

**UI STAFF AFFAIRS
MEETING AGENDA**

Wednesday, May 13, 2015. 9:00 to 11:00 a.m. Idaho Commons Whitewater
Off-Site Connection: [Lync access](#) available

- I. Call to Order.....Bretthauer
- II. Guest Speaker (Ben Kirchmeier, Information Technology Services)Fizzell
- III. Roll Call; Quorum Determination.....Cornwall
- IV. Approval of Minutes
 - a. April 2015 minutes (pgs. 2-7).....Cornwall
- V. Executive Committee Reports
 - a. Off-Campus.....Sowers
 - b. Media.....Rumford
 - c. Treasurer.....Todish
 - d. Technology.....Kearney
 - e. Secretary.....Cornwall
 - f. Vice Chair.....Fizzell
 - g. Chair.....Bretthauer
- VI. Advisory/Other Reports
 - a. Faculty Senate.....Brewick
 - b. Finance & Administration.....
 - c. Human Resources.....Walters
 - d. Professional Development & Learning.....Keim
- VII. Subcommittee/UI Committee Reports
 - a. Staff Awards.....Todish
- VIII. Old Business
 - a. Elections (Vote).....Bretthauer
 - b. Staff Open Forum: May 19, 2015 (Discussion)(pg. 8).....Bretthauer
- IX. New Business
 - a. Diversity & Human Inclusion (Vote) (pg. 9).....Planagan
- X. Good of the Order
- XI. Adjournment

April 2015 meeting minutes

Wednesday, April 8, 2015
8:59 AM

Call to order at 9:06 AM

Recognition – Staff of the month

Debra Eisinger, Executive Assistant to the VP for Finance and Administration

Guest speaker – Elisaa Keim and Kim, President’s Diversity Council

President’ Diversity Council created prior to Carmen Suarez 6 years ago. Some of the sub-committees overlap issues that Staff Affairs works on. Elissa welcomes SA members to be a part of those sub-committees.

See PPT, has the sub-committees listed, ie Faculty retention subcommittee, staff retention subcommittee. Their goal is to identify strategies, hiring, recruitment....

Diversity is key. Faculty and Staff retention subcommittee to identify strategies on hiring and recruitment as well.

Staff Subcommittee membership – projects:

- Supervisor Excellence Program – mandate for all supervisors.
- Best Practices guide to increase staff diversity – collaborate with faculty subcommittee on roles and responsibilities, searches, retention, and interviewing guidelines.
- Employee Exit Survey – on HR website, but not really used. Look at peer institutions, make new survey anonymous, broaden scope of effectiveness, and increase marketing of the survey, collaborating with the AAC group. Finalizing where it should go (President’s Office or HR), also provide more options to provide feedback.

Question: will it be based on the Campus climate survey? We will hsare more when the final pieces come into place later.

Question: Affirmative action – learn of someone’s departure. Could an email be sent from President Staben saying “we would like your feedback” – How do we evaluate it and give form to the employee before or after? We need to find out why people left. The senior administration need to know why – ie. Salary, culture or climate issue etc.

Should we be reaching out to those staff that have left 1-3 years ago? Ask HR to follow up. Staff Affairs does not have the man power to do that. Raw feedback is best.

Usually Affirmative action learns of someone’s departure. The group is working on getting a message (elevate standard to come from ie President) from President Staben for those that leave to provide feedback. Send the form to employees before or later after they have

departed. We need to find out why people left so senior admin can know why employees leave either because of salary, culture, climate, etc.

We are working in a Vandal Recruitment Ambassador/Mentor Program; similar to the program that is in place at Iowa State. We want to relay the message that the University of Idaho is a great place to work. We want to target staff first and help them create a personal connection within the University.

Anyone interested in working on this, please contact us at Professional Development and Learning.

Roll Call, Determination of Quorum

Absences: Creg Empey, Janice Todish, John Shuttleworth, Greg Walters. Quorum is met.

Approval of March 11, 2015 Minutes

Motion to approve minutes by Brian Mahoney, 2nd by Andres Brewick. Approved unanimously.

Executive Committee Reports

Off-campus – Angie Sowers

Nothing to report

Media/Communications – Debra Rumford

Nothing to report

Treasurer – Janice Todish

Not present, nothing to report

Technology – Darren Kearney

Lync will be renamed to Skype for Business next week and will look slightly different than the current Lync program.

ITS is currently and over the next 4-5 weeks going through the process of looking at new and cheaper options for the phone system on campus. We are looking at options for having it run over the bandwidth, and will have many new features, such as soft phone capability (phone through laptops or tablets), voice messaging etc.

Question: Will we be required to change out our current phones? Yes, it will be a voice over IP phone, and most phones currently used on campus are not compatible.

Question: Some departments have had a large expense getting conference phones, what about the added costs? What about the bandwidth, will this cause it to run slower or get bogged down? The new phone system will be traveling the same wires, but do not foresee that it will be a problem. The network team is also looking at it.

It will look and feel similar to our current phones, but will hopefully be less expensive.

Question: Will we have to pay ITS \$60/hr to come plug the new phones in? Which for some departments who have a lot of phones could be very expensive? There will not be any transfer fees from ITS to set up new phones.

Question: what about offices that are already utilizing all available wall plug ins, will costs associated with installing more plug ins be covered by ITS? Should be able to plug computers into phones and vice versa and use the line as a pass through. Stay tuned.

Secretary – Laila Cornwall

Elections, which we will discuss under new business, otherwise nothing to report

Vice-Chair – Greg Fizzell

Nothing to report

Chair – Ali Bretthauer

President's Round Table – Going through some structural changes in upper administration. We are currently hiring a VP for Advancement; open forums are going on right now.

Schedule:

April 8th – 1:30pm to 2:00pm – Commons Aurora Room – VP Candidate Tim Mooney

April 13th – 1:00pm to 1:30pm – Commons Crest Room – VP Candidate Mary Kay McFadden

April 17th – 1:00pm to 1:30pm – Commons Crest Room – VP Candidate Patrick Kramer

Are also hiring for the following positions:

- VP of Finance & Budget
- VP of Infrastructure
- VP of Research
- Dean of students – hope to have the open forum for this position in May

Institutional research moved to the Provost's Office

Communications – any communication that goes out to the UI Community coming from Staff Affairs or on behalf of Staff Affairs, must be approved/run through the Staff Affairs Executive Committee.

Question: What about direct contact from staff to upper administration? Absolutely! Strongly encourage any staff to contact the people they need to directly. The review is for items that is sent out on behalf of Staff Affairs.

University Accreditation – As many of you are aware the University is going through its accreditation renewal. The full report is listed in the website at:

<file:///S:/Committees/StaffAffairs/University%20Policies/University%20of%20Idaho%20Year%20Seven%20Self-Evaluation%2003-10-2015%20FINAL.pdf> Site visit scheduled for April 20-22, 2015.

Advisory/Other Reports

Faculty Senate Reps – Brian Mahoney and Andrew Brewick

Change to leave, specifically parenting in FLMA. Sick leave not limited to 10 days. Changes was also made to adoption and foster parenting; changed from 12 weeks to 16 weeks. Both parents can now use the 16 weeks, not necessarily taken as on chunk, but overall time.

Drones not to be used over the UI campus, exception includes Guy Wicks Field.

International travel – must be approved by the International Programs Office at least 30 days prior to travel as it will affect liability. This includes travel to Canada.

Proposed changes to Dependent Waiver is now up for Senate vote.

CEC – you cannot please everyone. The intent is there and we are moving in the right direction.

Question: 1.5 M withheld, that eliminated the first 4 pay grades and employees still within a pay grade. How is that being dealt with?

It is currently being reviewed for compression issues. Deans are able to look at individual instances of unfairness. There has also been a lot of federal forecasting on changes to what we can hire new staff at. The pay scale does need to be reevaluated and adjusted.

Finance & Administration – Ron Smith

Career ladder committee has made the recommendation encouraging departments to hire within. The incentive – recommend up to 1/3 of pay grade or up to 3% if already there. It is going to the executive team for approval.

Question: What about internal search for jobs in grades 2-5, entry level positions?

Most of these does have to be open searches to make it more inclusive.

Question: Where does these rules live? The rules does not apply to people equally. Who makes that decision?

The rules reside at the executive team level, exceptions are made by the VP of that unit. Rules are “published” before they can be carried out.

Question: Concerned that employees are not treated equally – creates distrust.

Unique exceptions are being logged and sent to the executive team. These are becoming more scares. What Staff Affairs is trying to do is create fairness and hold the leadership to these standards. Exceptions are judgment calls. Positive changes are being made. This is not where we want to be, but we are moving in the right direction.

Question: Lack of transparency, why are we not able to do that on paper? We need clarity even on paper.

Ron Smith thinks we are pretty close to being to this point now. VPs needs to be help to the same standards that is where the discreptions happen.

Question: Why are we locked into this new system that everything is being blamed on? It is a brand new system and it is not working, it is frustrating.

Human Resources - Greg Walters

Nothing to report

Professional Development & Learning – Elissa Keim

The required Inclusive Workplace workshop has now been completed by 98% or board appointed employees. The 2% that opted not to fill it out were not staff.

Spring/Summer Advisory Excellence Training registration will open soon. Limited to 20 seats at the UI campus.

Subcommittee/UI Committee Reports

Staff Awards – Janice Todish

Facilitators will provide elections by Friday this week. Names submitted will be forwarded to Human Resources for verification. The goal is to notify everyone by April 17, 2015. Irma Sixtos is working on the longevity piece.

Old Business

Strategic Plan Review – Greg Fizzell

All feedback received has been integrated.

Motion to accept the Strategic Plan for the next 3 years by Greg Fizzell, 2nd by Brian Mahoney.

Votes – Yes – 20

No – 0

Abstain – 2

Motion passes.

FSH 1800: Staff Affairs Bylaws

All feedback received has been integrated.

Motion to accept the Strategic Plan for the next 3 years by Greg Fizzell, 2nd by Lisa Miller.

Votes – Yes – 22

No – 0

Abstain – 0

Motion passes.

Ali Bretthauer – shout out to the policies committee as well for a job well done.

Staff Open Forum – Ali Bretthauer

The Open Forum has been moved to a later date – May 19th. President Staben has agreed to pay for the refreshments. We will move ahead and send out an announcement to all staff with a link to updated webpage. We will solicit feedback from staff prior to the forum. Next steps: electronic vote, approval by the Faculty Senate, then the President's Office.

New Business

Emily Tushoff is in charge of the Vandal Health Education Fair for students every year. They would like to partner with Staff Affairs to include faculty and staff as well. Suggestions is to

combine the Vandal Health Education Fair with Staff Appreciation Fair, which will also benefit vendors.

This is an option moving forward. Ali Bretthauer and Greg Fizzell has also talked with the Faculty Senate leadership about combining efforts. This would affect the Staff Health fairs in the spring through benefits. Flu shots – Idea of a “Community Appreciation Day.” Right now it is two different things: appreciation and health. Combining efforts would save time and money. The suggestion is to do one event in the spring and one event in the fall.

Question: Staff Affairs funds only to be used for staff?

Yes, there is interest in combining efforts, how that would look we would have to evaluate and see. Staff Recognition task force is to start meeting again soon. This would be something they could take a closer look at.

Motion to move to accept combining efforts by Andrew Brewick, 2nd by Chad Neilson.

Votes – Yes – 19

No – 0

Abstain – 1

Motion passes.

Elections – Laila Cornwall/Ali Bretthauer

UI Wide Committee Openings – Administrative Hearing Board, Borah, Ubuntu, University Budgets & Finance, Classified Appeals board, as well as the new committee, University Security & Compliance Committee. Please direct interested parties to Ali or Laila. Election surveys to go out for electronic vote soon.

We also have several openings on Staff Affairs. Renewal survey will go out to members, whose terms are ending.

Links has been updated for new applications.

Good of the Order

Vandal Faculty/Staff Sports Package Flyers

Meeting adjourned at 11:07 AM

University Staff Forum

Tuesday, May 19, 2015 1:30pm-3:00pm (PST)

Idaho Commons Clearwater/Whitewater

(Off-site access available)

Agenda

1:30-1:45: Staff Affairs Overview and Introductions

Meet your Staff representatives and learn about the ways in which we advocate for and represent you.

1:45-2:00: Introduction of Staff Council Strategic Plan

The Staff Council Strategic Plan will be open for review and feedback as well. During this meeting, we will discuss the plan and answer questions.

2:00-2:30: Introduction of Staff Council Bylaws

Staff Affairs has approved a revision to the governing bylaws of the staff committee (Faculty Staff Handbook 1800). These revisions will be open for review and feedback by the University Staff in the weeks preceding the University Staff Meeting. During the meeting, we will discuss the revisions, answer questions, and prepare staff for an electronic vote.

2:30-3:00pm: Refreshments & Open Forum

Open forum for staff to discuss university matters. Cookies, coffee, and lemonade provided by the President's Office.

University of Idaho's Diversity and Inclusion Statement

28 April 2015

The University of Idaho acknowledges and supports the principle that everyone is a unique person who possesses diverse qualities and traits, and who interacts with diverse others within a larger inclusive civil society.

At its core, the University of Idaho embraces the complementary principles and behaviors of diversity and inclusion. We seek to protect and promote a respectful and civil learning environment for the discussion of the concepts and the development of practical skills associated with diversity and inclusion.

As a place of learning and training, the University adheres to the standards of ethical and civil diversity and of inclusive discourse and action within our classrooms, offices, hallways, student organizations, and gathering places.

The University community values people of diverse cultures, classes, races, ethnicities, sexes, gender identities, mental and/or physical abilities, citizenship, nationalities, sexual orientations, religious backgrounds, ages, epistemologies, academic disciplines, veteran status, life experiences, and identities. As a living document this list is intended to be additive as we become a more inclusive learning community.

The University community welcomes and respects all people.

This statement has been reviewed and is supported by the following:

Associated Students University of Idaho (ASUI)
Graduate and Professional Student Association (GPSA)
UNITY
President's Diversity Council Steering Committee
Student Bar Association (SBA)
Faculty Senate

Initiated by the President's Diversity Council: Committee on Multicultural Curriculum and Co-Curriculum Development.