

MEETING AGENDA

Wednesday, February 10, 2016. 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.....Howard
- III. Roll Call; Quorum Determination.....Cornwall
- IV. Approval of Minutes.....Fizzell
 - a. December 9, 2015 Meeting Minutes (p. 2-5)
 - b. January 13, 2016 Meeting Minutes (p. 6-10)
- V. Executive Committee Reports
 - a. Off-Campus.....Sowers
 - b. Communications.....Howard
 - c. Treasurer.....Todish
 - d. Secretary.....Cornwall
 - e. Technology.....Kearney
 - f. Vice Chair.....Miller
 - g. Chair.....Fizzell
- VI. Guest Presentation.....Dr. John Wiencek, Provost & Executive Vice President
- VII. Advisory/Other Reports
 - a. Faculty Senators.....Mahoney/Brewick
 - b. Finance & Administration.....Foisy
 - c. Human Resources.....TBD
 - d. Professional Development & Learning.....Keim
- VIII. Subcommittee/UI Committee Reports
 - a. Staff Awards.....Howard
- IX. New Business
 - a. Summer Howard appointment as Communications Executive (vote)
- X. Old Business
 - a. Work group time for Strategic Plan groups (~20 minutes)
- XI. Good of the Order
- XII. Adjournment

December 2015 Meeting

Wednesday, December 9, 2015

8:52 AM

Called to order 9.06 AM

Recognition – Staff of the Month

Derek Zimmerman is the journeyman carpenter for Facilities. He has been recognized for his outstanding work, going above and beyond in helping others and making the University of Idaho a great place to work and learn. He is fabulous and sticks with it till the job is done.

Guest Presentation: Julia Keleher, Director of LGBTQA Office

Mission is to provide safe and welcoming place for everyone. Knows how insulated it can be as a former gay student on campus. Currently serve 400 students; 40-50 constant/similar students.

Micro lounge available that can seat about 5 students comfortably. It currently has about 50 uses per week. Mostly for lunches or a safe place to do homework. This lounge provides a need, it is a dedicated space where they can be themselves.

Trainings:

- Safe Zone Training Program (2 hours) – training across campus for staff/faculty.
- Transgender Training – this is the largest group on campus. The LGBTQA office provides resources, example: locker room
- Cultural Competency Training with the Women's Center
- National Coming Out day – early October
- Programming focused on inclusive and safe activities
- Lunches
- Monthly Dinners
- Takes students to regional conferences – Co-op with WSU

Strive to meet with the student when they first come to campus and throughout their time on campus.

Question: How do you connect with freshmen? A lot of times I am just there. Making sure that my name is out there. We are at the Ice-cream social during Palousa Fest.

Question: How is your program funded? It is 100% student fee funded.

Question: Adequate awareness on campus? Students tend to be comfortable on campus, but there is always room to grow for trans-gender. Examples: preferred names in bblearn, Banner etc. SHIP student health insurance does not offer transition costs, so it is out of pocket for these students. This is not available in the community either.

In general, we are pretty on par. In some areas we are ahead of the curve.

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Question: Worked with parents? No, usually we work with the student and help them come out to their parents. Fears of being financially cut off and the office does have a scholarship set up for emergencies \$500-\$2,000, but have not had to do much of this. We do get parent concerns about safety and campus climate. We are fortunate to not have a lot of hate crimes.

Question: Inclusive environment at the Rec Center ei. Locker rooms? We do have ongoing talk about h even the name of a room, lawsuit – trans-gender, male wanted to use the female locker room. Resources can be provided to assist the rec center to be more inclusive. A lot of it is signage – building awareness. The Trans-gender Clearance House – has resources available on best practices and rules. Access to restrooms, part of Title IX; K-12 restroom issues being reviewed. Problem when they are being barred from using it. The need for a gender neutral space – it will be interesting to see how things develop as the discussion continues.

Question: What kind of data are you working with for support? Hard data is difficult to find. A lot of it has to do with the campus climate.

Thank you for doing this critical work. 10 years ago, students coming out was sent to the counseling and testing center. These programs have done a lot to make the campus more inclusive.

Roll Call, Determination of Quorum

Absences: Leslie Hammes, Chad Neilson, Todd Perry, Inna Popova, Stacey Smith, Debra Rumford, John Shuttleworth, Adam McKinney, Brian Foisy, Greg Walters. Quorum is met.

Approval of Minutes

November 11th meeting minutes

December 4th Special Meeting minutes

Motion to approve meeting minutes as written by Andrew Brewick, 2nd by Summer Howard

Vote: Approved unanimously.

Executive Committee Reports

Communication – Debra Rumford

Debra Rumford not present, presented by Summer Howard – we received 40 Kudo for the year. The Newsletter has a 1% link click rate

Treasurer – Janice Todish

Staff Appreciation Fair cost a little more this year. SODEXO reduced their bill by \$500, we received \$500 from the President's office and the dessert (\$300) was provided by the Provost. We managed to break even. Looking at doing something different next year, and would welcome thoughts/opinions for how to make it better in the future.

Award/longevity – looking at separating it out and maybe add longevity with appreciation fair? The conversation is still in the President's office – a lot of decisions to make yet.

Question: What is the problem we are trying to fix? Having a hard time to find enough vendors as there is a lot of events going on around the same time. We need to re-strategize on timing. Would like to

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have it be it's own event, so are looking at maybe spring. The committee did a really wonderful job getting donations.

Consensus is to keep it as a separate event, it is just a matter of looking at the logistics in timing. September?

Signature Staff Council event in both semesters – make sure it does not conflict with other events. County Fair to think of as well as Palousa Fest. Will put on the agenda for January for further discussion. Concerns were mainly about the timing.

Off-Campus Rep – Angie Sowers

Nothing to report

Secretary – Laila Cornwall

Nothing to report

Technology – Darren Kearney

Phone system is on it's way in January. There will be demo phone at the helpdesk this week, and anyone can come take a look at them. Contract with Frontier ends this summer. For more information check www.uidaho.edu/phones

Comment: Sat through the presentation yesterday and they are really cool.

Trying to simplify the billing. All the phones that will be available will be displayed this week. More presentations will be coming.

Encourage all staff/faculty to run patches on their computers.

Vice Chair – Lisa Miller

Three Ombuds candidates are being brought to campus. One next week, and two in January.

Policy – relooking at the bylaws – came back from Faculty Senate with revisions.

Chair – Greg Fizzell

Encourage everyone to participate in the **Strategic Planning Process**. There is a link on the Provost's webpage for feedback. Now is your chance to have your voice heard to take advantage of it.

The Tobacco Free Campus proposal is now with Legal Counsel, soon to come. The goal is to implement by July 1st. There are some awesome resources available on campus to help you stop smoking, through EAP as well. Remember that it can be a very painful process to stop.

Chief Diversity Officer position – still not sure if this position will be filled as it is. There is discussion on maybe splitting the job in two. More to come hopefully.

Special Meeting on December 4th – this was a huge first hurdle and a long time coming.

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Advisory/Other Reports

Faculty Senate Rep – Andrew Brewick & Brian Mahoney

Change to the leave policy – 2006 – made sure to include foster/adoptive pieces in new policy proposal - more to come in January

This semester has been focused on improving academic issues.

Good of the Order

Classified staff to cash out on comp time bank 1 (bank 1 is the old bank)? Have not seen anything on paper which is causing a panic.

There will be a food drive at the Rec Center over break – 4 cans gets you in for free December 22 through January 12th

Meeting adjourned at 10:14 am.

January 2016 Meeting

Wednesday, January 13, 2016

8:52 AM

Called to order 9.02 AM

Recognition – Staff of the Month

Derek Zimmerman is the journeyman carpenter for Facilities. He has been recognized for his outstanding work, going above and beyond in helping others and making the University of Idaho a great place to work and learn.

Guest Presentation: Anna Thompson

Policy at the University of Idaho. Why do we have a website? To promotion consistency & transparency. FSH policies that fall within the scope of faculty and staff governance which includes the APM.

Has to comply with the Territorial Act, and the President has final approval. Article IV -immediate government.

There is still many gray areas as the FSH and the APM used to be one book; the APM is the financial side of policy, whereas the FSH is the welfare side that affects faculty and staff.

Overseen by the president's office to prevent overlap and ensure consistency. Policy is the overarching policy, where procedure is enforcing the policy. Policy does not belong in APM. This is an ongoing process to try to get this cleaned up so there is no overlap or inconsistencies.

Policies are continuously being updated which makes it hard to update both. It is Anna's job to track policies as they come in.

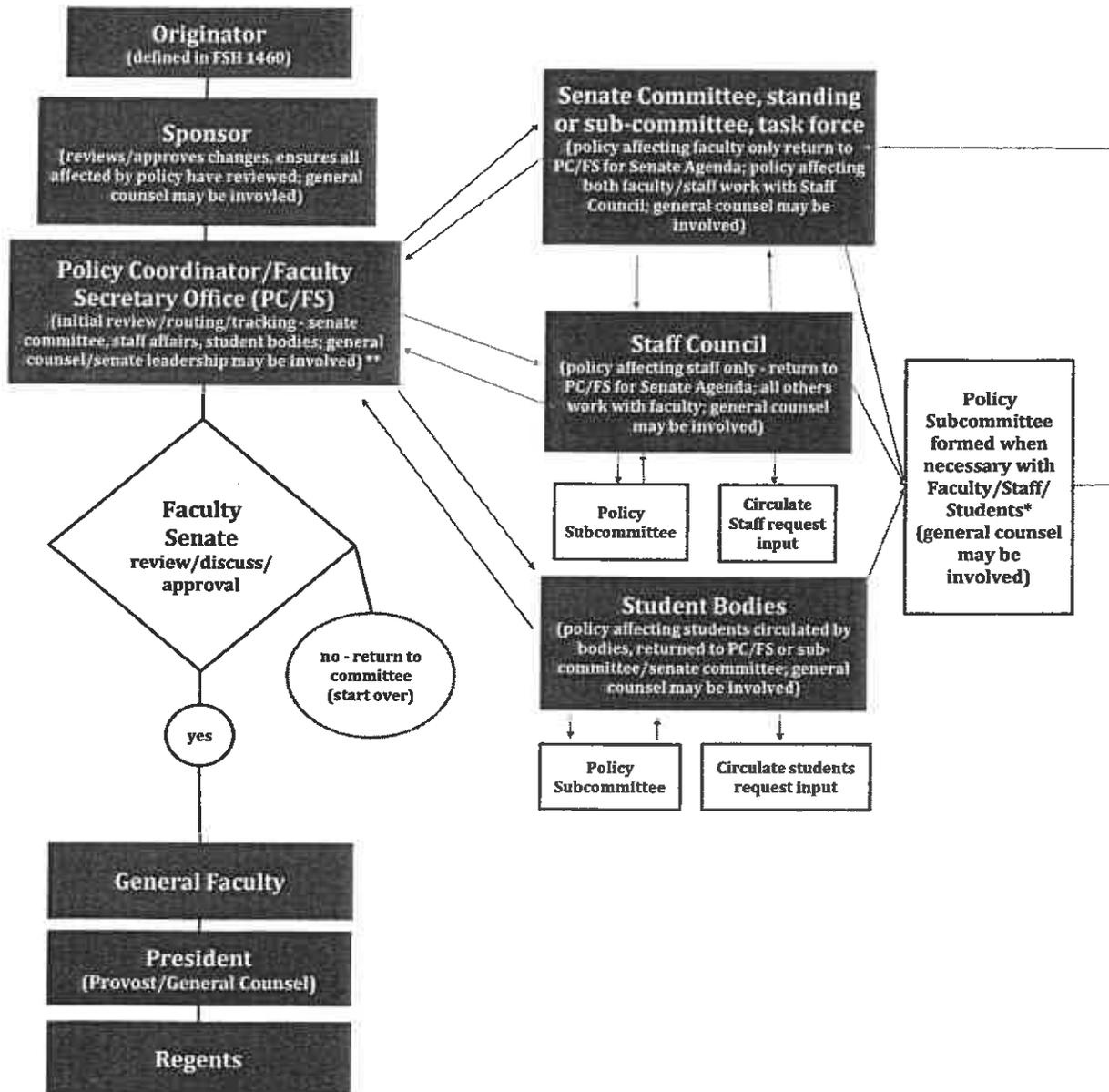
Changes to policy starts with an originator – the template for policy changes are found on the website. General council needs to be involved, they always check the policy requests already out there so we don't have duplicate changes. If there is already a change request out there you should contact the primary contact. Always turn on track changes because they are the only changes that will be made. Any individual can propose changes to the handbooks. Employees want to see the changes. Do not link to external sites as some of these sites will change and the link will be bad. Always submit a policy cover sheet when submitting a change request.

For typo's, just email Anna as she can go in and make the changes without approval.

Changes must follow federal regulations. There will be some overlap which means that both the FSH and the APM needs to be renewed before the changes can be made. It is important to have the changes as complete as possible before it goes to council because if any changes are made after the fact it will have to go through the whole process again.

POLICY PROCESS FLOWCHART - FSH 1460

Faculty-Staff Handbook



* Depends who is affected by the policy on who serves on sub-committee. Is returned to senate standing committee who votes and decides whether to send as seconded motion to Senate. Only senate standing committees can send seconded motions to senate. Sometimes a standing committee does not wish to support, policy changes must be moved, seconded at senate.

** Administrative Procedures Manual (APM) changes follow a slightly different approval avenue than the Faculty-Staff Handbook. APM does not go to sub-committee (rarely) but they are routed as FYI to senate who may request attendance by originator/sponsor to come answer questions. Changes/suggestions have been accepted, although APM does not require faculty/staff/student approval - they are considered administrative procedures.

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Anna will see to it that any policy changes goes to the right planes for review. Everyone along the line are responsible for following up to make sure it moves forward. We have got to get the policies moving forward faster as it is a very time consuming process. Ann takes this very serious and does a very good job to involve Staff council when staff is involved.

Roll Call, Determination of Quorum

Absences: Leslie Hammes, Todd Perry, Stacey Smith, Kristin Strong, Marlene Wilson, Sue Branting, Summer Howard, Lewis Paul, Brian Mahoney, Greg Walters. Quorum is met.

Executive Committee Reports

Off-Campus Rep – Angie Sowers

Nothing to report

Treasurer – Janice Todish

We received a thank you note from the recipient of the student education award. We also received the yearly Endowment Report that includes list of recipients

Question: Can you clarify the Staff Council's relationship to award? The presentation of the award is included in our staff rewards ceremony. No other relationship. The award is funded by an endowment. We take nominations and make selections based on criteria listed on the website.

Secretary – Laila Cornwall

We have some additional openings to fill on staff council as we have had several people leave.

Communication – Debra Rumford

Not present. Nothing to report

Technology – Darren Kearney

Phones update – we are in the middle of a pilot process using the new phones and will be rolling out over this semester across campus.

Question: 1-4 lines? Business practices might change in the future as you will now be able to do more.

Question: What about the current phones we have? They will no longer work as the new phone system will be using a completely different technology.

Question: How does the Video phones work? Video phones will have immediate video capability, however they will only work with other video phones. Video phones will be distributed to all director level and above, department chair and above. There are also other needs being assessed such as blue tooth technology for hearing impaired staff/faculty.

Question: Can it be requested for lower level employees? Yes, but please keep in mind that it is needs based. The cost will be \$26 per line, regardless of the phone.

Feedback from pilot users:

It is very nice that the directory is in the phone, audio is very good and the voicemail to email function is great.

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Survey sent out to everyone. Video calling is internal only right now.

Vice Chair – Lisa Miller

Ombuds search later today

Chair – Greg Fizzell

Nothing to report

Advisory/Other Reports

Faculty Senate Rep – Andrew Brewick

Nothing to report

Human Resources – Greg Walters

Not present. Nothing to report

Finance & Administration – Brian Foisy

We are going through some employee transition; Greg Walters' last day with the University of Idaho will be February 5th. We are currently negotiating with new VP for Axillary Services.

The internal hiring memo is good to go. We are still working on the wording but should be going out to all staff by the end of the month.

Exempt cap-final rule has not been approved yet. We are now looking at mid to late calendar year on the federal level.

Professional Development – Elissa Keim

Strategic planning town hall meetings are wrapping up. Make sure to get your feedback in as soon as possible.

PDL update - over 1/4 of all employees have completed the mandatory trainings. 1500 employees have completed track 1 by early January. 400 employees have completed track 2

Question: How do we know who are marked as supervisors and have to complete track 2? We are working with the affirmative action coordinators across campus to ensure that all supervisors do this training.

Question: for those employees who participated in the pilot program in the fall, how do we know if they are completed? You can log in and check the status. There will also be updates. There are some additional trainings coming.

We are beginning to see resistance especially from some faculty. What is important to remember is that people stay in their jobs based on the quality of the supervisor. This was a request from the State board three years ago, so this is not new. There will not be a test-out or opt-out option as this is part of the university's compliance required by the state.

New Business

Budget Request - Greg Fizzell

Discussion - Administration has opened up the process for budget requests. When we heard about this, we chose to take advantage of this. The deadline is Friday. What we all trying to do is make this additional funding request part of the baseline/permanent funding so we don't have to request additional funds every year.

Question: Appreciation fair? Needs? No specific amount. We wanted the extra funds added to the baseline to have additional funds available to enhance the event.

Question: Measure to substantiate the numbers requested? Retention has improved in the last year. The hope is to help build "community" amongst staff.

Question: Increase? The current budget is \$12,500/year. This request would be an increase of about \$500 for operational costs.

Question: One-time funding vs. permanent? The request of increase to baseline makes sense but should we add 3% increase each year? We are requesting a permanent increase to the baseline so we shouldn't increase it 3% each year. If more funds are needed at that time a new request would be submitted.

Motion to approve the budget request as written increasing the baseline of annual budget by Marty Lunt, 2nd by Kris Freitag.

Vote: Approved unanimously.

Safety on Campus - Patricia Baker

Slips and falls have increased a lot lately. Please remind staff to wear appropriate footwear, use of rails etc. If you see anything that needs repaired, please reach out to the safety office so we can try to keep everyone safe. Fire safety training is now available as well.

Off-campus Inclusion and Engagement

Remote sites "the ugly step-child" - they all not reached out to, there are so many things we can do to reach out and involve them in. Video-conferencing - work groups need to reach out. Staff in off campus sites often do feel forgotten. Does anyone have any ideas of what we can do as a body to improve this?

- Technology - new phones, will go a long ways
- Travel fund?
- Chair/Vice-Chair already does do a statewide road trip once a year
- Department buy in-reaching out

Virtually impossible to assimilate information out to all faculty & Staff even on campus. Communication gab does exist, however, it is the responsibility of the representatives to share with their units.

In order to be part of something you have to want to be part of it. That means that you individually make the effort to be more involved. Calling in, attend meetings, feedback and communication goes both ways. We all have different ways to communicate.

Meeting adjourned at 11:04 am.