

September Staff Affairs Meeting Minutes

Wednesday, September 10, 2014

8:58 AM

Called to order 9:03 AM

Recognition – UI Staff of the month

Barbara Lyon, Office of Development

Guest speaker President Staben is meeting with a State board member, and is running a little late.

Roll call, Determination of Quorum

Absences: Amber Crowley, Marty Lunt, Kristi Overfelt, Mark Miller, Ron Smith, Greg Walters

Approval of May 14, 2014 Minutes

Motion – J.R. Kok, Laila Cornwall 2nd. Motion approved.

Approval of August 13, 2014 Minutes

Motion – Janice Todish, Brian Mahoney 2nd. Motion approved.

Executive Committee Reports

Media/Communication – Debra Rumford

Nothing to report

Treasurer – Janice Todish

Met with Ali Bretthauer and Greg Fizzell to do a 3 year review of expenses for Staff Appreciation gifts and event. There is a need to create better guidelines for assigning money to the different units and spending on awards and gifts.

Secretary – Laila Cornwall

We have open seats on Staff Affairs; 2 in Non-Faculty Exempt, 1 in Administrative/Technical/Research, 2 in Maintenance/Services/Skilled Craft, 1 in Off Campus Representatives. Applicants from April elections had asked to keep their applications on file. Laila have emailed the runner up's (Administrative/Technical/Research and Off Campus Representatives) about continued interest in Staff Affairs. This still leaves openings in Non-faculty Exempt and Maintenance/Services/Skilled Craft.

Off-Campus – Angie Sowers

Nothing to report

Vice Chair – Greg Fizzell

Guest speakers lined up for the coming months:

- Dan Ewart, ITS - October
- Cezar Mesquita, Admissions - November
- Keith Ickes, Budget Office - January
- UI Library - February

Chair – Ali Bretthauer

Has been asked to sit on Provost Search Committee & EVP.

Administrative position searches are coming up - will ask for SA Representation for these searches, as time will not allow for Ali to sit on all searches

Just getting started

Rebalancing technology on campus

Career Ladder - came up at Administration round table in July, any suggestions, please email to Ali at abretthauer@uidaho.edu. Faculty Senate is also looking into it. Want to have clear pathways for advancement. EX. AAI to AA2 to AA3.

The hope is to help employee intention. Ron Smith will bring to us next month. It is highly supported and is a top priority for faculty senate and from upper administration.

They hope to identify who? What about positions that does not have a clear path, and steps within a position. Some positions does not lend itself to advancement. More to come at next meeting. Faculty Senate and Staff Affairs leadership with met with Greg Walters

Guest speaker President Staben

Priorities in relation to Staff

Increasing enrollment; educate more students for Idaho, self-interest - revenue comes from tuitions, fees and housing. More students equals more money, so let's treat them well and ensure that they stay and graduate.

We can do everything that we do a little bit better. Our future is in our control.

Conducting Research and bring this to our community.

Visited all the extension offices over the last couple of months. Everyone is very supportive across the state and will help our state become more prosperous.

We cannot depend on the State legislature

Research mission - we all doing a lot of great work out there. Sawmill to seedling companies employ a lot of our UI graduates. All the things we like come from extraction.

Water Creek Research Site – forestry, renewable energy

How we handle ourselves affect how Students think about their experience here.

Strategies. Scholarship resources to be used for recruiting. We need to use our "nuts & bolts" better. Recruitment - get the student to campus. The students that come have a real interest. Help them have a great first experience and show them what they would get. Scholarship - self

reported admission: right now we are waiting on official transcripts before we admit. Would like to move to a faster process.

Student tours-what will they see? Every person can have a role in making this experience a better one for them during their first visit on campus.

Retention planning has a very important role in recruiting. We need to accept fairly good students. We currently have an 80% retention rate, which is average in higher education. High performing universities all about 5% higher.

It is easier to make little tweaks than larger ones. We need to become more efficient which will yield a greater return. Examples: early grade reporting call students who haven't registered yet, and we need to show the students we care. The average students pay \$60,000 tuition plus \$10,000 housing per year.

It takes people to do these things. We spend a lot of time hiring and educating employees, then they leave. We need to work on our retention for both faculty and Staff level employees. Hard to motivate with money - see a lot of staff/faculty going to WSU. Before we can work on equitable pay, we need more students.

How can we become the "loyal employees"? It feels like we need to overwork ourselves in order to accomplish that. It should not be necessary. We need to work smarter, not harder. Look at efficiency and on how to improve processes. More staff takes more resources.

Increase of enrollment will eventually lead to more staffing, but we need to get the students first.

25 more students -one more class/ teachers, 12- 14 -more exams to grade.

There are only so many things a person can do in a day. President Staben is convinced that we have a lot of areas that are underutilized. On the research side we have capacity to increase, what we do need is more research grants to help. We can become more productive based on square footage.

Recruitment goals. 60% post-secondary, we are at about 40%. We have about 10,000 Undergraduates, let's go to 15,000 students! 50% up in undergraduates. Timeline? "Next year is fine". 16 by 16" is an old goal - e don't see it happening. 5% increase for next year, 5-10% a year is an ideal goal. This semester enrollment is up slightly in undergraduates, but down overall. These numbers will be announced shortly from State board.

Student to faculty/student to staff ratios? We all not low, and are not under staffed. Online education could be helping a little. President Staben does not think we have been as strategic as we could be on this. Online education is not as rich an experience as an on-campus experience, but being able to provide this opportunity to students who wouldn't be able to come to campus otherwise, is important.

We need to create better opportunities. Summer school - working on building a solid program. This is a great time to offer online courses for the students who return home to work for the

summer. Distance learning - Course taking patterns. We will never have a 12 month full enrollment, but we can offer more online in summer. All the growth in the last 15 years has been in online classes.

Our students do great in terms of careers. Career coach program - helps find what their degrees could lead to, based on area etc. Would like to track this better.

How much does it add up to? \$740 million in enhanced wages. This is the value that our graduates produce.

Racquetball update - currently undefeated, have played a lot of students, staff, faculty

President's house - In October-item to be presented to the board for new construction. Knock down existing home and build new structure starting in summer 2016

Back to Chair updates – Ali Brethauer

State of the University Address will be held on October 13 at 3 PM. This is a great opportunity to ask questions and learn about goals.

Appreciation fair coming up first week of October - volunteers still needed

Upper Administration has started to refer to Staff Affairs as Staff Counsel. Do we want to change our name now? Thoughts?

Taking on the name "senate" seemed competitive and caused some concerns from some faculty.

It doesn't really matter what we all called, but what we do... a name is a name.

Counsel sounds better than committee - it is a matter of perception.

It is more the connotation and the history of Staff Affairs that is important.

We have made significant changes in the way we do things.

Faculty Senate does do things that are significantly different than Staff Affairs

This is a stepping stone to something greater - Staff Counsel

Branding-what cost would this have? We also have to communicate the changes to campus Progress-communication plan. We want to evolve, not take 3 steps back. If we do it, we need to do it STRONG – this is a great opportunity to re-invent ourselves and help faculty + staff know what all we do. We need to create a vision. Will add to the agenda for next month. Ali Brethauer will send out an email asking for interest in participating in the re-branding of Staff Affairs/Staff Council.

Faculty Senate Rep – Brian Mahoney

We have had 2 formal senate meetings and a general meeting last week. Priorities for Senate include Career ladder + internal promotion policies, enrollment, and turnover.

Dawn Crowley is the new secretary.

Matt Dorschel talked about firearms on campus.

April 20-22 UI accreditation, so we have been asked to please not schedule any major events during this time.

Senate constitution - time limits: taking away the year limit, they want to mirror Staff Affairs with the 2 3-year terms.

FNA subcommittee – Matt Dorschel

Tobacco task force has support from President. The goal is to have it be effective August 24, 2015. Does not include ceremonial tobacco use. Tailgating was the biggest controversy. It is a great philosophy but no reporting in place. It will also take a lot of signage. Need to have an implementation plan for signs and posters.

Recognition task force

Meeting biweekly what's working? Not? Currently researching what our peer institutions are doing. Right now just looking at the awards, but will also look at KUDOS.

Staff Appreciation Fair Oct. 2

Baked potatoes, President's Office is donating the desserts - silver and gold cupcakes.

Volunteers still needed - ask in your departments for help with welcome table, Staff affairs table, and clean up. Still looking for Donations for prizes - ask around town for vendors, registration due date is September 22

Old business

Strategic Plan - meeting went really well, will meet again today for a couple of hours. Lori Higgins is a great facilitator. More to come.

APM 50.51 Revisions - unclear if we need to vote on this. Policy committee found 6 things they wanted to address. Brought to us for an opportunity to look at it before it moves forward. We do need to come up with a recommendation and take some action with what we hope to achieve. The item that is still "unresolved" is the word "significant" – it is impossible to define. It leaves it very vague, but it should be easy to define. Qualifiers are not clear. It is a "moving target".

How does the decisions get determined? How do they plan to be consistent? Send any concerns that you have to Greg Walters. Policy committee will meet and gather concerns. We will re-visit at next meeting.

Meeting Adjourned 10:41 AM