

January 2016 Meeting

Wednesday, January 13, 2016

8:52 AM

Called to order 9.02 AM

Recognition – Staff of the Month

Derek Zimmerman is the journeyman carpenter for Facilities. He has been recognized for his outstanding work, going above and beyond in helping others and making the University of Idaho a great place to work and learn.

Guest Presentation: Anna Thompson

Policy at the University of Idaho. Why do we have a website? To promotion consistency & transparency. FSH policies that fall within the scope of faculty and staff governance which includes the APM.

Has to comply with the Territorial Act, and the President has final approval. Article IV -immediate government.

There is still many gray areas as the FSH and the APM used to be one book; the APM is the financial side of policy, whereas the FSH is the welfare side that affects faculty and staff.

Overseen by the president's office to prevent overlap and ensure consistency. Policy is the overarching policy, where procedure is enforcing the policy. Policy does not belong in APM. This is an ongoing process to try to get this cleaned up so there is no overlap or inconsistencies.

Policies are continuously being updated which makes it hard to update both. It is Anna's job to track policies as they come in.

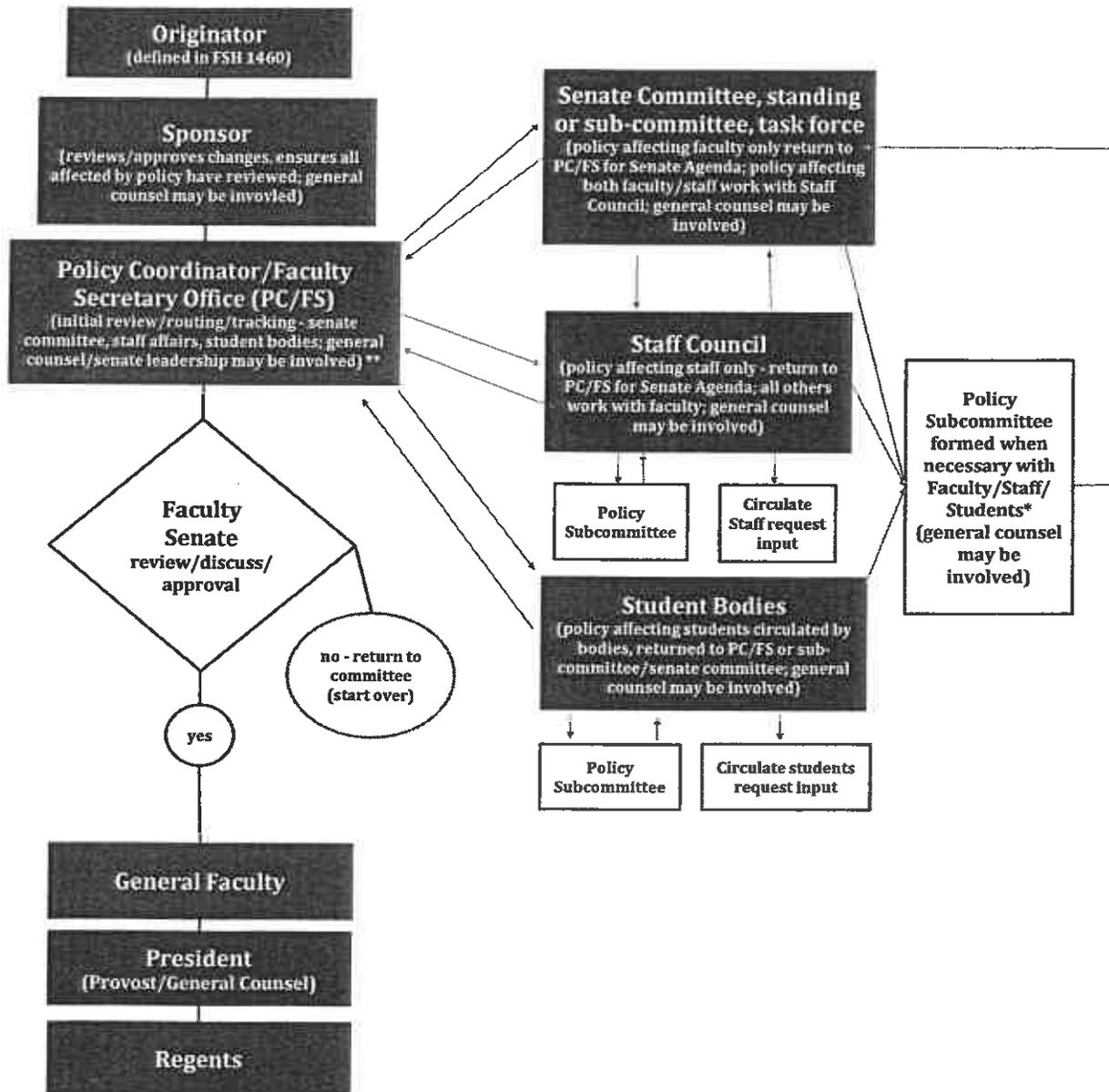
Changes to policy starts with an originator – the template for policy changes are found on the website. General council needs to be involved, they always check the policy requests already out there so we don't have duplicate changes. If there is already a change request out there you should contact the primary contact. Always turn on track changes because they are the only changes that will be made. Any individual can propose changes to the handbooks. Employees want to see the changes. Do not link to external sites as some of these sites will change and the link will be bad. Always submit a policy cover sheet when submitting a change request.

For typo's, just email Anna as she can go in and make the changes without approval.

Changes must follow federal regulations. There will be some overlap which means that both the FSH and the APM needs to be renewed before the changes can be made. It is important to have the changes as complete as possible before it goes to council because if any changes are made after the fact it will have to go through the whole process again.

POLICY PROCESS FLOWCHART - FSH 1460

Faculty-Staff Handbook



* Depends who is affected by the policy on who serves on sub-committee. Is returned to senate standing committee who votes and decides whether to send as seconded motion to Senate. Only senate standing committees can send seconded motions to senate. Sometimes a standing committee does not wish to support, policy changes must be moved, seconded at senate.

** Administrative Procedures Manual (APM) changes follow a slightly different approval avenue than the Faculty-Staff Handbook. APM does not go to sub-committee (rarely) but they are routed as FYI to senate who may request attendance by originator/sponsor to come answer questions. Changes/suggestions have been accepted, although APM does not require faculty/staff/student approval - they are considered administrative procedures.

University of Idaho

Staff Council

Anna will see to it that any policy changes goes to the right planes for review. Everyone along the line are responsible for following up to make sure it moves forward. We have got to get the policies moving forward faster as it is a very time consuming process. Ann takes this very serious and does a very good job to involve Staff council when staff is involved.

Roll Call, Determination of Quorum

Absences: Leslie Hammes, Todd Perry, Stacey Smith, Kristin Strong, Marlene Wilson, Sue Branting, Summer Howard, Lewis Paul, Brian Mahoney, Greg Walters. Quorum is met.

Executive Committee Reports

Off-Campus Rep – Angie Sowers

Nothing to report

Treasurer – Janice Todish

We received a thank you note from the recipient of the student education award. We also received the yearly Endowment Report that includes list of recipients

Question: Can you clarify the Staff Council's relationship to award? The presentation of the award is included in our staff rewards ceremony. No other relationship. The award is funded by an endowment. We take nominations and make selections based on criteria listed on the website.

Secretary – Laila Cornwall

We have some additional openings to fill on staff council as we have had several people leave.

Communication – Debra Rumford

Not present. Nothing to report

Technology – Darren Kearney

Phones update – we are in the middle of a pilot process using the new phones and will be rolling out over this semester across campus.

Question: 1-4 lines? Business practices might change in the future as you will now be able to do more.

Question: What about the current phones we have? They will no longer work as the new phone system will be using a completely different technology.

Question: How does the Video phones work? Video phones will have immediate video capability, however they will only work with other video phones. Video phones will be distributed to all director level and above, department chair and above. There are also other needs being assessed such as blue tooth technology for hearing impaired staff/faculty.

Question: Can it be requested for lower level employees? Yes, but please keep in mind that it is needs based. The cost will be \$26 per line, regardless of the phone.

Feedback from pilot users:

It is very nice that the directory is in the phone, audio is very good and the voicemail to email function is great.

University of Idaho

Staff Council

Survey sent out to everyone. Video calling is internal only right now.

Vice Chair – Lisa Miller

Ombuds search later today

Chair – Greg Fizzell

Nothing to report

Advisory/Other Reports

Faculty Senate Rep – Andrew Brewick

Nothing to report

Human Resources – Greg Walters

Not present. Nothing to report

Finance & Administration – Brian Foisy

We are going through some employee transition; Greg Walters' last day with the University of Idaho will be February 5th. We are currently negotiating with new VP for Axillary Services.

The internal hiring memo is good to go. We are still working on the wording but should be going out to all staff by the end of the month.

Exempt cap-final rule has not been approved yet. We are now looking at mid to late calendar year on the federal level.

Professional Development – Elissa Keim

Strategic planning town hall meetings are wrapping up. Make sure to get your feedback in as soon as possible.

PDL update - over 1/4 of all employees have completed the mandatory trainings. 1500 employees have completed track 1 by early January. 400 employees have completed track 2

Question: How do we know who are marked as supervisors and have to complete track 2? We are working with the affirmative action coordinators across campus to ensure that all supervisors do this training.

Question: for those employees who participated in the pilot program in the fall, how do we know if they are completed? You can log in and check the status. There will also be updates. There are some additional trainings coming.

We are beginning to see resistance especially from some faculty. What is important to remember is that people stay in their jobs based on the quality of the supervisor. This was a request from the State board three years ago, so this is not new. There will not be a test-out or opt-out option as this is part of the university's compliance required by the state.

New Business

Budget Request - Greg Fizzell

Discussion - Administration has opened up the process for budget requests. When we heard about this, we chose to take advantage of this. The deadline is Friday. What we all trying to do is make this additional funding request part of the baseline/permanent funding so we don't have to request additional funds every year.

Question: Appreciation fair? Needs? No specific amount. We wanted the extra funds added to the baseline to have additional funds available to enhance the event.

Question: Measure to substantiate the numbers requested? Retention has improved in the last year. The hope is to help build "community" amongst staff.

Question: Increase? The current budget is \$12,500/year. This request would be an increase of about \$500 for operational costs.

Question: One-time funding vs. permanent? The request of increase to baseline makes sense but should we add 3% increase each year? We are requesting a permanent increase to the baseline so we shouldn't increase it 3% each year. If more funds are needed at that time a new request would be submitted.

Motion to approve the budget request as written increasing the baseline of annual budget by Marty Lunt, 2nd by Kris Freitag.

Vote: Approved unanimously.

Safety on Campus - Patricia Baker

Slips and falls have increased a lot lately. Please remind staff to wear appropriate footwear, use of rails etc. If you see anything that needs repaired, please reach out to the safety office so we can try to keep everyone safe. Fire safety training is now available as well.

Off-campus Inclusion and Engagement

Remote sites "the ugly step-child" - they all not reached out to, there are so many things we can do to reach out and involve them in. Video-conferencing - work groups need to reach out. Staff in off campus sites often do feel forgotten. Does anyone have any ideas of what we can do as a body to improve this?

- Technology - new phones, will go a long ways
- Travel fund?
- Chair/Vice-Chair already does do a statewide road trip once a year
- Department buy in-reaching out

Virtually impossible to assimilate information out to all faculty & Staff even on campus. Communication gab does exist, however, it is the responsibility of the representatives to share with their units.

In order to be part of something you have to want to be part of it. That means that you individually make the effort to be more involved. Calling in, attend meetings, feedback and communication goes both ways. We all have different ways to communicate.

Meeting adjourned at 11:04 am.