

October 2014 meeting

Wednesday, October 8, 2014

9:01 AM

Call to order at 9:02 AM

Recognition - Staff of the month

Leah Andrews, UCM, not present as her office is out of Oregon

Toll Call, Determination of Quorum

Absences: Teresa Million, Kristi Overfelt, Irma Sixtos, J.R. Kok, Angie Sowers, Vickie Burnet, Elissa Keim, Brian Mahoney

Guest speakers

Rebalancing Technology Investments - Dan Ewart, ITS

Initiative to take a look at technology across campus. Want to do all we can do for our staff across campuses because technology is important to our success. We want to take a closer look at the costs of these services.

We currently have 8 video surveillance systems that are not connected and being used. We also have many servers in storage. We want to look at how we can utilize these systems and use them successfully.

As we are moving towards saving data on the cloud, we are concerned that we might lose control of this information. We need to re-evaluate if we have good contracts in place.

Technology projects take a really long time to get done. We need to focus and reprioritize to get projects done faster. In most units only one person knows how to run the technology. We have major gabs - what happens if they get "hit by the lottery" and leave? The hope is to streamline processes and provide training to all Staff. In order to do that we need to find out what the needs are to all to staff, faculty, and students.

How much do we spend on technology? We want to help have good investments. Surveys will go out soon to collect this information from staff across campus to find out what the needs are.

We need to analyze this information before we can move forward. This will bring huge value to UI and will provide some additional funds to help streamline processes. For more information, we also have a website set up where staff can go: <http://www.uidaho.edu/its/rebalancing>

Question: What is the timeline for analysis? Hope to be done by January, 2015. The surveys will go out in the next couple of weeks, and opportunities will be provided for feedback.

Question: Can you provide an example? Challenge - some departments don't have a technology support person to help implement ideas and upgrades in technology. There are a lot of duplications efforts being done around campus. Hope to have a standardization in technology across campus. Purchasing will be easier of new technology.

Question: Repositioning of people has already taken place, will this continue? Some departments have already requested this change, so far the transition is on a volunteer basis. Servers have been moved and some Staff have been relocated.

Question: What about open tech positions now? Will we be put off until January, before we can fill these positions? No, there will not be put a hold on hiring. Individual departments should move ahead to hire their needed staff.

Question: Will you also look at IT infrastructure? We will be looking at all of them: infrastructure, staffing, equipment, software contracts, etc.

Question: Will there be continued Mac support? Yes.

On a different note – gave a brief introduction to the **University of Idaho Social Groups** which as different interest groups staff can join. See handout after meeting minutes.

Ombuds Annual Report – Ellen Schreiber, Ombuds

Many across campus are very familiar with the work of the Ombuds office. Mission statement “is to support a positive and productive working, learning, and living environment for faculty, staff and students by promoting mutual respect, ensuring fairness and resolving problems that emerge within the University.”

The real goal - help promote a respectful office and good will effort to respond to predictable organizational life.

Nature: 4 features

1. Confidential - help with intervention. Limitation would be if safety is an issue, such as imminent harm. Otherwise I do not report and nothing is written down
2. Impartiality - don't take sides
3. Informality - off the record, nothing is recorded
4. Independent

Brief overview of Annual Report:

Business grew a little bit in the last year; considered natural growth with 53% female, 47% male and a total of 29 cases. 5% non-faculty, 20% faculty, 10% students

In the employment category, saw 2 areas with large increase: Job description (PDQ Process), and hiring process. Differences in opinion accounts for the higher numbers. The hiring process concern was that it was not as inclusive as it should have been.

Ethical category include academic honesty, theft, safety, records management etc.

Concerns with conduct during meetings - inappropriate disclosures leads to hurt, upset, and distrust. These things cannot be undone.

Health and safety issues - 12 cases -observing health and safety issues in their workplace and not knowing what to do. This area is growing. Some of this has to do with workplace expectations growing. Harassment is down by 7 cases. We are being kinder to one another!

New classification-not a surprise that this area had a lot of concerns.

“Doubts are more cruel than the words of trust”.

Question: How and where does this report go? The report is intentionally written very broad and is shared with upper Administration. We look at who we would need to seek help from in if we see a reoccurring pattern.

On a different note: This (faculty/Staff lounge) is a beautiful space but staff does not know that this space is available. Is there an event we could have to help inform Staff?

Parking and Transportation - Shauna Birtlin and David Pittsley

There is a lot of construction across campus, which have an impact on some parking on campus. The parking and transportation office’s mission is to facilitate order across campus. We want to help, so we need to know what the needs are.

Different permits and services are available:

- Departmental services –
 - Departmental permits
 - Annual delivery or service permits
 - Visitor permits for guests
 - Event coordination and planning
 - Event services: maps, signage, lot or space reservation, and more
- Employee services –
 - Free temporary delivery or service permits upon request
 - Free jump starts, vehicle unlocks, and assistance with flat tires
 - Auto-renewal permits
 - Overnight permits

If you would like to take part in program contact us.

Question: how late is the jumpstart service go to? 9 PM

Approval of September 10, 2014 Minutes

Correction: Matt Dorschel’s name spelled incorrectly.

Motion to approve minutes with correction mentioned – Cindy Bogar, Greg Flizzell 2nd. Approved unanimously.

Executive Committee Reports

Treasurer – Janice Todish

Still trying to get numbers from off campus locations.

Mailings – we need to use the Staff Affairs mailing zip code of 4225. We need to ensure that all mail goes to this address as Staff Affairs positions change. This will ensure consistency as well as ensure that any mail reaches us in a timely manner. This will eliminate checks floating around campus.

Media/Communications – Debra Rumford

Good news – President Staben has taken a personal interest in the staff of the month program. He is writing a personal letter of gratitude to include in the items the staff of the month employees receive.

Off-campus – Angie Sowers (not present – Ali Bretthauer presenting in her place)

Taken on role of working with off-campus representatives for collecting employee recognition information. Will relay this information to us.

Secretary – Laila Cornwall

We will be voting in new members to Staff Affairs and UI Wide committees during the New Business portion of our meeting today. As discussed in our last meeting, we have only received one new application for staff affairs this time and we decided to refer to potential applicants from our April elections. Several applicants had indicated that they would like to keep their application on file for future openings. These are the applicants we are voting in today.

Vacancies still not filled, are:

- Non-faculty Exempt – 1
- Maintenance/Services/Skilled Craft – 2

I will work with Debra to send out a campus wide email with openings listed.

We will also have an opening come up on the Safety Committee in January. We are eliciting nominations for this position. If anyone is interested please send nominations directly to Laila at lailac@uidaho.edu or to the Staff Affairs Officers at staffaffairs@uidaho.edu. Reminder that this does take on added commitment and time.

Vice-Chair – Greg Fizzell

Tobacco free campus - 4 working groups: Facilities, Policy, Communication & Education, and Cessation. One question came up during the last meeting about staff/faculty being able to smoke in own car, while parked on campus. And the consensus was yes.

Copy from Ali to insert here

Question: I understood that the drive behind this initiative was due to potential loss of federal grant money, but the general belief is that it was a small group who created the drive. Which is it? Some federal grants are beginning to ask about smoking policy on campus. Grants not affected yet, but we are headed that way.

Question: what about International recruitment consideration?

Research done at= what other institutions have experienced and this was very favorable. There is also a widespread support from the Student body. Director of International Programs have also been included in the discussions. Please direct any concerns or questions directly the group by emailing Emily **Last name? and email?** We are the only university in Idaho that does not currently have a smoke free policy.

Strategic Planning – we have made a lot of progress. It has been very encouraging to see - remember it is a process and as with all processes it will take time. We have developed the

mission and the vision for Staff Affairs, and are currently working on 4 action arenas using REAL as the acronym:

1. Recognition
2. Empowerment
3. Advocacy
4. Leadership

Will continue to guide the process moving forward. Please see handout attached to minutes for more details.

Chair – Ali Bretthauer

Faculty Senate and the Staff Affairs leadership met. Had a Career Ladder discussion as well as what Staff Affairs role is on policy and procedures. This is a great opportunity to have input. Talked about endorsement of these policies and procedures as they are presented to Staff Affairs; that we should endorse/not endorse as they are presented and provide justification. This is what Faculty Senate does. It was recognized that Staff does play a role; we moving in the right direction.

Administrative Round Table met on Monday. Updates include:

- The Staff of University of Idaho Address on October 13, 2014.
- Sexual discrimination
- Enrollment strategies
 - Envision Idaho
 - Vandal Friday which will require a \$100 deposit
 - Research goals
 - Tobacco Taskforce – aware that not everyone is on board

Copy of or more info from minutes?

Faculty senate – Mark Miller

Much more interested in taking staff related issues this year. Will be reviewing Career ladder possibilities. Very Staff friendly faculty Senate this year. Concerns from faculty about quality staff and the support provided to keep this Staff here.

Mark will retire on January 30, 2015. (Also mentioned in Secretary Report) We will have to find a new person to take on this role. Preferably someone who have sat on Staff Affairs - currently or in the past. It is a voting position on Faculty Senate.

Career Ladder Report – Ron Smith F&A

Salary compression - lack of increase over the last decade – not new. New people are coming in and are being paid more (hired at market value), than the people who are already here.

Formal opportunity for creating carrier ladders - not an inclusive list. Want to put together a team to identify career ladders, create policy and procedures, and provide employee development. Expected participation: SA, HR, and Human Rights & Inclusion. Others we would think should be on the team?

Suggestions: include staff that does not have a clear path in advancement. Ability to advance within a position as well as longevity within a position as this is added value to the department. Can such a process be considered as well? Should be merit based, not just time based. We need to have a set criteria to lead to increase in salary - similar to the faculty tenure promotion side. This is not new in organizations, can we reach out to peers to find other models?

HR -Greg Walters

Nothing to report

Subcommittee Reports

Appreciation Fair – Bravo!! It was a very successful event, 612 attendants. Vendors happy with flow. Great door prizes as well. Committee will meet directly after this meeting so please inform of any concerns you saw or heard about. Thank you to all of our volunteers! It means so much to our staff.

Old business:

APM 50.51

Presented concerns committee had to HR, sent out additional concerns receive, which was forwarded to Greg. 2 main concerns: 1) defining what "significant" means, need a base line to help define it. 2) Not a lot of clarity on how the new classification will appear-in handbook.

Motion to vote on endorsing the final draft of APM 50.51, Greg Fizzell, Creg Empey 2nd.

The changes was sent out directly after last meeting from Greg Fizzell. Concerns of feelings of helplessness that these concerns are not being addressed.

Request/ suggestion that revisions are pointed out in red in documents to help make it easier to review. Already happened.

Without a baseline it becomes subjective – hard to make a decision on. Conversation will continue.

Vote:

In favor of endorsing: 7

Not in favor: 9

Abstain: 5

Majority rule, do not endorse the APM 50.51. Further discussion in Staff Affairs? No, added clarification needed. This does not mean that the discussion ends. Ali Bretthauer will inform faculty Senate of decision indicating concerns. If additional concerns, email to Ali at abretthauer@uidaho.edu.

Comp time Policy

See emergent meeting minutes attached to this meeting's agenda. Executive committee can come together to meet and vote on an emergent basis. This was already done. 13 Staff Affairs members were present. Draft was presented concepts and some of the details were discussed in this meeting.

Other concerns came up: already earned comp time have already been taxed. What happens with these hours? All concerns will be addressed and considered.

New business

Elections – as mentioned during the Secretary report, it was decided last month to offer the openings to already received applications. Positions that we are to cote on today are:

- Exempt position – Todd Perry, present
- Administrative – Sue Branting, present
- Off-campus (Aberdeen) – Adam Mckinney, present
- UI Wide/Parking – Diane McGarry
- UI Wide/Classified Appeal – Amber Gray

Motion to vote the 5 positions in – Laila Cornwall, Debra Rumford, 2nd. Motion passes unanimously.

Suggestion to include page numbers in agenda to make it easier to find pages discussed during the meeting.

Meeting Adjourned at 11:02 AM