

## September 2015 Meeting

Wednesday, September 9, 2015

8:59 AM

**Called to order** at 9:02 am

**Guest Presentation:** Dan Ewart, VP of infrastructure

Division of Infrastructure update Sept. 2015

Reorganization:

Budget & Planning, Finance & Administration – changed to

- Division of Finance, VP Brian Foisy
  - Auxiliary Services
  - Controller
  - Budget
  - Human Resources
- Division of Infrastructure & Chief Information Officer, VP Dan Ewart
  - ITS
  - Facilities
  - Real Estate
  - Public Safety & Security
  - Administrative Operations
- Institutional Research & Assessment – now under the Provost, Director Dale Pretrzak

Infrastructure People

- Dan Ewart – VP for Infrastructure, Interim VP for Finance and CIO
  - Margo Holthaus – VP Scheduling, AAC
  - Mary George – finance, budgeting, division operations
- Brian Johnson – AVP Facilities
- Matt Dorschel – Executive Director, Public Safety and Security, including EH&S
- Gerald Billington – Real Estate
- Cami McClure – Administrative Operations, including University Support Services

Finance People

- Brian Foisy – VP for Finance
  - Debbie Eisinger, VP scheduling, AAC, Finance
- Greg Walters – Executive Director, Human Resources
- Trina Mahoney – Budget Director
- John Bales and DeeDee Kanikkeberg – Co-interim AVPs, Auxiliary Services
- Ron Town and John Keatts – Co-interim Controllers

Public safety is critical – Public Safety and Risk Management moved to building next to facilities.

Currently working on mission/vision, website, organization chart and many other startup activities. Getting those things together.

# University of Idaho

## Staff Council

### Key initiatives

- Public Safety - video surveillance -being renewed, recommendations in the next month or so. Hope to have it much more enhanced
- Facilities and Real Estate – working on a master plan -needs assessment, need to look at more holistically
- ITS - phone system will be updated, rebalancing initiative from technology perspective
- Administrative Operations - more events on campus will increase more cross-area events on Moscow campus

We are working at getting started as a division, so these only represent a fraction of initiatives underway in these areas

**Question:** What happened to the CIO position? The search failed with no qualified applications, so Dan Ewart will continue to take on this role

**Question:** What will be included in the space analysis? Capacity of different buildings, rooms with no current technology, department and classroom needs

**Question:** what is the timeline on the new phones? The proposed new contract will go in front of the State board at the October meeting. Implementation will be right after that, hope to be done by June next year.

**Question:** What will the Department Cost be? Cost will be for headsets only, everything will be provided and most departments may see a slight increase in rates. There will no longer be move fees, will be a streamlined process - people will be generally pleased. Features include voicemail that can be sent to email, direct videophone that will increase collaborations, voiceover IP – will be stored in cloud.

**Question:** Bandwidth? We have the capacity right now, and hope to minimize costs as much as possible!

**Question:** Has the problems with videoconferencing been included? 3 ½ years, three proposals – don't have a financial solution yet. Currently looking at \$200,000 -600,000 year. Recognize it as an issue

### Recognition - Staff of the month

Staff member does not want to be recognized

### Strategic Plan Presentation, goal 4 - Summer Howard

Leadership and governance structure within the University of Idaho; also see September agenda packet for slides.

1. Board of Regents
2. President –

# University of Idaho

## Staff Council

### 3. Cabinet, Provost Council, Administrative Round Table

We will continue to give presentations throughout the year

#### **Introductions of new members**

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

Absences: Ali Bretthauer, Sue Branting, Marty Lunt, Debra Rumford, John Shuttleworth, Brian Mahoney. Quorum is met.

#### **Approval of August 2015 minutes**

Motion to approve minutes by Jennifer Baillargeon-Hauck, 2<sup>nd</sup> by Darren Kearney. Approved unanimously.

#### **Executive Committee Reports**

#### **Off-Campus Rep – Angie Sowers**

Nothing to report

#### **Communications – Debra Rumford**

Not present, nothing to report

#### **Treasurer – Janice Todish**

Budget was sent out with agenda, nothing to report

#### **Secretary – Laila Cornwall**

Updated membership forms have been emailed out, please complete and email back to Laila

#### **Technology – Darren Kearney**

Nothing to report

#### **Vice-Chair – Lisa Miller**

Meeting with President and Vice-Provost to discuss internal hiring. Looked at career ladders and agreed to work on internal hires next.

Departments are now posting jobs for internal hire. Problems found – employees moving from a level 5 position to a new level 5 position has no opportunity for a pay increase.

Proposal is being put forward to allow high priority to re-evaluate and hope to have a resolution later this year.

#### **Chair – Greg Fizzell**

During the meeting with the president, staff awards was discussed – discussion went well, but no resolutions yet.

# University of Idaho

## Staff Council

Nomination/selection process will still be handled by Staff Counsel, ideally it would be combined with faculty awards. Longevity/retirement – the suggestion is, that it will be handled by the institution.

Fair Labor Standards Act - changes proposed by Obama. Will take affect at the new calendar year. Exempt positions must make minimum of \$50,000/yr. If it goes through, the exempt positions on campus must be changed to classified positions.

**Question:** Can we ask that this be communicated to staff now and not wait until last minute? This will affect leave time/retirement benefits. Law not finalized regulatory change not legal,

**Question:** How many will this affect? Greg Walters - \$47,000 range... We are talking about 180 employees that would be affected. It will be a couple of months before we will know more. Proposed change will only affect salary, will not affect job duties.

Exempt employees should line up with average salary levels, not responsibilities (job)

**Question:** Current exempt positions are sorely underpaid - thoughts on bringing salaries up? With 180 people, that could have a huge impact, however if duties are relevant, then they should be brought up. Important to speak to what you know, do not spread rumors.

The new regulation's intent is to protect the employees. Staff Council will be kept informed as we move forward. We are still looking at multiple options.

### Advisory/Other Reports

#### **Finance & Administration - Brian Foisy**

Introduction - from North Dakota -no connection there. Excited be here – have already met many wonderful people. Has been here 7 days. Living on campus in the LLCs.

Believes in shared governance, which is the best way to achieve the best institutional changes. His role is not to have the answers, but pull from the knowledge of our almost 2500 faculty and staff to find the answers together.

Has an open door policy – available anytime. Sees himself as a liaison between faculty Senate and Staff Council.

**Question:** what have you established as your current challenge? Human Resources – do not misinterpret, this is high on priority list: faculty/staff retention, compensation, faculty staff leaving for WSU. After 7 days on the job can already feel the pressure to come up with a solution, hope to move forward.

**Question:** What are you excited about? That he could live on campus and be in the middle of student activity. This is a very exciting group to be around. Learning new things that will stretch him.

# University of Idaho

## Staff Council

Enrollment numbers - not just about bringing more students to campus, we also have to look at Staff/faculty workload, classroom space, dorms, parking spacing etc.

### **Human Resources – Greg Walters**

Nothing to report

### **Professional Development – Elissa Keim**

Increasing training on campus including required trainings for supervisors. The proposal is a minimum of 1 hr. 45 min. for all employees and additional 3 hr. 30 min. training for supervisors.

Currently putting together modules and hope to deploy for completion to be included in yearly evaluations in February 2016. The proposal covers the basics; repeat trainings every 3 years which is far less time commitment than peer institutions. This is a lot more than just a compliance issue, it is also a retention issue.

**Question:** Will we be taking classes? Or just modules? Everyone will need to engage. The desire is to be more lean/responsive - the more training the less we have to control. The goal is to cut down time by the Human Resources aspect and we need to be in compliance.

### **Subcommittees**

#### **Vandal Appreciation Fair – Amber Wilson**

It will be held on Tuesday, September 15, 2015 in the International Ballroom in the Pitman Center from 10 AM – 2 PM, with lunch starting at 11. We do have lower vendor participation rates this year, but donations have increased. The grand prize - chainsaw

We are still looking for volunteers and request for help will go out in Today's Register. Staff Council will also have a booth and we will need help staffing it.

Message to Deans to allow Staff to participate went out through Register. Refreshing with the new theme this year!

#### **Policy Committee**

Haven't met yet

#### **Strategic Plan Goal 2: Staff Empowerment**

We are working on finalizing the questionnaire; down to eight questions and will send out via email. We hope to have the survey roll out next month

Barriers to staff involvement - means of communication barriers.

New format of website – has a lot of areas removed from directory, making it hard to find some people on campus.

#### **Strategic Plan Goal 3: Advocate for investments in people**

# University of Idaho

## *Staff Council*

The group will meet after the Vandal Appreciation Fair - around the 22<sup>nd</sup> of September. Will discuss focus group selections

### **Additional Chair Report Items – Greg Fizzell**

14<sup>th</sup> - Staff-wide email will go out to approve new Staff Council Bylaws

15<sup>th</sup> – will have table with laptops at the fair for staff to vote

### **Old/New Business**

Three new employees, who have only saved up 3.7 hours of vacation time. What should they do since they will not have enough time to take the required time off in the upcoming holiday season? Recommendation: contact Business Consultants in HR for a couple of solutions

Smoke free Campus Staff Council Reps selected - Patricia Baker and Kristin Strong

### **Good of the Order**

Nothing

**Meeting adjourned** at 10:52 AM