



MEETING Minutes

Wednesday, September 12, 2018 9:00 to 11:00 a.m. Paul Joyce Faculty & Staff Lounge

Off-Site Connection: ZOOM – See meeting invite for connection details

- I. Call to Order.....Howard
- II. Staff Member of the Month..... Butterfield

a. June

Cari Fealy, Director, Conduct and Community Standards

Though Cari has only been employed at U of I for one year, she has already made a positive impact on students. She works with students in vulnerable situations. Her job is difficult but she takes time to discuss difficult topics with students so that they feel heard and cared for by our university. Cari goes above and beyond her job duties to meet students where they are, emotionally and physically. Though her primary duty is conduct, Cari advocates for students by taking extra time to educate them and develop solutions that will best serve our students and our institution. Although this often means staying at work after hours, Cari does so willingly. She is truly a gem.

Cari was nominated by Bekah Miller Macphee, OVW Project Director, Women’s Center

b. July

Jason Oliver, Associate Contract Review Officer

Jason is always friendly, thorough, quick to action and generally just a great colleague to work with. In a job that I would assume could oftentimes be stressful, he is always very positive which in turn makes my job easier. Thanks, Jason, for your great attitude and work ethic!

Jason was nominated by Whitney Myers, Idaho INBRE

c. August

Sharon Jemes, Senior Programmer Analyst

The Registrar's Office experienced a loss of online transcript processing, an essential service of our office. Sharon has worked tirelessly to determine not only the cause of the problem but a resolution to restore our services to fully functional. While we are not there yet, she continues to take steps every day to make sure transcripts continue to be processed normally. Without her help and determination, we would have serious impacts on our workload during one of the busiest times of the year.

Sharon was nominated by Chris Menter, Enrollment Coordinator Registrar's office

- III. Roll Call – Determination of Quorum.....quorum established.....McGarry
- IV. Approval of Minutes..... May minutes approved.....Howard
- V. Guest Presentations –

a. Provost, John Wiencek

We are in a year of transition. There will be a presidential search. The current strategic plan was audacious, maybe including stretch goals. It was too much, unrealistic. The focus this year is to take a reasonable bite of the elephant. U of I needs to do something that makes sense to the board. We need to retain students and recruit, stabilize enrollment, and not be so concerned with growth. What about research? That requires a new president to make that decision. The board is more concerned with education of students than research. The board is in charge. We have made a lot of good progress; Market Based Compensation has been ironed out. Financial situation is bleak. Declining enrollment since 2011, but no cuts have been made so far. At this point, we need to do something. Student success, presidential transition, financial restructuring this will all require evolution.

Q: external firm for presidential search? Have selected the search firm - Storebeck. Two Board members will constitute the committee but will include staff, faculty, students and external constituents for committees.

Q: How long with the search take? Provost does not know. Board makes the final decision.



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Q: How separate is this one from the BSU search? Neither University wanted a joint search. Boise State did select the same firm, but different searches.

Q: New strategy for restructuring – Colleges spared cuts if voluntary merge? Whole conversation is an aggravation – need to deal with financial pressures. Academic mergers is one way to do that. In the meantime, the president has a non-renewal – uncertainty was caused. Wait for new leadership to continue the conversation. Conversation about synergies are the best way to go about this. CLASS and Science3 makes science with the general education in mind. Arts included? Was formerly in CLASS. Go back and look to see if what was expected did happen. All are considerations. Should performing arts go all together? Money should be secondary – should make the decision based on educational benefits. Did speak to faculty senate. They will do a survey and get back to Provost. Is this the right thing to do now?

Q: Financial difficulty – program prioritization? Went through a participatory process – no need to redefine – but how we evaluate needs to be improved. 1. Centrality to mission 2. Strategic plan -3. Recourses some of it made sense. Qualitative assessments about departments. Academic programs moved away from populist decisions – cascaded plans – evaluate how you are doing with your plan on a rubric. Brings back a more acceptable result. Bring it back to a higher level not at the department level. Committee working on this is making progress. Board is asking questions about outcomes (all institutions). We will need to do PP next year.

Q: Speak to the reign of all the interims going on – fill new positions or wait? It depends. CNR search is going. Library search will go this year. He does not think this is a mass exodus, just retirements and odd things. With CLASS and AA agreed to wait for new leadership. For Law – will just appoint interim to position. Search for Idaho Falls will go also.

Q: What about VPs? There is a certain loyalty. New Presidents do tend to want their own teams – this team works well. Focused on the same goal of making the institution better. Hard to say. He wants to stay.

Q: Institutional knowledge? How does state board feel about the carry-forward with selection of new president? Some board members want a shake-up, but others want stability. More toward stability than shake-up.

We have great employees and students – be a positive voice – be grateful. Why are we here? What is our mission – forward momentum? Positive mindset

b. Executive Director of Human Resources, **Wes Matthews** – New Performance Evaluations

We have a new committee that started meeting in April to come up with a proposal. Here is the draft proposal for consideration. Encyclopedia of information behind each box on the form. The CEC has two components, equity and merit. Equity are those increases to move toward or maintain target. Merit is an adjustment to move you above target. If you meet expectations, you get the equity increase, if you exceed gets both equity and merit. Market rates (included in equity) should increase more than we have seen in the past. Two primary pieces of understanding. What is important to people is “Do I get a raise?” The other part is that after all the time and effort spent completing the evaluation, it is filed and never read again. Our effort is to un-complicate the form and keep it simple. The instructions do include definitions about each category, there is a quota of 1/3 of employees can receive merit raises. That will keep it meaningful. That was the way it worked out during the last CEC.

Q: What about safety? Not on form, but it is in the strategic plan.



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Merit pay has a subjective nature. The word exceptional was chosen on purpose. The Safety concern is met in general comments. Counter comments by employee. They are seen by the supervisor. Future expectations: will vary widely. VP must review those that are unsatisfactory and exceptional. In cases of abuse of authority or something else it can be returned for revision. The draft will be available. Comments are appreciated. Can share but be careful of quota conversation. Other form for employee to help supervisor to remember the items that happened.

VI. Executive Committee Reports

- a. Off-Campus.....Compiling a list of contacts....Fox
- b. Communications.....There won't be a September newsletter ..Hoffmann
- c. Treasurer.....none.....Freitag
- d. Secretary.....none.....McGarry
- e. Technology.....TSP got a new supervisor Jerilyn Prescott.....Kearney
- f. Vice Chair.....absent.....Baker
- g. Chair.....Attend the state of Univ. address, and get your flu shots at the vendor forum.....Howard

VII. Advisory/Other Reports

- a. Faculty Senators...Provost covered much of the discussion. There are also talking points...Tibbals
- b. Human Resources..... No more work on in person New employee orientation? Not really...Matthews
- c. Finance & Administration.....none.....Foisy
- d. Professional Development & Learning... Banner 9 preview session Sept 17 two sessions. Required training – over 1000 have already completed. Needs to be completed by Dec 7, Supervisor training will probably come out in the spring due to federal audits.....Keim

VIII. Old Business - none

IX. New Business

- a. Elections: ballots out in email. – also need a faculty council representative
- b. Active Shooter Response Training – scheduling for Oct 10 @ 1:00 and Oct 16 @ 11.
 - i. More information coming soon
- c. Committee Chairs can now reserve Paul Brink Faculty and Staff Lounge
 - i. R25 tutorial coming next month

X. Good of the Order

XI. Adjournment -11:00 a.m.