

# APRIL 2014 meeting Notes

Wednesday, April 9, 2014

9:01 AM

**Call to order** at 9:07 AM

## **Introduction of visitors**

Ken Schmidt, Staff of the month  
Virginia, here to present the award to Ken  
Jennifer Baillargeon, interested in Staff Affairs  
Scott – didn't get last name  
Amber Wilson, interested in Staff Affairs

## **Recognition - Staff of the month**

Ken Schmidt, Classroom IT Analyst – willingness to go above and beyond expectations helping out with new software in a pinch. More people with his willingness to help are needed on this campus. He was very prompt, kind, courteous, and helpful.

## **Presentation**

Jeanne Stevenson, Vice Provost for Academic Affairs  
Is here to provide an overview of Academic Affairs at Ali's request

6 reporting areas that fall under Academic Affairs:

- Distance & Extended Learning
- Honors Program
- Independent Study of Idaho
- International Programs
- ROTC
- University Advising Services

Collaboration between Academic and Student Affairs is vital to success

Functions:

- Leadership development/Leadership Academy
- Faculty Breakfast series
- Five year reviews
- Faculty development and orientation
- Accreditation Process -UI wide
- Academic Program assessment
- Student learning outcomes
- Policies and regulations
- -review of disqualification policy
- -early intervention
- -intention efforts/initiatives
- student appeals
- other projects as assigned

Jeanne also sits on 11 different committees across campus, 1 of which she has voting capability on.

Her focus for this year:

- Development of Academic Programs offered only through online classes. This is a shift in focus. In May 2014 UI will offer an online master's degree program through Natural Resources (MNR)
- Development of technology and tools available, making this more possible
- Regional Accreditation - hope to be done with a solid working document by Thanksgiving Essential that we are all educated about the process
- Focus for the future
- Best practices in teaching adult learners
- Support and resources to help develop the skills of our new faculty
- Student Affairs is working on retention, success

Question: Disqualified students – how many return and actually complete their degrees?  
Jeanne was unsure of actual numbers and will verify and send them to Laila to include in minutes. The office is very intentional at looking at those numbers to see where and how this policy is affecting our students.

Question: High school outreach being done to help prepare students better for college?  
Not at this time other than what the university is already doing through dual enrollment.

Question: Is there plans to expand on the leadership academy program and maybe offer it to newer employees as well as a way of retention of employees?  
Leadership academy was designed with the idea in mind to provide further professional development opportunities for staff that has been at the university longer and grew out of focus on developing further skills for women in Idaho.  
With the current cohort we have had 5 cohorts total. It is designed through voluntary efforts of its cohort members, and at this time we are not able to expand it further. Intention has always been to build on capacity to further skills of staff who are dedicated to the UI.

Great additional trainings are offered through PDL accessible for all staff.

#### **Roll Call, Determination of Quorum**

Absences: Janice Todish, Greg Fizzel, David Pittsley, Irma Sixtos, J.R. Kok, Carol Spain, Mark Miller, Greg Walters

#### **Approval of March 12, 2014 Minutes**

Motion to approve minutes - Cindy Bogar, 2<sup>nd</sup> - Matt Dorschel, Motion passes unanimously

#### ***Executive Committee Reports***

##### **Chair – Brian Mahoney**

Jane Baillargeon's Memorial Service will be held on Apr. 16, 2014 at 1 pm at the Church of Nazarene. Please encourage everyone who knew her to go participate.

Meeting with President Staben on Monday April 7, 2014 where the following was discussed:

- officer changes in Staff Affairs effective June 1, 2014
- Moving forward on making the changes from Staff Affairs to Staff Council
- Tobacco free campus
  - lot of thing to consider
  - Importance of doing what is right for the entire UI community, taking input from all areas affected by this policy change
  - Task force is moving forward and hope for implementation on August 24,2015
  - Effect on Golf Course, Tailgating Parties, ceremonial, prescriptions, talked about Staben's previous campus' policies on this
- President's Open Hours – changes every week but is posted on the president's webpage link.
- Staff Awards Reception/Banquet role of President

Task force -Weapons on Campus, meeting weekly, currently looking at what other universities are doing who have undergone the same policy changes – Colorado State and Utah State

Staff discounts for use of the UI Golf Course - Sent email a while back Keith Ickes and Ron asking if there is something we can do for provide a discounted season pass to staff and their spouses. It is being considered. Last heard is that Ron was going to talk to Tyrone about the impact it could have and the possibility of running a Pilot program. Majority of current users use payroll deduction.

CEC/Raise. Nothing official yet but are looking at a possible 1-2% raise

Healthy Campus Meeting - Please promote constructive feedback, so decisions can be made more productively - Hoping for more departmental involvement. Is how this Tobacco Free campus policy is going to be enforced being considered as well?

#### **Vice-Chair/Policy – Ali Bretthauer**

Comp time task force – Next meeting scheduled on April 17, 2014. Task force has received recommendation from tax council. Asking for additional members who should sit on this task force?

2 Supplemental development grants received

Policy Sub committee - working on getting staff more involved. Added one sentence with wording that will ensure that Staff Affairs will have the ability to review chances before it is sent out for approval

#### **Treasurer – Janice Todish**

Absent, nothing to report

#### **Secretary – Laila Cornwall**

Checking to see if everyone has received a Staff Affairs Binder – they have.

Elections have gone well – will discuss under new business

**Media/Communication – Debra Rumford**

Nothing to Report

**Off-Campus – Liz Ridgway**

Nothing to Report

**Faculty Senate Rep – Creg Empey**

Class comp-lingering concerns about the outcome

Numbers collected and shared during their meeting

Going forward we need to understand that morale have hit an all-time low amongst our staff.

Faculty is aware and understands the concerns around it, and it is also seen in the willingness of our staff taking the extra steps.

A list three pages long of questions was put together and submitted two weeks in advance, but only the first couple of questions on the first page were addressed.

Leadership meeting is coming up-Brian will follow up to see if we can get the rest of the questions answered or addressed.

Brian talked to staff affairs members who sat on the appeals committee, who expressed that they felt that the process seemed of and fair. There was concern that the numbers were skewed and not truly reflecting changes made.

Promote that we represent all staff and can help advocate for them.

The Faculty concern discussed during the meeting has more to do with the entire process the University went through, not only the appeals process. Since the first few questions dealt with the appeals process, a thought was that this was why it was the main issue discussed.

One outlet for dissatisfaction is to once things get unfrozen, these people would be to get their positions reclassified.

Biggest argument across campus is that the whole process has not been very transparent - Transparency is important

**Human Resources – Elissa Keim**

Attendance at Health fair was very good

ATS system is now live -individual training is taking place, no plan to offer group trainings at this time. Preparing to unlock the system to include Student, temp and IH employees as well - no date yet has been set for roll out yet.

A recommendation to have Greg come talk to us and provide us with an overview of the new system was made

Nomination for leadership academy opens up May 1

Leadership Series Schedule for this summer should be ready by early May

***New Business*****Staff Awards & Longevity – Teresa Million**

Staff awards banquet is on Friday. We will have cheesecake instead of carrot cake. Programs are done. We are still looking for volunteers - sending list around. There will be Live Stream for off-campus – Some recognition for off-campus is scheduled  
Brain: Thank You! We know that it has been a lot of work!

### **Faculty Senate Update – Brian Mahoney**

Mark Miller has been moved into Jane's position with term ending in 2015  
Greg Empty will be finishing out Mark's term ending in 2014

### **Elections – Brian Mahoney/Laila Cornwall**

- Faculty Senate Representative, 2 year term – Brian Mahoney
  - Chair, 1 year term – Ali Bretthauer
  - Vice-Chair, 1 year term - Greg Fizzel
  - UI Wide Committees:
    - Americans with Disabilities Act Advisory – Erich Seamon
    - Borah Committee – Patrick Freeman
    - Campus Planning Advisory – Archibald Harner
    - Arts Committee – Holly Funk
    - Ubuntu Committee – Eric Matson
    - University Budget & Finance – Paul Amandor
    - Classified Appeals – Chris Menter
    - Parking Committee – Lori Bonner
  - New Staff Affairs Membership:
    - Non-Faculty Exempt – Darren Kearney
    - Administrative/Technical/Research – Jennifer Baillargeon-Hauck, Amber Wilson
    - Off-Campus Representative – Debbie Caudle
    - Maintenance/Services/Skilled Craft – still open, no applicants
- Motion to approve elections – Teresa Million, 2<sup>nd</sup> – Creg Empey, Motion passes unanimously

### **Good of the order**

October 2 – Staff Appreciation in SUB Ballroom

#### **Privacy/Confidentiality**

- When staff writes to Staff Affairs for assistance with a problem or concern – to provide and maintain confidentiality. Remind or ask the staff member if confidentiality is wanted.
- Can we reformulate the questions/problems asked and send on behalf of Staff Affairs?
- Makes it hard if we do not have the answer and we need assistance from others who do have the answers.
- We can help advocate "on staff member's behalf" and we want to promote positive interaction between parties, if confidentiality or withholding the people involved is wanted we need to respect that.
- We can function as advocates and without "including" the names involved cannot provide positive communication
- We are a representative body-we can ask on the behalf of... We are advocating for all Staff not just individuals

Searches for higher positions

- Acknowledgements to applicants are not happening
- Once positions are filled notifications needs to be sent out
- This is the responsibility of the search chair
- New ATS system makes the communications timelier and easier.

**Meeting adjourned 10:53 am**