the Executive Committee. In the absence or incapacity of both the chair and the vice chair, the members of the Executive Committee attending the Executive Committee meeting will designate a chair pro tempore. Minutes of Executive Committee meetings will be kept and presented in written form at the next regular meeting of the Staff Council.

Clause C. Call of Meetings. Executive committee meetings may be called on 24 hours' notice by the chair or vice chair or by the president of the university or the president's designee.

Section 3. Quorum. A quorum of Staff Council consists of half of the voting members of the Staff Council.

Section 4. Agenda. An agenda listing all substantive items to be acted upon must be published in official UI communications and/or publications in advance of the meeting.

ARTICLE VII – COMMITTEES

Section 1. Elections. The Elections Committee manages:

Clause A. Vacancies. The Elections Committee monitors the vacancies and filling of staff positions on all UI standing Committees.

Clause B. Elections

- a. The Elections Committee functions by submitting a statement to the Media Coordinator stating member positions to be filled by election, for publication in official UI communications and/or publications (i.e., UI Register, the Staff Council website), prior to the May meeting. Notice will also be sent via the Staff Council email listservs. Nominations must be in writing.
- b. The confirmation of eligibility and availability of each nominee.
- c. Preparation and distribution of ballots, ensuring that each eligible staff council member has an opportunity vote.
- d. Collecting and counting the ballots.
- e. Reporting the election results to the Staff Council at the July regular meeting. The election results are validated and the winning candidates officially voted in. The Staff Council secretary records the order in which all candidates finished the election.
- f. In the event the number of candidates and vacancies are equal in any category – the election shall be considered non-contested. These positions shall be elected by voice vote at the June Staff Council meeting.

Clause C. Officer Elections. The Elections Committee manages the process for electing new officers for the Staff Council in May. Nominations for new officers may be made from the floor or submitted to the chair of the committee.

Section 2. Staff Awards and Recognition Committee. The Staff Recognition Committee, in conjunction with university and community partners, oversees the coordination of awards and recognition opportunities and events for staff.

Section 3. Policy Committee. The Policy Committee addresses issues directly related to staff as well as overseeing the bylaws to ensure they are up to date and accurate. The Committee will bring to the attention of Staff Council changes in policy and procedures that may affect the staff and advise members on the issues. They will consider policies affecting staff and make recommendations. The Committee will review current Staff Council policies and committee descriptions yearly to ensure Staff Council is adhering to policies/procedures. They will also review, research best practices, evaluate, and recommend policy or procedural changes to FSH/APM in relation to any issues pertaining to UI staff.

Section 4. Communications Committee. The Communications Committee is responsible for maintaining and updating the Staff Council website, assisting with the creation of print material for other committees, distribution of a “Welcome to Staff Council letter” to new members, distribution information to UI staff members via the Staff Council listservs, and serving as a communication bridge between staff and administration. The Committee will study and make recommendations on methods of dissemination appropriate for different types of information. They will act as a liaison

between other University groups and associations; promote and publicize all Staff Council activities; and fulfill communications needs of the Council as requested by Standing Committees, Ad Hoc Committees, and the Executive Committee.

Section 5. Executive Committee. The Officer's Committee is responsible for setting agenda items for the regular Staff Council meetings.

Clause A. Staff Forums. The Staff Affairs Committee will facilitate periodic scheduling of the Staff Forum and Staff Meetings to enhance reciprocal communication between UI staff, leadership, and the Staff Council.

Section 7. Ad Hoc Committees. Under the authority of the constitution of the university staff, the Council has the right to establish and maintain special committees which apply to staff governance, except those specifically reserved to the president or the Faculty Senate.

ARTICLE VIII – PARLIAMENTARY AUTHORITY. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Staff Council in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the Staff Council may adopt.

ARTICLE IX – AMENDMENTS. These bylaws may be amended either by a majority vote of the members of the staff voting at a Staff Meeting or by a majority vote of the members of the staff voting on an electronic ballot. The notice of proposed bylaw amendments must be published at least two weeks prior to the vote in official UI communications and/or publications (i.e., uinews, the Staff Council website). These bylaws and amendments thereto are subject to review and approval by the president of the university or the president's designee.

**UI STAFF AFFAIRS
MEETING AGENDA**

Wednesday, May 13, 2015. 9:00 to 11:00 a.m. Idaho Commons Whitewater
Off-Site Connection: [Lync access](#) available

- I. Call to Order.....Bretthauer
- II. Guest Speaker (Ben Kirchmeier, Information Technology Services)Fizzell
- III. Roll Call; Quorum Determination.....Cornwall
- IV. Approval of Minutes
 - a. April 2015 minutes (pgs. 2-7).....Cornwall
- V. Executive Committee Reports
 - a. Off-Campus.....Sowers
 - b. Media.....Rumford
 - c. Treasurer.....Todish
 - d. Technology.....Kearney
 - e. Secretary.....Cornwall
 - f. Vice Chair.....Fizzell
 - g. Chair.....Bretthauer
- VI. Advisory/Other Reports
 - a. Faculty Senate.....Brewick
 - b. Finance & Administration.....
 - c. Human Resources.....Walters
 - d. Professional Development & Learning.....Keim
- VII. Subcommittee/UI Committee Reports
 - a. Staff Awards.....Todish
- VIII. Old Business
 - a. Elections (Vote).....Bretthauer
 - b. Staff Open Forum: May 19, 2015 (Discussion)(pg. 8).....Bretthauer
- IX. New Business
 - a. Diversity & Human Inclusion (Vote) (pg. 9).....Planagan
- X. Good of the Order
- XI. Adjournment

April 2015 meeting minutes

Wednesday, April 8, 2015
8:59 AM

Call to order at 9:06 AM

Recognition – Staff of the month

Debra Eisinger, Executive Assistant to the VP for Finance and Administration

Guest speaker – Elisaa Keim and Kim, President’s Diversity Council

President’ Diversity Council created prior to Carmen Suarez 6 years ago. Some of the sub-committees overlap issues that Staff Affairs works on. Elissa welcomes SA members to be a part of those sub-committees.

See PPT, has the sub-committees listed, ie Faculty retention subcommittee, staff retention subcommittee. Their goal is to identify strategies, hiring, recruitment....

Diversity is key. Faculty and Staff retention subcommittee to identify strategies on hiring and recruitment as well.

Staff Subcommittee membership – projects:

- Supervisor Excellence Program – mandate for all supervisors.
- Best Practices guide to increase staff diversity – collaborate with faculty subcommittee on roles and responsibilities, searches, retention, and interviewing guidelines.
- Employee Exit Survey – on HR website, but not really used. Look at peer institutions, make new survey anonymous, broaden scope of effectiveness, and increase marketing of the survey, collaborating with the AAC group. Finalizing where it should go (President’s Office or HR), also provide more options to provide feedback.

Question: will it be based on the Campus climate survey? We will hsare more when the final pieces come into place later.

Question: Affirmative action – learn of someone’s departure. Could an email be sent from President Staben saying “we would like your feedback” – How do we evaluate it and give form to the employee before or after? We need to find out why people left. The senior administration need to know why – ie. Salary, culture or climate issue etc.

Should we be reaching out to those staff that have left 1-3 years ago? Ask HR to follow up. Staff Affairs does not have the man power to do that. Raw feedback is best.

Usually Affirmative action learns of someone’s departure. The group is working on getting a message (elevate standard to come from ie President) from President Staben for those that leave to provide feedback. Send the form to employees before or later after they have

departed. We need to find out why people left so senior admin can know why employees leave either because of salary, culture, climate, etc.

We are working in a Vandal Recruitment Ambassador/Mentor Program; similar to the program that is in place at Iowa State. We want to relay the message that the University of Idaho is a great place to work. We want to target staff first and help them create a personal connection within the University.

Anyone interested in working on this, please contact us at Professional Development and Learning.

Roll Call, Determination of Quorum

Absences: Creg Empey, Janice Todish, John Shuttleworth, Greg Walters. Quorum is met.

Approval of March 11, 2015 Minutes

Motion to approve minutes by Brian Mahoney, 2nd by Andres Brewick. Approved unanimously.

Executive Committee Reports

Off-campus – Angie Sowers

Nothing to report

Media/Communications – Debra Rumford

Nothing to report

Treasurer – Janice Todish

Not present, nothing to report

Technology – Darren Kearney

Lync will be renamed to Skype for Business next week and will look slightly different than the current Lync program.

ITS is currently and over the next 4-5 weeks going through the process of looking at new and cheaper options for the phone system on campus. We are looking at options for having it run over the bandwidth, and will have many new features, such as soft phone capability (phone through laptops or tablets), voice messaging etc.

Question: Will we be required to change out our current phones? Yes, it will be a voice over IP phone, and most phones currently used on campus are not compatible.

Question: Some departments have had a large expense getting conference phones, what about the added costs? What about the bandwidth, will this cause it to run slower or get bogged down? The new phone system will be traveling the same wires, but do not foresee that it will be a problem. The network team is also looking at it.

It will look and feel similar to our current phones, but will hopefully be less expensive.

Question: Will we have to pay ITS \$60/hr to come plug the new phones in? Which for some departments who have a lot of phones could be very expensive? There will not be any transfer fees from ITS to set up new phones.

Question: what about offices that are already utilizing all available wall plug ins, will costs associated with installing more plug ins be covered by ITS? Should be able to plug computers into phones and vice versa and use the line as a pass through. Stay tuned.

Secretary – Laila Cornwall

Elections, which we will discuss under new business, otherwise nothing to report

Vice-Chair – Greg Fizzell

Nothing to report

Chair – Ali Bretthauer

President's Round Table – Going through some structural changes in upper administration. We are currently hiring a VP for Advancement; open forums are going on right now.

Schedule:

April 8th – 1:30pm to 2:00pm – Commons Aurora Room – VP Candidate Tim Mooney

April 13th – 1:00pm to 1:30pm – Commons Crest Room – VP Candidate Mary Kay McFadden

April 17th – 1:00pm to 1:30pm – Commons Crest Room – VP Candidate Patrick Kramer

Are also hiring for the following positions:

- VP of Finance & Budget
- VP of Infrastructure
- VP of Research
- Dean of students – hope to have the open forum for this position in May

Institutional research moved to the Provost's Office

Communications – any communication that goes out to the UI Community coming from Staff Affairs or on behalf of Staff Affairs, must be approved/run through the Staff Affairs Executive Committee.

Question: What about direct contact from staff to upper administration? Absolutely! Strongly encourage any staff to contact the people they need to directly. The review is for items that is sent out on behalf of Staff Affairs.

University Accreditation – As many of you are aware the University is going through its accreditation renewal. The full report is listed in the website at:

<file:///S:/Committees/StaffAffairs/University%20Policies/University%20of%20Idaho%20Year%20Seven%20Self-Evaluation%2003-10-2015%20FINAL.pdf> Site visit scheduled for April 20-22, 2015.

Advisory/Other Reports

Faculty Senate Reps – Brian Mahoney and Andrew Brewick

Change to leave, specifically parenting in FLMA. Sick leave not limited to 10 days. Changes was also made to adoption and foster parenting; changed from 12 weeks to 16 weeks. Both parents can now use the 16 weeks, not necessarily taken as on chunk, but overall time.

Drones not to be used over the UI campus, exception includes Guy Wicks Field.

International travel – must be approved by the International Programs Office at least 30 days prior to travel as it will affect liability. This includes travel to Canada.

Proposed changes to Dependent Waiver is now up for Senate vote.

CEC – you cannot please everyone. The intent is there and we are moving in the right direction.

Question: 1.5 M withheld, that eliminated the first 4 pay grades and employees still within a pay grade. How is that being dealt with?

It is currently being reviewed for compression issues. Deans are able to look at individual instances of unfairness. There has also been a lot of federal forecasting on changes to what we can hire new staff at. The pay scale does need to be reevaluated and adjusted.

Finance & Administration – Ron Smith

Career ladder committee has made the recommendation encouraging departments to hire within. The incentive – recommend up to 1/3 of pay grade or up to 3% if already there. It is going to the executive team for approval.

Question: What about internal search for jobs in grades 2-5, entry level positions?

Most of these does have to be open searches to make it more inclusive.

Question: Where does these rules live? The rules does not apply to people equally. Who makes that decision?

The rules reside at the executive team level, exceptions are made by the VP of that unit. Rules are “published” before they can be carried out.

Question: Concerned that employees are not treated equally – creates distrust.

Unique exceptions are being logged and sent to the executive team. These are becoming more scares. What Staff Affairs is trying to do is create fairness and hold the leadership to these standards. Exceptions are judgment calls. Positive changes are being made. This is not where we want to be, but we are moving in the right direction.

Question: Lack of transparency, why are we not able to do that on paper? We need clarity even on paper.

Ron Smith thinks we are pretty close to being to this point now. VPs needs to be help to the same standards that is where the discreptions happen.

Question: Why are we locked into this new system that everything is being blamed on? It is a brand new system and it is not working, it is frustrating.

Human Resources - Greg Walters

Nothing to report

Professional Development & Learning – Elissa Keim

The required Inclusive Workplace workshop has now been completed by 98% or board appointed employees. The 2% that opted not to fill it out were not staff.

Spring/Summer Advisory Excellence Training registration will open soon. Limited to 20 seats at the UI campus.

Subcommittee/UI Committee Reports

Staff Awards – Janice Todish

Facilitators will provide elections by Friday this week. Names submitted will be forwarded to Human Resources for verification. The goal is to notify everyone by April 17, 2015. Irma Sixtos is working on the longevity piece.

Old Business

Strategic Plan Review – Greg Fizzell

All feedback received has been integrated.

Motion to accept the Strategic Plan for the next 3 years by Greg Fizzell, 2nd by Brian Mahoney.

Votes – Yes – 20

No – 0

Abstain – 2

Motion passes.

FSH 1800: Staff Affairs Bylaws

All feedback received has been integrated.

Motion to accept the Strategic Plan for the next 3 years by Greg Fizzell, 2nd by Lisa Miller.

Votes – Yes – 22

No – 0

Abstain – 0

Motion passes.

Ali Bretthauer – shout out to the policies committee as well for a job well done.

Staff Open Forum – Ali Bretthauer

The Open Forum has been moved to a later date – May 19th. President Staben has agreed to pay for the refreshments. We will move ahead and send out an announcement to all staff with a link to updated webpage. We will solicit feedback from staff prior to the forum. Next steps: electronic vote, approval by the Faculty Senate, then the President's Office.

New Business

Emily Tushoff is in charge of the Vandal Health Education Fair for students every year. They would like to partner with Staff Affairs to include faculty and staff as well. Suggestions is to

combine the Vandal Health Education Fair with Staff Appreciation Fair, which will also benefit vendors.

This is an option moving forward. Ali Bretthauer and Greg Fizzell has also talked with the Faculty Senate leadership about combining efforts. This would affect the Staff Health fairs in the spring through benefits. Flu shots – Idea of a “Community Appreciation Day.” Right now it is two different things: appreciation and health. Combining efforts would save time and money. The suggestion is to do one event in the spring and one event in the fall.

Question: Staff Affairs funds only to be used for staff?

Yes, there is interest in combining efforts, how that would look we would have to evaluate and see. Staff Recognition task force is to start meeting again soon. This would be something they could take a closer look at.

Motion to move to accept combining efforts by Andrew Brewick, 2nd by Chad Neilson.

Votes – Yes – 19

No – 0

Abstain – 1

Motion passes.

Elections – Laila Cornwall/Ali Bretthauer

UI Wide Committee Openings – Administrative Hearing Board, Borah, Ubuntu, University Budgets & Finance, Classified Appeals board, as well as the new committee, University Security & Compliance Committee. Please direct interested parties to Ali or Laila. Election surveys to go out for electronic vote soon.

We also have several openings on Staff Affairs. Renewal survey will go out to members, whose terms are ending.

Links has been updated for new applications.

Good of the Order

Vandal Faculty/Staff Sports Package Flyers

Meeting adjourned at 11:07 AM

University Staff Forum

Tuesday, May 19, 2015 1:30pm-3:00pm (PST)

Idaho Commons Clearwater/Whitewater

(Off-site access available)

Agenda

1:30-1:45: Staff Affairs Overview and Introductions

Meet your Staff representatives and learn about the ways in which we advocate for and represent you.

1:45-2:00: Introduction of Staff Council Strategic Plan

The Staff Council Strategic Plan will be open for review and feedback as well. During this meeting, we will discuss the plan and answer questions.

2:00-2:30: Introduction of Staff Council Bylaws

Staff Affairs has approved a revision to the governing bylaws of the staff committee (Faculty Staff Handbook 1800). These revisions will be open for review and feedback by the University Staff in the weeks preceding the University Staff Meeting. During the meeting, we will discuss the revisions, answer questions, and prepare staff for an electronic vote.

2:30-3:00pm: Refreshments & Open Forum

Open forum for staff to discuss university matters. Cookies, coffee, and lemonade provided by the President's Office.

University of Idaho's Diversity and Inclusion Statement

28 April 2015

The University of Idaho acknowledges and supports the principle that everyone is a unique person who possesses diverse qualities and traits, and who interacts with diverse others within a larger inclusive civil society.

At its core, the University of Idaho embraces the complementary principles and behaviors of diversity and inclusion. We seek to protect and promote a respectful and civil learning environment for the discussion of the concepts and the development of practical skills associated with diversity and inclusion.

As a place of learning and training, the University adheres to the standards of ethical and civil diversity and of inclusive discourse and action within our classrooms, offices, hallways, student organizations, and gathering places.

The University community values people of diverse cultures, classes, races, ethnicities, sexes, gender identities, mental and/or physical abilities, citizenship, nationalities, sexual orientations, religious backgrounds, ages, epistemologies, academic disciplines, veteran status, life experiences, and identities. As a living document this list is intended to be additive as we become a more inclusive learning community.

The University community welcomes and respects all people.

This statement has been reviewed and is supported by the following:

Associated Students University of Idaho (ASUI)
Graduate and Professional Student Association (GPSA)
UNITY
President's Diversity Council Steering Committee
Student Bar Association (SBA)
Faculty Senate

Initiated by the President's Diversity Council: Committee on Multicultural Curriculum and Co-Curriculum Development.