

MEETING AGENDA

Wednesday, December 9, 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, Derek Zimmerman.....Howard
- III. Guest Presentation.....Julia Keleher, Director LGBTQA Office and Programs
- IV. Roll Call; Quorum Determination.....Cornwall
- V. Approval of Minutes.....Fizzell
 - a. November 11 Meeting Minutes (p. 2-7)
 - b. December 4 Special Meeting Minutes (p. 8-11)
- 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. Human Resources.....Walters
 - c. Professional Development & Learning.....Keim
- VIII. Good of the Order
- IX. Adjournment – Holiday Celebration!

November 2015 Meeting

Wednesday, November 11, 2015

8:59 AM

Called to order at 9:00 am

Recognition - Staff of the month

Matt Kitterman, ITS

Guest Presentation: President Chuck Staben

Is hoping to have an informal discussion today. Wants to discuss the strategic planning process, centering communication around:

1. Transformative Education
2. Ideas that matter
3. Building the UI team

1. Transformative Education

Idea behind transformative education is to uphold level of education while offering education to more people, which is a long-term problem for this state.

Open enrollment opportunities, take next steps. Idaho is the only state that has a K-20 public system. This means that we have “access” to High School records.

Enroll Idaho Information sessions was held in 43 locations across the state. Not as successful as hoped but a great learning opportunity for what to do different in the future. Had a lot of press coverage.

Direct Admit Letters were sent out describing path students can take including admissibility to different Idaho colleges based on GPA.

Cost and perception of cost.

2. Ideas that matter

Emphasize our role as a research university. Our university does a lot of research that has a major impact – example – Ag. Extension

Engaging students in research. \$300,000 set aside in to the vandal ideas project, which is meant to be interdisciplinary in nature.

3. Building UI team

VP folks to lead the team – we are starting to see the momentum from that. The new VP team is a breath of fresh air.

The team is working on:

- Rebuilding trust
- Examine current policies

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Staff Council

- Address compensation for all employees – goal to be at 100% by 2025 – which will require resources
- Allow staff/faculty to feel valued and listened to by re-examining practices

This is truly an exciting time for the university,

Question: If students are automatically accepted, do they still have to fill out an application? They are accepted, but to be admitted, we need to have a little more information, so they will need to fill out the application retrospectively. We will review how well this goes this first time around and make any needed adjustment for next year. We are building the plan and flying it at the same time.

Question: What are we up against? – both statewide and institution barriers? Low percentage of Idaho college age kids going to college. There is a perceived cost barrier and folks do not see college as part of a life plan.

There is about 5,000 college age people who meets the admission standards in Idaho who does not go to college. Idaho is at about 50% of college age people going to college. Trivia: State with the highest rate is Mississippi at 80%. That is our aspirational goal!

Idaho has slipped dramatically in per capita income, currently 49th. Educating people will help improve that.

Question: Idaho resident rule – parents claiming on campus. If student would be allowed to be independent from their parents? A potential barrier is a lack of financial support available from parents.

This issue of financial independence is being reviewed by the State board. Educational support 50% and up must be paid by self. Residency is completely separate to financial aid.

Question: In general terms – Ideas from staff/faculty, how do we get them to upper administration? Go through hierarchy paths. The president also has open office hours and everyone is welcome to stop by. It is usually pretty lonely during these times...

Open office hours schedule is posted on the president office website. It does change due to very irregular schedule so check the website first.

Idea – to have an online suggestion box?

Question: Numbers for Enroll Idaho? CDA – 31 students, 70 total. Driggs – 7, Nez Perze – 3 (only 7 seniors) Other numbers are still coming in.

Students showing up are already pretty highly motivated to go to college. We want to reach out to the “other” students who do not have college on their radar.

Student visit procedures have improved greatly, but we have a lot more work to do.

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Question: With this new program, is the University still working with the High School Counselors? Yes. The penetration and usefulness of this information to the counselors still needs to be evaluated.

Question: With changing Idaho's college going culture what about additional academic and support needs for retention and graduation? Current retention of High School students is 8-%, which is slightly up. We are looking at current strategies within institutional control.

Early alert – 3 weeks into the semester, reaching out sooner, making resources available to helping these students.

We need to implement more steps to help with this, but it will require a change in our faculty culture. There are a lot of steps we can take, but it would be impossible to implement everything at once.

Question: What about improved career services? A majority of our students are residential traditional students, dealing with a lot of changes. 1st acclimating to college, 2-4th – defining who they are and develop a career plan. High touch cultural advising.

Non-majority students – higher retention, lower graduation rates
White – lower retention, higher graduation rates

This is mostly based on financial. The benefit from a financial point of view is to graduate – best investment.

25 year olds today will be less educated than their parents – this is the first time we will be in this position in the U.S. This is not a good strategy.

Question: Any thoughts on what happened at the University of Missouri this week? (the President and chancellor resigned, diverse student population) Reaction: Don't know what the racial situation was really like. He probably did not engage in the issues but chose to ignore it. The fact that the football players were on strike is fascinating. It is kind of scary that your football team can make you resign.

You should resign or lose your job because of how you handle issues not because of treats from the football team – chilling.

Was not ignorant, discriminatory. Not a friendly situation – it is tough, but it was a situation to help us all reflect on where we are at institutionally to be more inclusive.

Question: Will this set a future president for future pressure from athletics? Interesting – students stepping up is absolutely important. Athletics is a very visual department at most universities.

Roll Call, Determination of Quorum

Absences: Bekah Miller-MacPhee, Stacey Smith, Jennifer Baillargoen-Hauck, Sue Branting, Debra Rumford, Irma Sixtos, Angie Sowers, Brian Mahoney. Quorum is met.

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Approval of October 2015 minutes

Motion to approve minutes by Lisa Miller, 2nd by Andrew Brewick. Approved unanimously.

Executive Committee Reports

Off-Campus Rep – Angie Sowers

Not present, nothing to report

Communications – Debra Rumford

Not present, nothing to report

Treasurer – Janice Todish

Nothing to report

Secretary – Laila Cornwall

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

With Ali Bretthauer leaving the university, we now have one exempt position open on Staff Council. Please email Greg Fizzell if you have anyone in mind to fill the position for the rest of this term.

Technology – Darren Kearney

New phone system was approved – will hopefully be in place by/before the next fiscal year

Vice-Chair – Lisa Miller

Nothing to report

Chair – Greg Fizzell

Classification task force – Ali Bretthauer was chair of that committee. With her gone, Lisa has graciously offered to take over. We have had two meetings so far – focusing on what we want to accomplish which includes support of direction Brian Foisy is taking.

Advisory/Other Reports

Faculty Senate Rep – Andrew Brewick

Direct response to Faculty Senate Questions – up all salaries in 10 years up to market value. UI currently at 80%. \$17.1 Million short, closer to \$20 million moving forward.

Increase enrollment – heartened to learn that this is still a #1 priority by our leadership.

College of Education PhD approved. Not able to use the staff benefit for this degree. It is a completely self-funded program.

Provost gave an update on the strategic plan, needs to be in front of the board in April so is lead by the provost. The website is to be up later this week.

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Focus for the Future not well received by State Board. We need to have sound information in order to make informed decisions. More transparency – program prioritization. We will no longer use Focus for the Future terminology.

Fringe rates –

- 39.2 % for staff
- 31.6% for faculty
- 2.5% for students

Growing pains – 4th group, no benefits eligible. Effective in 2 years – July 2017

Question: \$20 million short, is that in today's \$? \$17 million short is in today's \$ ~5% of overall budget. It is a big number. Competing priorities. Need for increasing pay for TA.RAs. So how do we accomplish this? What do we have to put on hold? This is just a ballpark number to give people a sense of the problem. The state of Idaho has the lowest per capita in the nation, which will affect funding from the state to increase salaries. The growth Idaho initiative – is it worth it? We need to do something to increase worth of living in Idaho.

Finance & Administration - Brian Foisy

Had the State Education Audit meeting yesterday. Lessons learned – retirement concerns, but preferred solution would be to grandfather current employees in. CFO of State Board is working on legislation – they are moving on this at the state level. To change Idaho Code and legislation. More to come, but was a very positive conversation.

Professional Development – Elissa Keim

Majority of the training modules will be available prior to Thanksgiving break so will be moving ahead with communication to all staff. Things are lining up and are moving quicker than expected. Affirmative action – just had a meeting today to inform.

Would be great to go out in the Staff Newsletter. It would also be helpful if we can carry the message forward that this was a request from staff – not dictated by the Administration.

Strategic planning committee – met last Friday. Aggressive timeline. Will have ample opportunity for public comment through town hall meetings. Please participate. Please contact Elissa if you have ideas you want to discuss. The committee is starting from scratch, so this is your chance to participate.

Human Resources – Greg Walters

Nothing to report

Subcommittees

Policy Committee – Lisa Miller

Nothing to report

Strategic Plan Goal 2: Staff Empowerment – Chad Neilson

Survey is to go out this week to all staff.

Strategic Plan Goal 3: Advocate for investments in people

Nothing to report

Awards – Summer Howard

Committee met with Kevin Ketchie – concerns. The recommendation is to not hold both staff and faculty celebration at the same time. Maybe concurrently – (Staff AM, Faculty PM).

Retirement/longevity 0 lack of support from HR

Faculty celebration already has 300 participants and tickets are \$20.00. Does not foresee a lot of staff participation from staff, but hope to do both in the same day.

Question: Compensation so participants do not have to pay (currently done for faculty participants who are receiving an award)? We do not have the funds to do that, but it is assumed that staff would be treated the same.

Greg Fizzell – wanted the UI Community to celebrate this event – hoping to achieve this by bringing both groups together.

The faculty awards reception – reaches a smaller group, by combining both it will definitely change the tone.

The retirement/longevity piece handled by Greg Fizzell and Lisa Miller. The campus community does not understand that Staff Council does not manage this piece. Planning will start in January. We had maximum attendance last year, however, the longevity piece was not successful.

Strong feelings? Big changes are proposed. Culture of the two events are very different. Staff already feel inferior to faculty and we may send the wrong message by combining the two.

Staff making staff feeling exceptional is important. We want the president to be there. Kevin, full participation and level of effort? He said, he would help with anything we need him to do. He will help facilitate the program, food, and make it a presidential event.

HR to do the calculations for longevity - that point came across nice and clear. General consensus is to move forward with Kevin with it being a separate event. Greg Fizzell will send out an email survey style

New Business

Healthy Holiday Challenge – Darren Kearney

10% of people are veterans.

Meeting adjourned at 11:10 AM

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Staff Council

Special Meeting called by Brian Foisy

Friday, December 4, 2015

9:30 AM

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Staff Council

SPECIAL MEETING AGENDA

Friday, December 4, 2015. 9:30 to 10:30 a.m. Idaho Commons Panorama

Off-Site Connection: Lync access available via emailed invitation

- I. Call to Order.....Fizzell
- II. Roll Call; Quorum Determination.....Cornwall
- III. Guest presentation – internal hiring practices.....VP Finance – Brian Foisy
- IV. Good of the Order
- V. Adjournment

Called to order at 9:33 AM

Roll Call, Determination of Quorum

Absences: Leslie Hammes, Todd Perry, Inna Popova, Stacey Smith, Patricia Baker, Debra Rumford, Amber Wilson, Adam McKinney, Brenden McNulty, Brian Mahoney. Quorum is met.

Guest Presentation: Brian Foisy

This is not an emergency, but appreciate the council's willingness to meet. Pressure to clarify institutional practice and the goal is to have it done by January 1, 2016.

What happens now?

Handouts:

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Scenario 1

College of Dentistry	
Admin Asst #1	Admin Asst #2
Terry Smith	Pat Jones
33200	31600
8 Years	6 Years
College of Pharmacy	
Admin Asst #1	
Casey Brown	
28700	
5 Years	
Latah County	
Admin Asst #1	
Val Peterson	
34400	
7 Years	

College of Dentistry	
Admin Asst #1	Admin Asst #2
Terry Smith	Vacant
33200	
8 Years	
College of Pharmacy	
Admin Asst #1	
Casey Brown	
28700	
5 Years	
Latah County	
Admin Asst #1	
Val Peterson	
34400	
7 Years	

College of Dentistry	
Admin Asst #1	Admin Asst #2
Terry Smith	Val Peterson
33200	35000
8 Years	0 Years
College of Pharmacy	
Admin Asst #1	
Casey Brown	
28700	
5 Years	
Latah County	
Admin Asst #1	
Vacant	

Same Class

Scenario 2

College of Dentistry	
Admin Asst #1	Admin Asst #2
Terry Smith	Pat Jones
33200	31600
8 Years	6 Years
College of Pharmacy	
Admin Asst #1	
Casey Brown	
28700	
5 Years	
Latah County	
Admin Asst #1	
Val Peterson	
34400	
7 Years	

College of Dentistry	
Admin Asst #1	Admin Asst #2
Terry Smith	Vacant
33200	
8 Years	
College of Pharmacy	
Admin Asst #1	
Casey Brown	
28700	
5 Years	
Latah County	
Admin Asst #1	
Val Peterson	
34400	
7 Years	

College of Dentistry	
Admin Asst #1	Admin Asst #2
Terry Smith	Casey Brown
33200	35000
8 Years	5 Years
College of Pharmacy	
Admin Asst #1	
Vacant	
Latah County	
Admin Asst #1	
Val Peterson	
34400	
7 Years	

Right now the understanding on campus is that if you apply for a similar job (same pay grade), then you cannot get a pay increase.

Departments can offer up to 1/3 of the pay grade, which can create an equity problem. Could piss off other staff in similar positions as new candidates are being offered more than what staff is making who have been in the position for a long time.

UI is willing to pay more for staff with fewer qualifications and less experience.

The proposed communication to go out to all UI employees is that Supervisors are free to discuss compensation with all qualified applicants. Internal and external candidates should be treated the same. Departments should offer the best salary they can. There should be no differential treatment.

We will still have the equity problem with other employees – this is not part of the communication.

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Scenario 1 happens right now. Internal candidates do not apply for other jobs on campus because they believe that they cannot get a raise with the change in jobs.

The proposal is not to deal with the equity, but rather to propose no differential treatment of internal/external candidates.

Question: Would departments be able to go above the 1/3 in salary range? This is a completely different issue that yes, also needs to be addressed. This proposal is to suggest treating internal/external candidates the same.

Question: Anything preventing the “Terry Smith’s” to apply for the position? If we have a system that encourages Terry to apply for the position (both positions are the same in this scenario), then we have a broken system. Would not encourage but rather the system should be fixed. Again, this is a separate issue. Does not make sense to play musical chairs in this situation.

Question: Our department cannot get applicants, so cannot fill the vacant positions. This has resulted in having to bump up the pay in order to get qualified applicants, so now the job is less, but pay more than other current employees are making. What can we do here? This is the equity problem again. Growth of the institution, more students drives the financial impact of the institution. We are not market competitive. The short-term goal is to stop angering the “Casey Brown’s” of the world.

Question: When approved, what is the plan to communicate this to all of campus? There will be a communication that will go out to all employees. The goal is to build the team; create a culture that is conducive to building the team.

Greg Fizzell – let us please limit the discussion to leveling the playing field.

Question: Say Terry is happy, but now you hire a new employee at a higher rate? Either scenario will piss Terry off.

Question: What about the unwritten rule that current staff can only receive a maximum of 5% of what they currently make, when taking a different position on campus? This proposal would alleviate the limitations to any percentages.

Question: Will this also include current searches? What if they are already at the 1/3 of the salary? 1/3 is the practice. We do have the opportunity to negotiate the salary through the provost, the question should be is the supervisor willing justify going beyond the 1/3 on the scale.

Motion to approve and support this memo as we understand it by Andrew Brewick, 2nd by Darren Kearney.

Comment: Vote of appreciation of our new leadership to start to address these issues. Thank you!

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This is step 1 of a very long process. Long-term goal is to address and fix other HR issues as well such as equity, market value problems. There is institutional pressure to fix these “broken” problems on campus.

Question: Is there a timeline in place if we approve this proposal to address the other HR problems? Upper administration understands that this is an issue and we will continue to work on this as effectively as possible. Next step is to create the tools to address these problems. Upper administration is anxious to deal with it but we need to have the tools in place to do it right.

Vote: Approved unanimously.

To go in front of the President’s council on Monday.

Meeting adjourned at 10:40 AM