

Wednesday, January 11, 2017

Call to order: 9:02 AM

Recognition – Staff of the Month: (December & January)

December, Ray Anderson – Director in College of Engineering: Nominated by Barry Willis, Associate Dean for Outreach in College of Engineering along with many other great employees. “Ray was a part of a critical project linking/expanding the science program in Moscow and CDA. All in all a great team effort, for a great room Moscow-CDA Faculty are looking forward to using.”

Ray received a Vandal license plate frame along with a pair of earbuds and a flashlight.

Congrats Ray!!

January, Renee Schlickemeyer – Department Grant Administration for Idaho Space Consortium: Nominated by Claire Freund, Associate Contract Review Officer in Office of Sponsored Programs. “Renee is a great Departmental Grant Administrator. She, along with all the other DGAs, submits sub-award requests to OSP on a regular basis. Renee is always prompt in submitting sub-award requests. She includes all documentation and is quick to report any changes in information. Renee has also reviewed templates and given feedback to how OSP can improve its sub-award process. She has gone above and beyond her Departmental Grant Administrator duties.”

Renee received a Vandals magnet and NW Beauty Supply gift certificate.

Nice work Renee!!

Guest Presentation:

Guest Presenter is not here today postponed

Roll Call, Determination of Quorum:

19 members present, Quorum met; Absences: Cindy Ball, Leslie Hammes, Diane McGarry, Patricia Baker, Sue Branting, Amy Norman, Sammantha Green, and Melinda Lent.

Approval of Minutes for December:

Corrections: Approval of SOBE, Roll call area, misspelled SBOE, corrected

Numbers 200 positions have yet to be completed; not 200 positions completed

Sudexo was misspelled, this has been corrected; Sodexo.

2 abstain, rest approve with corrections

Executive Committee Reports

Off-campus Rep - Angie Sowers

Nothing to report

Communications – Summer Howard

Will put staff of month on Facebook! Will make sure they want this to happen

Treasurer Report – Kris Freitag

Nothing to report

Secretary – Marty Lunt

Nothing to report

Technology – Darren Kearney

Nothing to report

Vice Chair - Lisa Miler

SCTF will be sending out an update on this, Wes will discuss further

Chair – Greg Fizzell

Due date December 21st over 5000 employees completed 95% board appointed and 75% temporary; supervisor training has a 92% completion rate

PCard training due February 1st or they will pull the card

PDL office is set to move in April, one major concern is the ADA compliance piece

Advisory and other reports**Faculty Senators – Andrew Brewick**

Busy in session and meeting, Dedication of Brink Faculty Staff lounge to Paul Joyce.

Human Resources - Wes Matthews

Progress is being made, now only 25 positions left to analyze. 1600 positions are completed. Wes is now meeting with Supervisors. Facilities has been completed for now which is 200 employees. Wes met with Brian Johnson, Facilities, 3 times and spent 2 hours each time going over the positions. Our salaries are about 90% of the market rates. We are about 7.5 million away. Wes is now working with Facilities is now looking into individual Compa ratios.

Wes and Brian met with SBOE and did not get the approvals yet. They spoke about what they would like to happen with the SBOE meeting in February. Compensation will be added to the agenda as an action item then.

Questions:

*Chad Nielson: trying to get prepared, what do you look at? Any suggestions on where to start?

Wes: he will start with the President's office and then move toward his area but at this time, please be patient. Wes will provide a list of SOC codes so he can prepare

*Greg: With the PDs that were completed in the past, people did not complete these completely/correctly. Will there be updates to the PDs and will there be updates to PDs?

Wes: he looks at the PDs and determines what the employees are actually doing. He looks at the qualifications of the positions and then communicates with supervisors. Job descriptions need to be correct 100% of the time and need to be updated so they are accurate. When you are putting the PD in the People Admin, tell them what the employee is expected to do. Keep it accurate.

*Greg: How many people were below the market rate?

Wes: Over 400 so about 25%

Wes: FLSA, last May the new rules would be effective Dec 1st. The duties test was not changing but the salary piece was. Went from \$415 to \$913 week (check these) our current pay system does not pay that well. HR was tasked with trying to figure out how to make this work. At the last minute, the board approved a new category for employees who moved from Exempt to Classified, N category. When employees leave the positions that are in this category, they will move out of this category.

November 20th became the U of I effective date since it encompasses Dec 1st. This was implemented. A federal Judge overruled this and now many schools pulled back the increases but we did not. Wes stated that believes this is not fair so this is not happening here at the University. They are still deciding what to do with the Exempt status rule. Those in the new N status will be looked at again once the final ruling comes through on this.

Regardless of what the federal Government says, the U of I may have their own standard. Brian and Wes looking into this and there will be more to come.

Overtime eligible employees are being told they have to work even though they are not exempt. Wes stated this is **illegal, unethical, and immoral**.

*Greg: Is there an anonymous way to let HR know when issues arise?

Wes: without letting HR know all the information, they will not be able to track down and correct the issues.

*How does the situation get settled when the whole department is doing this as the supervisor expects them to get everything done in the 8 hours allotted and they cannot? This needs to be reported.

One option would be to contact the Ombudsman.

There is also a retaliation policy in place as well for employees who are concerned about losing jobs due to reporting supervisors. It is not only the supervisors' responsibility to make sure work hours are recorded correctly it is also the employees' responsibility to record this correctly as well.

Subcommittee/UI Committee Reports

Policy – Lisa Miller

Nothing to report

Awards – Ian Leibbrandt and Summer Howard

Staff Awards Ceremony possibly in Kibbie Dome, meeting tomorrow to discuss the gifts, April 26th is the date for the event

New Business:

To handle policy changes that come up a new policy committee will be formed as there has been a disconnect between Faculty and Staff policy review and implementation. To centralize this effort, this new policy will be formed.

*Amber Feldman: likes idea but questions: because policies are not created across the campus why is HR to be excluded specifically?

This body would specifically take on policy related to staff and faculty. This group would take on policy that HR puts forth.

Questions will be asked by Anne Thompson on why HR was excluded from this group.

Questions were vetted and a discussion was had on why HR was excluded and should this be reviewed and HR included?

*Andrew Brewick: Faculty Affairs would be the final to review and approve the policy so they will be the ones to ensure fairness. Excluding one group is not appropriate and brings up concerns.

More discussions to come on this Policy group.

Old Business:

Nothing to report

Good of order:

Nothing to report

Motion to adjourn:

Summer motioned, Kris second, meeting adjourned 10:58 AM.