



**MEETING Minutes**

Wednesday, February 13, 2019 9:00 to 11:00 a.m. Paul Joyce Faculty & Staff Lounge

I. Call to Order.....Howard

II. Staff Member of the Month.....Sharon Jemes Programmer/Analyst, Registrar’s office

Sharon is always very helpful and responsive when I have and questions or issues regarding degree audit. She even took time to come down to my office and explain new features a couple of times to my coworker Lana and I, which I’m really appreciative of. She also is always willing to look into ideas for us and find ways to make our jobs easier. Nominated by Mikyla Wood.....Espenschade

III. Roll Call – Determination of Quorum.....quorum determined.....McGarry

IV. Approval of Minutes.....approved.....Howard

V. Guest Presentations –

a. Bruce Lovell, Campus Security Manager (9:15)

- Bruce is trying to learn his new position. Is an alumnus of the U of I. His primary focus at this point is to coordinate cameras on campus. Please contact him with more questions
- Question: How are snow closures decided? Answer: Security to him is more about people hurting people or property, that is his concern.
- Todd spoke regarding closure: The President or designee decides to close campus. Supervisors can allow staff to take leave. At 4 a.m. Brian Johnson has been driving campus to determine ice or travel hazards. Decisions are made before WSU’s or public school decisions were made. Consideration is mostly getting around campus, not getting to campus.
- Active shooter responses trainings? Come to buildings and do drill? In schools it is mostly to see that the kids can be quiet. There are videos on the U of I website that can help. We will schedule groups as requested. What about a large training on campus? We have been trying to plan one.

b. Aaron Johnson, Faculty Senate Chair – Presidential Search Update (10:45) – Faculty Senate chair

- The timeline is to have the short list by Feb 12, by early March have 5 finalist candidates on campus. In March State Board will fly them back to Boise for interviews. State Board is including us in the process, we are not so big as to not be able to have a conversation. We cannot comment on pool. There are conversations about taking the applicants to distance campuses.

VI. Executive Committee Reports

a. Off-Campus...Yesterday the College of Graduate Studies held 3 minute thesis competition with other schools in Boise. U of I both 1<sup>st</sup> and 2<sup>nd</sup>. Boise campus celebrated Chinese Lunar new year. ....Fox

b. Communications.....Newsletter out.....Hoffmann

c. Treasurer.....nothing.....Freitag

d. Secretary.....nothing.....McGarry

e. Elections...FY20 vacancies for U of I committees, Stephanie Fox will help with the elections. A ballot will go out today with 3 vacancies. Please vote by Friday. Eleven seats are at end of their first term, 2 at end of second term. If you not available for next year, let us know. ...Also need chair and vice chair.....Crossland

f. Technology.....Best use initiatives is progressing, if you have questions let ITS

- know.....Kearney
- g. ViceChair.....Patricia reserved Litehouse for Wednesday June 2<sup>nd</sup> for Staff Council's next retreat. We will be meeting w/ Ann Thompson and Liz Brandt about bylaws and other things. ....Baker
- h. Chair...You should have received the topics from the leadership breakfast. If you have feedback let us know.. Parking at WSU is going permitless – so reciprocal agreements will change. X plates should still work. ....Howard

VII. Advisory/Other Reports

- a. Faculty Senators...See talking points two weeks ago. The President spoke regarding a personnel issue. Recruitment and enrollment issues were discussed. There is a higher # expected for UI bound. There is also an increase in financial aid .....Tibbals
- b. Post Docs.....absent.....VanLeuven
- c. Human Resources.....Next week new Market rate from CUPA and will put into system. BLS statistics are used as well (published in May – so using last year's) HR will make adjustments to target pay page in Vandal web (second week in March. Q: when a target rate is figured – if someone has been terminated (not for disciplinary reasons) does time still count? If they resign, they don't get the previous time counted, but they do get to count it if reassigned to a new position later if laid off. Q; How are performance evaluations coming? Are people using new form? .Can employees provide comment after performance eval is submitted? Yes: Comments can be added at any time. The same with any letter of reprimand – comments only come through supervisor, the employee always gets last word. Can employee send the comment directly to HR (if trust is broken with the supervisor)? A: Yes. Patricia appreciates HR's response with numbers for awards, etc.....Matthews
- d. Finance & Administration.....absent.....Foisy
- e. Professional Development & Learning...Supervisory Excellence training is being refreshed. What about supervisors not allowing professional development? We need to let staff know that it is OK. Professional development is both developing for current job and for moving up. ....Matthews
- f. Policy.....Put out the Tuition benefit survey recently. We have just started grievance process discussion. There are suggested FSH changes regarding retirement.....Nielson
- g. University Budget and Finance Committee...The website is open for submissions. The committee is determining what will be screening form, how the items will be ranked. The committee makes rankings but does not make the decision.....Ball
- h. Awards...The committee needs volunteers for day of event April 22, Monday – any employee..... Baker
- i. Idaho impact is a document combining annual report and strategic plan update. It is on President and Provost's websites. ....Keenan

VIII. Old Business none

IX. New Business

X. Good of the Order

XI. Adjournment: 10:55 a.m.