

**UI STAFF AFFAIRS  
MEETING AGENDA**

Wednesday, February 11, 2015. 9:00 to 11:00 a.m. Idaho Commons Whitewater  
Off-Site Connection: Lync access available via invitation

- I. Call to Order.....Bretthauer
- II. Guest Speaker: Library.....Rick Stoddart
- III. Roll Call; Quorum Determination.....Cornwall
- IV. Approval of Minutes.....Bretthauer
  - a. December 10, 2015 (pgs. 2-4)
  - b. January 14, 2015 (pgs. 5-7)
- V. Executive Committee Reports
  - a. Off-Campus.....Sowers
  - b. Media.....Rumford
  - c. Treasurer.....Todish
  - d. Secretary.....Cornwall
  - e. Vice Chair.....Fizzell
  - f. Chair.....Bretthauer
- VI. Advisory/Other Reports
  - a. Finance & Administration.....Smith
  - b. Human Resources.....Walters
  - c. Professional Development & Learning.....Keim
- VII. Subcommittee/UI Committee Reports
  - a. Staff Awards.....Todish
- VIII. Old Business
  - a. Meeting Location Change (Discussion/Vote).....Bretthauer
- IX. New Business
  - a. CEC Allocation (pgs. 8-12).....Fizzell
  - b. Staff Representative/Faculty Senator (Vote).....Bretthauer
    - i. Andrew Brewick (9:00)
    - ii. Rob Anderson Q&A (9:30)
- X. Good of the Order
- XI. Adjournment

## December 2014 meeting

Wednesday, December 10, 2014

9:01 AM

**Call to order** at 9:04 AM

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

#### **Toll Call, Determination of Quorum**

Absences: Teresa Million, Debra Rumford, Amber Crowley, Sue Branting, John Shuttleworth, Off-campus representatives, Elissa Keim, Ron Smith, Mark Miller

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

Motion to approve minutes – Brian Mahoney, Janice Todish 2<sup>nd</sup>. Approved unanimously.

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

##### **Treasurer – Janice Todish**

Nothing to report

##### **Secretary – Laila Cornwall**

Faculty Senate Representative Nomination link now up

##### **Media/Communications – Debra Rumford**

Not present; nothing to report

##### **Off-campus – Angie Sowers**

Not present; nothing to report

##### **Vice-Chair – Greg Fizzell**

**Strategic Planning Group** – we have made a lot of progress. Will meet again on Monday and Thursday next week

**Career Ladder Report** – met first time last week, not much to report yet

##### **Chair – Ali Bretthauer**

**Comp Time proposal passed** – Email came out yesterday to all staff

Concern: that the email was too long and was just deleted by many.

So far – in one day – 21 staff have selected cash payout, and 74 staff selected comp time.

**Ali and Greg met with Faculty Senate** – Discussed an alternative compensation work group, that is being set up and will meet soon.

#### ***Advisory Reports***

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

A lot of what is being done and discussed in the meeting is coming out in the Argonaut. Items discussed are:

- Comp time policy and selections
- Educational discount for Faculty and Staff
- Work related educations; should be considered work
- Several APM changes
- Weapons policy change by Matt Dorchell; went around and around, but should be straight forward

## HR -Greg Walters

Nothing to report

## Subcommittee Reports

### Tobacco Task Force – Chad Neilson

Met before the open forum. Still moving forward. Ali will look into the votes. ASUI – smoke free, not tobacco free? The proposed policy keeps evolving. Ultimately it will come down to President Staben making the final decision.

### Staff Recognition – Janice Todish

Looking at new ideas – will look at what Staff wants.

Changes we are looking at include:

- Instead of handing out the gifts during the event, staff would pick up their gifts from the book store
- Self-selected participation
- What your years of service is
- Include Temporary help that has worked at UI with 10-20+ years of service – would affect about 235 IH employees
- Have a set date every year, which would help with scheduling
- Longevity plaques – move to a paper certificate to lower costs
- Ways to Simplify and reduce costs

Is planning to send out a survey to all staff, any changes will be brought in front of this group for approval.

**Question:** Going to the bookstore for gifts – what about off campus staff? Shelby from the bookstore has been great in working with us on this

**Question:** What about Valic? – Grant to help cover costs? Elissa and Ali have begun working with the foundation on how to best approach them. The conversation is just getting started. Next meeting is scheduled for 12/18/2014 at 1 PM.

**Student thank you's** – we have received thank you cards from the students who received awards from Staff Affairs; cards being passed around.

## New business

**APM reviews** – please email to Ali Bretthauer by December 22, 2014

31.80 Staff Affairs passed revisions

31.85 Faculty Senate suggested that revisions are moved from 31.80 to 31.85

**Question:** Eligible for comp time or not? Self-directed are not eligible, UI directed are eligible

**Suggestion:** Removing language because you can now elect payout or comp time.

**Longevity Raises** – was in place up until 1993, then state took it away. Looking at bringing it back. Survey is being filed out by Staff Affairs during this meeting. Will receive an update once survey has been reviewed.

**Meeting location change** – Very cumbersome to move table around in the Faculty Staff lounge, technology is not very good, possibly loose support in spring, interruptions from people walking through during the meeting.

Want to try to use Horizon room in Commons with Lync Media cart, will you be willing to try it out?

Comment – Brian Mahoney: technology should be free starting in the spring. We fought so hard to get the room, it seems that we would be moving backwards.

Question: will the feed be free? That is Brian's understanding. Right now it costs \$150/hr - \$300/meeting. Dave Lane is the head of the project. Darren Kearney can get more information on it.

Software – Bridge

Staff Affairs members are willing to try Commons for next month's meeting.

**Healthy Holiday Challenge** – Already approved \$100 to cover two \$50 prizes. Asking for funding for one more team of \$50 prize. We have 300 participants.

Motion to approve covering the cost of an additional \$50 prize, J.R. Kok , Darren Kearney 2<sup>nd</sup>.  
Approved unanimously.

**Good of the Order**

Free Yoga classes starting today, food drive over break – 4 cans to get in for free

**Meeting Adjourned** at 9:59 AM

## January 2015 meeting

Wednesday, January 14, 2015

**Call to order** at 9:05 AM

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

Peter Haworth, Custodial Foreperson

### **Guest speakers**

#### **Suzie Bender, Executive Director International Programs Office (IPO)**

Passed out an *International Profile Summary* brochure and mentioned a 150 pg booklet, which both are out on their web site, regarding what's happening nationally, in the State of Idaho and the U of I.

IPO provides infrastructure for international students, teachers, etc. regarding hiring, research and study abroad. IE: If a UI employee is going to travel abroad on behalf of the university, they need to check in with the IPO office prior to. They oversee all institutional and international agreements.

Fall of 2014, the UI had 919 international students from over 80 countries. Some countries fund their students and they can chose from 400 different institutions to study in or can work in any country. International students brought in approximately \$85m to the State of Idaho in 2014. A full time faculty or staff can be awarded \$2,700 to travel abroad during the summer to experience another culture, language, etc. They give out over \$158k/yr to students to study abroad.

If you have a program that you would like to attract more international students to, contact IPO and they will "feature" you in their newsletter which is distributed monthly.

#### **Marty Ytreberg, Faculty Senate (FS) Chair**

January 15 is FS's first "business" meeting of the academic year and will be voting on the comp time policy. Senate issues:

- 1) Enhancing Benefit Brainstorming – way too many ideas brought to the table. An ad hoc committee (5 staff) was formed which is tasked with going through the list to understand how some of the ideas can be implemented.
- 2) Staff Internal Promotional Career Ladder – this is a VERY important issue to faculty. Ideas:
  - a) Policy for internal promotion
  - b) Longevity increase
  - c) Structured career ladder

Compensation (fac/staff) – tasked UBFC how a raise would be implemented and to come up with a strategy rather than just straight across the board.

Marty commented on how important it is for Faculty and Staff Senate to have a strong relationship to come together.

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

Absences: Laila Cornwall, John Kok, Chad Neilson, Inna Popova, Debra Rumford, Kristin Strong, Michelle Weitz, Marlene Wilson, Brian Mahoney, Mark Miller, Ron Smith. Quorum is met.

#### **Approval of December 10, 2014 Minutes**

The December minutes were not available for approval. They will be sent out and approved at the January meeting.

#### **Executive Committee Reports**

##### **Off-campus – Angie Sowers**

Nothing to report

##### **Media/Communications – Debra Rumford**

Nothing to report

##### **Treasurer – Janice Todish**

Working on numbers of attendees for appreciation fairs from off campus locations to line up with budget allocations.

##### **Secretary – Laila Cornwall**

Nothing to report

##### **Vice-Chair – Greg Fizzell**

Policy committee – they will continue to work on by laws. The group has been working hard to move forward and represent staff across the state. They will produce a draft and bring it to a meeting before it's presented to all staff.

Met with President Staben on ideas how to get campus as whole excited to increase enrollment. If every dept. enrolled 2 additional students, that revenue would equate to a 1% salary increase. Commented faculty/staff can control our own destiny by assisting with increasing enrollment.

JFAC is requesting a 4% increase. If you have questions regarding the new comp time proposal, you can submit questions to [comptimeinfo@uidaho.edu](mailto:comptimeinfo@uidaho.edu). January 16, 2015 is the deadline to make a choice. If no choice is made, cash payout is the default.

##### **Chair – Ali Bretthauer**

Debra Rumford will serve on the hiring committee to replace Carl Root, Parking & Transportation Director.

#### **Advisory/Other Reports**

##### **Finance & Administration – Matt Dorschel**

Because of the tragic shooting that happened in Moscow on January 12, Matt talked about what warrants a campus alert message since some employees were concerned that an emergency alert message was not broadcasted. There was a lot of conversation regarding what is said on

social media that can hamper law enforcement when untruths are being broadcasted. Requests may come from Law Enforcement, Fish & Game or the Health Dept. Campus security must be deliberate and accurate with notifications.

## **Human Resources – Elissa Keim**

32% of employees have completed The Inclusive Workplace Sexual Harassment training. The deadline for completion is 3/31/15 which will affect any CEC if not completed. Several notifications will be sent out. If supervisors do not see names who have completed the training, please contact HR.

## **Professional Development & Learning – Elissa Keim**

The 2015 Women's Leadership conference will be held 3/25/15. Registration will open 2/14/15.

## **Subcommittee/UI Committee Reports**

**Staff Recognition Task Force** – Teresa Million has resigned from this post and from Staff Affairs. Janice Todish volunteered to take over this subcommittee as well as the Awards Ceremony for 2015 ONLY!

**Appreciation Fair** – Amber Crowley's and Kristin Strong's terms on Staff Affairs are up. If anyone is willing to take over....we are looking for volunteers.

## **Old Business**

**Meeting Location Change** - There was much conversation on the SA meeting relocation from Brink to Commons and using Scopio or Lync. Commons – not enough seating for the general meeting. Videoconferencing at Brink is \$125/hr, Commons using Lync is \$60/hr (set up/take down). Next meeting will be at the Commons to try out Lync and see how the seating works.

## **New Business**

**Staff Representative/Faculty Senator Vote - Notification** will be sent out again with a 1/26/15 deadline. Anyone interested in serving temporarily at the next 2 meetings contact Ali or Greg.

**Good of the Order** – Laurie Krasselt commented that one of the individuals lost in Saturday's tragic event was an employee of Student Health. The UI is asking for a moment of silence for all the victims and their families at noon today.

**Meeting Adjourned - 10:50 AM**

To: Marty Ytreberg, UI Faculty Senate Chair

28Jan2015

From: Norman Pendegraft, Chair

University Budget and Finance Committee

Re: CEC Allocation

Attached is the committee's report to the Senate regarding allocation of Change in Employee Compensation (CEC). The committee's discussions were spirited and far ranging. I believe that the final report reflects the overall consensus of the committee.

University of Idaho  
University Budget and Finance Committee  
Report to Faculty Senate  
on  
Allocation of Continuing Employee Compensation  
26 January 2015

**Summary**

Pursuant to your request of 24 Sept. 2014, the UBFC has discussed the allocation of Change in Employee Compensation (CEC). We first identified a number of possible policies that might be used. We used approval voting to select a shorter list. We examined those in more detail to determine our recommendations. Please note that the committee was not necessarily unanimous in its opinions, but the recommendations are a fair representation of the members' opinions.

The committee's recommendations include suggestions that portions of a CEC be allocated across the board, to merit, to relieving compression and inversion, and to raising the university's lowest salaries. We also recommend that division heads be given some flexibility in the allocation and that some consideration be given to addressing compression and inversion over the long run.

**Discussion**

We begin our report with a brief review of the university's budget for the current fiscal year ending 30 June 2015 (FY2015).

Total Operating Budget:	\$371M	
Total Budgeted Faculty FTE:	~825	
Total Budgeted Faculty Salary:	\$66M	
Total Budgeted Staff FTE:	~1,316	
Total Budgeted Staff Salary:	\$75M	(includes TA/RA and IH)
Total Budgeted Salary:	\$141M	
Cost of a 1% salary increase:	\$1.4M	

In our first discussions, we identified several possible policies. CEC could be allocated according to: merit, compression, inversion, lowest paid staff (with several variations), peer comparisons, allocating more to staff than to faculty, investing in new faculty, retaining current faculty, using a rolling average, and longevity. Many of these overlapped. After some discussion we used approval voting to select a subset for more detailed examination. That resulted in four policies

making the short list: merit, inversion, compression, and low pay. Subsequent discussions resulted in “across the board” being added to the list. After further discussion we lumped compression and inversion together because they represent similar issues. Ultimately, the committee decided to lump these together with merit believing that they are inseparable. We discuss each of these below.

The opinion has been expressed in the Senate that a disproportionate share of any CEC should be directed to staff. The committee did not share this opinion.

## Merit

By merit we mean evaluation via annual performance reviews. (Concern was raised that in the past merit was not evaluated consistently across campus. The committee believes that this is an important issue but not within the purview of this assignment.) This policy may also address compression and inversion.

It was noted that in the past the legislature has occasionally mandated that CEC (or some of it) be used for merit. The opinion was expressed that the long-term health of the university depends on its ability to attract and keep good faculty, and that this need is partly addressed by the merit policy. Thus, we concluded that merit is a very important part of any CEC allocation.

## Inversion and Compression

Inversion and compression are related and so are addressed together. By compression, we mean a situation in which an employee who has had good annual evaluations for many years is making only slightly more than someone in a similar position who has been employed a much shorter time. This is an issue for faculty as well as staff. Inversion is the situation in which a long-term employee is paid less than a newer employee. This is also an issue with faculty and staff. There are some departments that have assistant professors paid more than some full professors.

The committee examined data from six academic departments with salary plotted against time since last degree. There were many cases of compression and inversion. There are many possible explanations, so these data are not prima facie evidence of inequity, but nonetheless raise questions. The committee recommends that division heads be asked to examine cases of inversion or compression and either offer a justification for each case or a plan for relieving it over time. The committee also recommends that dealing with inversion and compression should be long term goals of the university’s allocation of future CEC’s. The committee notes that these are not problems that will be dealt with quickly. Because the issue is so important, the committee believes that the university should start now and continue to address the issue over the coming years.

## Low Pay

The final issue on the short list was lowest paid employees. In particular, there was concern over those paid less than \$27,600 for full time employment. That number being the “living wage” for a family of four in Moscow. It is important to note that some of these employees are low skilled workers at ag stations outside of Moscow, so the Moscow “living wage” is not necessarily the correct metric. (The committee chose the term “low pay” rather than “living wage” because the latter is a technical term with a specific meaning.) The committee obtained data from the HR department which is summarized in the Table 1 below.

# University of Idaho

## Staff Affairs

Salary Range	Number of Employees	Current Salary Total for Group	Annual Cost of Goal \$22,000	Annual Cost of Goal \$25,000	Annual Cost of Goal \$27,000
<\$22,000	2	\$42,328	\$1,673	\$7,673	\$11,673
\$22,000 - \$25,000	98	\$2,319,400		\$130,601	\$326,601
\$25,000 - \$27,000	64	\$1,664,840			\$63,159
<b>Total</b>		<b>\$4,026,568</b>	<b>\$1,673</b>	<b>\$138,274</b>	<b>\$401,433</b>

Table 1: Total Cost of Raises by Group and Target Minimum

The committee recommends that some of a CEC be used to raise the salaries of those with the lowest pay. Since these employees are not distributed uniformly across units, the committee recommends that this portion of a CEC be managed centrally.

The committee understands that in recent years many such low paid positions have not been approved by the administration. The committee applauds that position and suggests that it be maintained.

Finally, the committee calls your attention to the fact that any part of a CEC allocated this way will exacerbate the problem of compression. Since it will raise the salaries of those in a particular salary range but not the one above, it will reduce the difference between those ranges. Many of those in the next ranges will have greater time in rank and skills than those in the lower range and may feel that they have been selectively disadvantaged by this policy.

### CEC Recommendations

The committee's primary recommendation is summarized in the table below. The committee also recommends that

1. The portion of any CEC used to raise the lowest wage to \$25,000 should be managed centrally.
2. Division heads should be directed to examine inversion and compression cases and, for each, justify the situation and, when applicable, offer a plan for relieving the situation.
3. CEC allocated for merit / inversion / compression and across the board should be allocated based on current salary before any low pay adjustment is made.

Approved CEC Amount	Recommended Allocation		
1%	1% raise for all faculty and staff		

# University of Idaho

Staff Affairs

2%	1% raise for all faculty and staff	1% raise based on merit*/inversion**/compression	
2.5% or greater	1% raise for all faculty and staff	~1.4% – 1.9% raise based on merit/inversion/compression	~\$140,000 to get the 100 staff who are below \$25K up to \$25K minimum

## Other Considerations

The committee reviewed a portion of the WSU Faculty Manual. It clearly delineates how raises for faculty are to be allocated at WSU. This may be of some interest to senators. [http://facsen.wsu.edu/faculty\\_manual/Faculty\\_Manual\\_2014%2808.20.14%29.pdf](http://facsen.wsu.edu/faculty_manual/Faculty_Manual_2014%2808.20.14%29.pdf) (see p61:6.Salary)

Across the board raises apply only to those meeting or exceeding expectations.

Any CEC will likely result in increases in rates charged by auxiliary services as they must fund their own raises.

Federal regulations require that all employees be treated the same way with respect to CEC.