

# AUGUST 2014 Meeting Minutes

Wednesday, August 13, 2014

8:46 AM

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

## **Recognition – UI Staff of the month**

No staff of the month was elected over the summer.

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

Absences: Cindy Bogar, Matt Dorschel, Marlene Wilson, Kristi Overfelt, Ron Polley, Michelle Weitz, Brian Mahoney, Ron Smith

## **Approval of May 14, 2014 Minutes**

Not available; will be sent out with September Agenda and approved at next scheduled meeting in September.

## ***Executive Committee Reports***

### **Off-Campus – Angie Sowers**

Nothing to report

### **Treasurer – Janice Todish**

End FY budget – attached to agenda. Taking a look at expenses for award ceremony, and it is not as bad as originally thought. Was able to move money around to help pay for expenses exceeding initial budget. Would still like to move ahead and ask for more financial support from the upper administration to help pay for expenses in the future.

### **Media/Communication – Debra Rumford**

Would like to extend a kudos to Lisa Miller on the July Newsletter, which she did a fabulous job on. Staff Affairs Newsletter will resume in September.

We have received 205 KUDOS! 6 Starbuck gift cards has also been donated to the Staff of the month awards.

### **Secretary – Laila Cornwall**

Checking to see if everyone has received a Staff Affairs binder – will bring binders to next meeting, for those who still needs one.

We currently have 3 vacancies. Will review applications for last election; some applicants had asked to be put in a HOLD folder. Asked for help will upcoming elections if needed. Darren Kearney volunteered to assist.

### **Vice-Chair– Greg Fizzell**

Gave a brief of the 3 day State Tour with upper administration. It was a most positive experience and went really well. Upper administration is very interested in working with Staff Affairs and that Staff is given a voice.

Main concerns that was heard repeatedly was the lack of trust employees have and the results and outcome of the class comp study. We need to look at how we can move forward in a positive way and help work on morale.

**Chair – Ali Bretthauer**

**Plans to visit CDA campus** soon and expressed the importance of connection with all staff on all UI campuses.

**A Staff Recognition Discussion Group** has been put together to discuss staff recognition in the future. Key players met on Monday of this week. Finding support from partners and making changes to what we do. Anyone interested in joining this group should contact Teresa Million at [tmillion@uidaho.edu](mailto:tmillion@uidaho.edu).

**Volunteers for the SA Hearing Board** on staff who wishes to challenge a termination has been selected: Chad Neilson, Marty Lunt, and Lori Krasselt. They underwent the training last Friday and will review cases, evaluate, and provide recommendation to President Staben.

**Met with President Staben**, who will attend September Staff Affairs Meeting to give a brief introduction. Contemplating a large group tour - staff? Students? Criteria. Industry partners, campus extensions to "spread the word". If you have any suggestions - send to Ali at [abretthauer@uidaho.edu](mailto:abretthauer@uidaho.edu).

**On September 19th** is the inauguration scheduled – “Keys to the Future” Classes will be cancelled from 1-3 PM. Staff will be released during this time so they can attend. In a symbolic gesture Faculty and Staff will hand it over together.

**In October** president Staben will open up a Q & A session for staff and encourages staff to attend.

**In April** a staff forum is being planned.

**Document storage for Staff Affairs** – open up discussion on whether shared drive should be continued or if we should switch to OneDrive. With the lack of knowledge of the OneDrive we will continue to use the shared drive for now.

**Faculty Senate Rep – Mark Miller**

Retreat scheduled for next week, will report back at next meeting. Have not met as a group this summer.

**UI Advisory - Greg Walters**

Nothing to report

**Human Resources – Elissa Keim**

Nothing to report

**New Business**

**APM 50.51 Revisions**

Classifications are back and appeals are now available. To reduce time and efforts to supervisors, they can now ask for an informal review to look at job description before submitting. It has helped speed up the process. It used to take 3-4 months, with the new system it now takes 2-4 weeks. Employees have 30 calendar days to appeal.

Compensation management to come - no probation related to the re-class process. If job does significantly change you can freeze the position.

Section A, 2nd paragraph -

- What does a vacant position have to do with the job? You can re-class the vacant position before hiring.
- Word usage limits, who can change job to supervisor? Ultimately the supervisor, because they sign the actual Contract. Changes to language, significant changes all have pretty high standards

**Motion** to make changes as discussed and revisit at next meeting –Teresa Million, 2<sup>nd</sup> – Creg Empey. Note: Faculty Senate vote is not need to make changes to the APM.

**Mend motion** to move it to the policy committee to take more time to review - Teresa Million, 2<sup>nd</sup> – Creg Empey.

Approved 13

Abstain 2

Motion passed

Passed -time to review by policy committee will be placed as action item next month

NOTE: When material is provided ahead of time via email for action items, please take the time to read before the meeting so we can come prepared to discuss and vote on it.

Suggestion was made to add “vote” to the action items listed under new business on the agenda.

### **Business Partner Model Change**

Please see handout. ATS system is now gone. Business Partners to work directly with supervisors in departments. Help will be provided to coach supervisors to be more successful. Had 700 employer relations cases last year. Main concern was lack of understanding being a supervisor, and legal and risk management. Goal is to have better responsiveness and better stability.

### **Comp Time Task Force**

Presented by Creg Empey.

History –UI had an IRS audit last year, where it was stated that although the UI overtime/comp time policy is fine, the way it was being implemented is out of compliance. This lead to it being suspended.

A task force was put together consisting of IRS representatives, Fiscal officers and staff, and a new policy is being crafted.

Policy is being crafted:

- Eligible employees can bank up to 240 hours, everything above that will be paid out
- Hours can be taken as time off
- Must be paid out when the employee have changes to their employment
- Cash payout is possible, but will be subject to 10% penalty before withholdings
- Payouts of comp time hours to happen 1 or 2 times a year of excess hours. Example: everything over 120 hours to be paid out w/o penalty

There was a questions about waivers?

The original issue was that employees had access to their "money" anytime, which meant that they had the ability to inflate their yearly income. Plan to meet again with Staff Affairs when things have been finalized more. Also plans to have more Town Hall meetings.

### **All-Sports F/S Season Tickets**

Presented by Kristin Strong

Discussions they had was based on what season tickets were ordered in 2007. Currently 20% of sales are purchased by faculty or staff.

Suggestion is to offer an all sports package for \$125 per person regardless of age (adult and child). This would also be available to retired faculty and staff.

Question? What is the value of savings? Not counted as taxable income and payroll is already setup. Since this seasons ticket sales have already begun, it is suggested that this new package would be offered starting next school year.

**Motion** to pass the suggested all sports package effective 2014 school year – Kristin Strong, 2<sup>nd</sup> – Teresa Million. Motion passes unanimously.

### **Staff Appreciation Fair**

Presented by Kristin Strong and Amber Crowley

Is scheduled for October 2, 2014. We are receiving a lot of interest and now have 60 vendors signed up. Theme this year is the celebration of 125 years to along with the campus celebrations. We will have to look at the budget for this event, as some of our previous sponsors have backed out with their funding. Cost: \$35 registration and \$255 Gold member.

Will have a volunteer signup sheet go out through google docs, so please watch for that.

### **Retreat Goals & Strategic Plan**

By Ali Breethauer

We had a really great turnout. Feedback: like the chicken, Gary Thompson was great as a facilitator, the name game was fun. Setting goals for the coming year was facilitated by Elissa Keim.

Some of the goals we have are:

- Make changes to how Staff Affairs work
- Create a 3-5 year strategic plan
- Revision of staff recognition events
- Focusing our efforts on advocacy and innovation for staff

We will scheduling a Strategic Plan meeting that will be facilitated by Lori Higgins. We are looking for a 4 hour commitment and the goal is to have it done by December if possible. The theme will be “what works and how to make it better”. This is a great opportunity of being in on shaping the future for Staff Affairs and the University. Food will be provided.

**Good of the order**

Multiple invitations to events have been received. It is impossible for one person to go to all of these things by themselves, so Ali will be sending out the invitations to Staff Affairs Members for the opportunity to go and represent Staff Affairs.

**Meeting adjourned 10:38 AM**