University of Idaho
Staff Affairs

May 8, 2013
SUB – Gold Room
9:00 – 11:00am Pacific
Conference Bridge: 1-888-706-6468 participation code: 8858973

Meeting called to order at 9:05 am

Staff of the Month recognition: Jessica Berwick – Staff Affairs presented Jessica with a certificate and 2 gifts cards.

Presentations:
Ellen Schreiber – Ombuds Office
Ellen gave an overview of what the role of the Ombuds is and what is takes to balance life and work. The Ombuds is an independent person who herd "the people's complaints". Her role is to facilitate problem solving and is a dispute resolution practitioner for any UI faculty, staff or student. All information is confidential, informal, impartial, and independent. The Ombuds does/cannot change policy, evaluations, terminations, probations or sit on any hearings etc. for you defense.

Members Present: Quorum – 18 present
Denise Carl, Matt Dorschel, Brian Mahoney, Lysa Salsbury, Kristin Strong, Ali Bretthauer, Vickie Burnet, June Clevy, Glen Kauffman, Laura Nalle, Clint Payton, David Pittsley, Janice Todish, John Kok, Angie Sowers, Liz Ridgway, Carol Spain, Michelle Weitz
Excused Absences:
Amber Crowley, Greg Fizzell, Amanda Mollet, Colton Oliphant, Debra Rumford, Irma Sixtos, John Shuttleworth, Amanda Moore-Kriwox

April 2013 meeting minutes:
Matt Dorschel made a motion to accept the minutes with one correction, the spelling of Vickie Burnet's last name. Motion 2nd and passed.

Executive Committee Reports:

Chair: Brian Mahoney
Brian commented on the different committee meetings he has had to attend as Chair of Staff Affairs, and that he has to draw the line at some of them. Thanked June Clevy for writing a speech for him.

There will hopefully be a meeting with Staff Affairs (SA) and the Task Force regarding the decisions that are being made for the Classification and Compensation Study. There is information out on HR's web site. Greg Walter's wants to meet May 29, but SA and the Task Force would like to meet earlier so hopefully we can get some clarity on the decisions before that date.

Brian also stated that with the help of Mark Miller, our phone line fees have been defrayed when we hold meetings in the SUB or Commons.

Vice Chair: Ali Bretthauer
The interim Provost has been selected but she cannot disclose the information until a public notice has been made….hopefully sometime today. Ali gave kudos to interim president Don Burnett for his openness and interest to make sure our voices were heard in this process. The final decision will be made by the President and Provost though.

Secretary: Irma Sixtos

Irma had an excused absence so was not in attendance. Janice Todish is acting in her place – No Report

Treasurer: Janice Todish
See attached financial summary

Media: Debra Rumford
Debra had an excused absence so was not in attendance – No Report

On/Off Campus Coordinator: Liz Ridgway
No Report

Human Resources: Elissa Keim
She will nudge Greg to get back to SA regarding the Class & Comp Study and the website.
Announced a presentation that Matt Dorschel was doing on Public Safety and Security.

Sub-committee Reports:

Communications: Debra Rumford
No Report

Appreciation Fair: Amber Crowley
No Report

Learning & Development: Ali Bretthauer
Ali said she needs volunteers to help with the LEAP conference that is coming this fall.

Vandal Pride: Debra Rumford
No Report

Elections: Glen Kauffman
She has vacant positions for Skilled Craft/Maintenance/Services and Administrative/Technical filled according to the results of Survey Monkey.

Policy: Colton Oliphant
Colton had an excused absence so was not in attendance – No Report

Staff Awards: Irma Sixtos
Brian mentioned that the Awards Ceremony overall time was reduced by about ½ hour because they did not read the information for those that were not in attendance. The committee does need to look at replacing the wooden engraved award plaques because the cost is about $90 each for the Outstanding Staff & Team awards and that is taking a big bite out of the budget.

University-wide Committee Reports:

Faculty Senate: Jane Baillargeon/Mark Miller
Faculty Senate held their last meeting of the academic year…they will not meet over the summer. No updates.

New Business:

Brian commented on the SA and the Class & Comp procedures. Matt believed it was being vetted through G5.

Election of members: Service/Maint/Skilled Craft: Joe Hunt; Admin/Tech: Marty Lunt, April Buvel and Tracy Hacker; NFE: Erik Billing and Marlene Wilson; Vice Chair: Ali Bretthauer; Chair: Brian Mahoney. Matt Kurz – 2nd term, on hold. Irma Sixtos - 3 yr. term, approved. Laura Nalle – 3 yr. term, approved. Ali mentioned that we should take a look at the attendance record and have Brian talk to those who have been absent quite a bit to see if they are willing to commit. Glen Kauffman will notify the new members and attach a copy of the bylaws.

All other officers are willing to fill another term, but if anyone wants to serve as an officer on the Executive Committee, please contact Brian.

Ali was asking if a previous member that has been in SA for at least one year or longer would like to serve as a mentor to the new members to explain procedures, please contact her.

Homework:
Brian would like everyone to go through the "Goals" email that was attached and send to him what you think our accomplishments, etc. were for this past year.

Officers need to provide Brian with a job description. Members as well should describe what they fell their role/goal is to best serve the UI and its staff.

Send your homework comments to Brian at sa-chair@uidaho.edu by **Monday, June 3** so he can put them altogether for the retreat.

Needs to look at the SA committees and see where members need to be shifted to better align the work load. Also need to look across campus at all the committees, ceremonies, fairs, etc. to see redundancies and maybe suggest merging some.

The retreat is set for June 18 at Twin Larch. This is an all-day event. SA will provide lunch. Transportation, time, etc. will be announced at a later date. Was some discussion about food choices for the retreat. Ali will get some bids.

Good of the Order:
Comments about the Awards Ceremony and how the different plaques/awards were given out. The Committee will look at options.

David Pittsley said Parking and Transportation Services (PTS) has a new website. You can see all your parking history and visitors can purchase a permit prior to arriving on campus. Monday, May 13, starts the summer parking. PTS summer hours are 7:30am-4:30pm. PTS is open 7:30am-5pm during the academic year. The PIT crew is available until 9pm (via security after hours 885-7054) for services such as jump starts, dead batteries, locked keys in your car, etc.

Next meeting: June 12 from 9:00 -11:00am in the Commons Aurora (4th floor)

Adjourn: Kristin Strong made a motion to adjourn, 2nd and passed 11:00 am.