

MEETING AGENDA

Wednesday, November 11, 2015. 9:00 to 11:00 a.m. **Idaho Commons Crest**
Off-Site Connection: Lync access available via emailed invitation

- I. Call to Order.....Fizzell
- II. Staff of the month.....Rumford
- III. Guest Presentation.....President Chuck Staben
- IV. Roll Call; Quorum Determination.....Cornwall
- V. Approval of Minutes (pp. 2-8).....Fizzell
- VI. Executive Committee Reports
 - a. Off-Campus.....Sowers
 - b. Communications.....Rumford
 - c. Treasurer.....Todish
 - d. Secretary.....Cornwall
 - e. Technology.....Kearney
 - f. Vice Chair.....Miller
 - g. Chair.....Fizzell
- VII. Advisory/Other Reports
 - a. Faculty Senators.....Mahoney/Brewick
 - b. Finance & Administration.....Foisy
 - c. Human Resources.....Walters
 - d. Professional Development & Learning.....Keim
- VIII. Subcommittee/UI Committee Reports
 - a. Policy.....Miller
 - b. Strategic Plan Goal 2: Staff empowerment update.....Sixtos
 - c. Strategic Plan Goal 3: Advocate for investments in people update.....Smith/Kearney
- IX. Old Business
- X. New Business
 - a. Christmas party planning – volunteer(s) needed.....Fizzell
- XI. Good of the Order
- XII. Adjournment

October 2015 Meeting

Wednesday, October 14, 2015
8:59 AM

Called to order at 9:03 am

Recognition - Staff of the month

Kathy Garofano, Administrative Coordinator for Twin Falls Research and Extension Center

Guest Presentation: Dan Campbell, Introduction to Qualtric
Quick Start Guide was attached to last month's agenda on page 23

What it is, how it works and how it can support research

Qualtrics is a tailored survey design tool – survey development tool that is cloud based, save as you go.

Supported by the University of Idaho and is available to all faculty, staff and students. Does have to have an internet connection to use.

You can share the surveys you create, but you cannot share your account. Uses regular UI login credentials to access.

Tailored Survey Design

- Theoretical, conceptual, and practical approach to survey work
- Means to look at the survey design in all respects (function, interaction, design)

Question: What is the industry standards for response rates? It is based on sample size, but does have to have statistical significance. Really depends on how many you reach out to - the more the better.

Qualtrics is a research suite, which is easy to use. It is a cloud based java system. If you hover over the items in Qualtrics it will give a visual description of the different features. The URLs that are created for the survey links are yours forever. URLs can sometimes be very long so it is suggested that you imbed the link (like “click here”) for easier access.

Qualtrics also generates reports of the data collected. This makes it easy to view the results and the data can be imported into Word, Excel, Pdf, and PowerPoint. Survey results can also be shared via web, with an auto update function.

Using surveys is a common, powerful, and popular approach for data collection. It is a great tool, but do not over-survey people. Ask – can this data be collected another way? When was the last time I collected this data? How will I use it?

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If used for research you have to get consent from the participants in order to validate the data collected. Institutional Review Board – get approval before sending out the survey. Go to surveys.uidaho.edu – use regular UI login to log in.

Formal trainings on basics and best practices to come.

Question: Does it have spell-check? Yes. Preview, print in word, spell-check (underlining) disappears when everything is spelled correctly.

Surveys can also be embedded into webpage. Supports the following file formats:

- .csv
- .spss
- .html
- .xml

There are lots of ways to get your data out.

Question: Does it have live reporting? You can share to the web, just have to refresh to get updated info. Live reporting is coming, but we are not there yet. Qualtrics is U.S. based so data is protected.

Question: Can you prevent multiple entries from one individual? Yes, this is found in the options menu

Live tutorials are coming on Qualtrics training.

Strategic Plan Presentation, goal 4 – Creg Empey

Leadership within the University of Idaho governance structure – Ann Thompson was a tremendous resource for this information.

Why have UI-wide policies? The FS handbook was first written in 1949 and the first edition was published in 1974. Initially it also contained the administrative procedures manual, this is now a separate document.

APM and FSH are used together. Context – top down policies

Change process: policy not static – living documents that are continuously scrutinized, debated and updated. It is Ann's job to track these changes. Some policies require Regent's approval. Everyone who has a stake in the policy will be provided an opportunity to review changes.

This can also be found here: www.webpages.uidaho.edu/uipolicy

Question: was there any surprises when researching this? Yes, there is a common misconception that the APM is easier to change and that is not the case. Both are subject to the same process.

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Roll Call, Determination of Quorum

Absences: Kris Freitag, Leslie Hammes, Chad Neilson, Kristin Strong, Marty Lunt, Debra Rumford, Brian Mahoney. Quorum is met.

Approval of September 2015 minutes

Motion to approve minutes by Sue Branting, 2nd by Andrew Brewick. Approved unanimously.

Executive Committee Reports

Off-Campus Rep – Angie Sowers

Nothing to report

Communications – Debra Rumford

Not present, per email –

A couple of thank you to...

- Summer Howard for taking over the Staff Recognition program and is doing a great job.
- Angie Sowers for compiling & organizing contents for the monthly staff newsletter.

Reminder, since Staff Council represents the UI, we should utilize the University's branding and Style Guide to have a consistent style, grammar and use common university terms when communicating to the UI community. The Style Guide can be downloaded from the University Communications & Marketing website under the Brand Resource Center, Editorial Guidelines or just Google "University of Idaho style guide" and it will get you there.

Please use the new UI Staff Council logo found on the shared drive

Savannah Tranchell requested that any communications sent to ALL UI staff, faculty or students, should be sent to her for proofreading prior to being sent, in having a consistent voice in our communication to the UI community. If you rather send your communications to Debra to forward, let her know.

Treasurer – Janice Todish

Budget was sent out with agenda, nothing to report

Secretary – Laila Cornwall

Still waiting on a couple more updated membership forms, please complete and email back to Laila

Technology – Darren Kearney

Nothing to report

Vice-Chair – Lisa Miller

Nothing to report

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Chair – Greg Fizzell

Staff awards – was approved by president Stben to include in the evening of excellence. It will still be our responsibility to solicit nominations, then pass on to Kevin

The Longevity and Retirement pieces will be handled by the institution.

Who is interested in taking on Staff Awards?

Chair: Summer Howard

Committee: Janice, Lisa, Irma, Stacey, Bekah

Web-person: Chad? Monte?

By-law changes – Ali will email, Creg Empey will start the process for final approval.

Advisory/Other Reports

Faculty Senate Rep – Andrew Brewick

Reminder of mandatory training modules – also see p. 6 of September meeting minutes. There was also discussion on developing a test to ensure retention of faculty/staff – considerable update next month on this.

Finance & Administration - Brian Foisy

On a mission to get things done, but also understand that people want to be involved. Is finding a balance.

The mandatory supervisory training was very well received by faculty senate. Making the training available early for new staff. Would still like to run it through Provost council (dean etc.) Moving forward.

Question: Timeline? Not all the modules are ready to go. There will be web trainings for all employees. New employees will have about 2 hours of training that must be completed in the first 90 days. Current employees will have 1 year to complete the training. Training modules must be redone every three years.

Human Resources – Greg Walters

Requesting vote of support on the mandatory employee training.

- New employees will have 6 hours of training to be done within 90 days
- Current/continuing employees will have 4 months to get the training done

Question: Will there be auto-reminders for renewals? What will the ramifications be? Will it be tied to CEC? How is a supervisor defined?

As many as 1,000 people who will the to take the supervisory training.

Affirmative action people – should also be required to take supervisory training, even if not categorized as supervisors. Good point.

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PDL will receive notices when renewal deadline gets close. This training is critical and needs to be done; should be part of the evaluation process and tied to salary increases. Would favor a work-up approach to getting it done. Should also be the supervisor's job to make sure it is done.

Communication to go out to all of campus - should communicate that this is an investment in you (the employee). **Suggestion:** Empowering the staff – add performance management component to the training. This is currently included in general terms in the new employee modules.

Question: Who is building the modules? PDL is working on building the modules at this time.

Motion by Andrew Brewick to shift the Safety, Security, & Risk module to make it required for all employees, not just supervisors.

HR can facilitate that Affirmative Action people are included in the supervisor training.

Question: Do we have any AAC training in place? Not at this time. Trainings can also be assigned by their supervisors. Looking for consistency across the university in all AAC roles.

These modules are not the save all, be all. They are specifically targeted towards a specific group. This also includes PI's (faculty who supervise).

Motion to approve required employee trainings as presented with the shift of the safety, Security, and Risk module to all employees by Andrew Brewick, 2nd by Jennifer Baillargoen-Hauck. Approved unanimously.

Motion for Staff Council to endorse the proposal by Andrew Brewick, 2nd by Ali Bretthauer. Approved unanimously.

Fair Labor Standard Act overseen by Obama – 2014 memorandum – making more people eligible exempt staff.

2016 proposal – exempt staff with minimum of making \$50,000/yr. More to come in January-April 2016. With salaries at the level they are no, Greg is guessing the limit will be set somewhere around \$47,000/yr, not \$50,000/yr.

It is estimated to affect about 165 positions which will affect overtime pay, ORP Program retirement – exempt staff, classified in PERSI. Annual accrual is also at a different rate for exempt staff.

Retirement is an issue. Current action – employee is allowed to stay in same retirement group. Past practice support this – grandfather individuals in, but need support from state board

This will also affect duties – compliance will be looked at as well. Will need to get help from outside consultant.

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HR does not set the salary tables. Nothing is being done currently, HR is just trying to assess the impact if the proposal goes through. How we can minimize impact to current employees that this will affect – that is the commitment.

Everyone is bracing for the wave of compliance. A third party to evaluate that is non-biased, not the same consultant as last time

Staff council appreciates the transparency as this process plays out.

Question: budgetary means to raise the salary to stay in compliance? People on campus in general are underpaid – would have to be considered on a case by case; as an institution we are far below market value so we may have the ability to do this... there is no easy answer and it will required an evaluation. More to come on this.

Professional Development – Elissa Keim

Training modules will be piloted this fall and you can sign up to participate.

Subcommittees

Policy Committee – Lisa Miller

Group met. Letter from faculty senate. Made revisions – evaluating academic administrators to become more inclusive – goal is to simplify.

Strategic Plan Goal 2: Staff Empowerment – Patricia Baker

Survey is to go out in the next month to all staff.

Strategic Plan Goal 3: Advocate for investments in people

Nothing to report

New Business

Healthy Holiday Challenge – Janice Todish

- 3 categories/winners
- Staff Council to fund luncheon \$180?
- Budget – yes we have the funds to support

Last year SC funded just one team at \$50

Motion to fund luncheon out of SC funds of \$180 by Amber Wilson, 2nd by Darren Kearney.
Approved Unanimously.

Help facilitate awards – to go back to ask departments for help for prizes

Beyond awards

Will table this item until next month's meeting due to time

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Good of the Order

Survey went out – Benefits advisory request – please encourage co-workers to complete

Health fair is from 1-5 PM

Meeting adjourned at 11:11 AM