

## Staff Council Agenda

Date: Feb. 10, 2021

Location: Zoom

Zoom: <https://uidaho.zoom.us/j/93449125346>

1. Call to order [1 min] - Chad
2. Attendance [3 mins] - Diane
3. Approval of January minutes [3 mins] - Chad – approved
4. Staff Member of the Month [3 mins] – Tami
  - a. Krista Bateman – Management Assistant, Auxiliary Services – attended
    - i. “The PTS team is so grateful for Krista's efficiency, thoroughness and assistance in moving searches through the hiring process in a timely manner. Thank you, Krista, we appreciate you!!”
5. Staff Compensation Committee [15 mins] – Lisa
  - a. Recommendations memo was sent to Staff Council members for review prior to 2/10 meeting
  - b. Overview
    - i. In 1015 committee was charged by Faculty Senate to adjust the classification policies and procedures. Committee began to discuss moving away from a classification system and adopting a compensation system – Market-Based Compensation was the result. Committee provides a less subjective group to provide recommendations for CEC and hiring offers.
  - c. CEC
    - i. Hoping for a slightly greater than 2% CEC for this year.
    - ii. Total pool is typically around 2.8M.
    - iii. \$265,000 typically allocated for Faculty Tenure and Promotion process.
    - iv. FY19 & FY20 some funds were allocated to support graduate student appointments, was around \$130,000.
    - v. The remainder is then allocated to Faculty (51%) and Staff (49%)
    - vi. This year the committee is requesting that an amount that is proportional to the allocation that is set aside for P & T be set aside for staff salary equity for those individuals that are furthest from their market rate.
      1. Proportional amount of \$253,000 to aide 144 staff members in reaching 83.5% of target. 92 of those 144 employees are gen ed funded.
    - vii. Swing method and merit were discussed, however, due to pandemic 1200 of 1400 staff members are below their target. Committee is currently recommending an across the board based on target salaries. The further away from target an employee is, the larger the CEC allocation would be.
  - d. Requesting that Staff Council provide support for their recommendation of an across the board CEC allocation.
  - e. Questions
    - i. Why are there employees that are currently below 70%? Didn't previous CECs bring employees closer to their target salaries?
      1. Majority of those employees are grant funded, which come with greater restrictions, these departments also frequently don't have the ability to increase salaries. Several of these employees, however, were newly hired at a rate that is well below their target rate due to lack of funding.
    - ii. Student-fee funded positions
      1. Applies the same as grant funded positions
    - iii. Employees who are well over target – are they making a lower salary? Or are they the higher paid employees?
      1. Broad mix.
    - iv. How does an individual employee know where they stand with their target pay?
      1. On VandalWeb, under employee information, you can find your target pay calculations.
    - v. How would it be figured for an employee in an interim position?
      1. CEC is calculated on your permanent base salary.

- vi. If your job description is updated and your market rate changes, will those employees see a CEC based on their new rate?
    - 1. Feb. 15<sup>th</sup> deadline for job description updates to be input into the system for the upcoming CEC. Could change calculations. Current calculations are based on FY21 market rates.
  - vii. Majority of Staff Council members have voted to support the committee's recommendation.
6. Council leadership end-of-term [5 mins] – Chad
- a. In April, Staff Council will vote on new Staff Council Leadership positions of Chair and Vice-Chair.
  - b. Please consider if you would like to nominate yourself or another Staff Council member for Chair or Vice-Chair.
    - i. Must have been on the council for one year before being able to hold the seat of Chair or Vice-Chair
    - ii. Meet with executive leadership
      - 1. Meet with President quarterly
      - 2. Meet with Brian Foisy monthly
      - 3. Meet with Staff Council Officers monthly
      - 4. Meet with Faculty Senate Leadership
      - 5. Meet with ASUI leadership
      - 6. Sit on leadership committees
    - iii. Small stipend for both positions
    - iv. Previous chair will serve as ex-officio to support new officers as a resource
7. Mid-year review topics
- a. Increasing kudos
    - i. Submit one kudo a month and request that your constituents do the same
  - b. Employee onboarding processes and support
    - i. Unclear where the division of responsibilities lies between the university's obligation to onboard new employees and the department's obligation to onboard new employees.
    - ii. University's onboarding includes paperwork, I9, background checks, etc.
    - iii. Department level seems to be lacking. Possible that supervisors assume that the university is providing more resources or a more robust onboarding than they actually are. Employees reporting that they aren't sure where to start or what to expect. This is an area where resources could be strengthened.
      - 1. Peer mentor support could be expanded and strengthened
    - iv. Survey to newly onboarded employees
      - 1. Staff Council would not distribute the survey, but could help inform what can be in the survey.
        - a. Use survey results to inform actionable decisions to improve onboarding for future new employees
    - v. Chad will delegate to a council member to build a feedback form where council members can submit questions or recommendations.
  - c. Continue the discussion – Continue to keep these items on agendas in meetings with Brian Foisy and President Green.
    - i. Market-based compensation
    - ii. Flex-location
8. Reports [25 mins]
- a. Human Resources – Brandi
  - b. COVID update – Emily
    - i. 7,000 tests have been conducted overall with less than a 2% positivity rate.
    - ii. Currently only 1 student in isolation and 0 students in quarantine.
    - iii. Surveillance testing started back up this week. Campus community has been broken into 9 or 10 chunks. Employees will receive an invitation to complete a surveillance test at some point in the semester. Testing will take place on Tuesdays at the SRC. If you received an invitation

and want to participate, but have a conflict on the date, there will be information on how you can sign up for a test at Gritman's drive through testing center.

- iv. Wastewater testing is ongoing as a way to detect trends.
- v. Healthy Vandal Pledge will continue at least through this semester.
- vi. Spring break – after Spring Break, students will return in person that Monday with a massive retest. Start of spring semester taught UI that we can retest students pretty quickly.
- vii. Football is still up in the air.
- viii. Vaccinations
  - 1. University is strongly advocating at the state level that those faculty and staff who have contact with others be moved up on the priority list to be considered essential and be placed in the vaccine group after those who are 65+.
- ix. Reinfection? Is it happening?
  - 1. Has not been disclosed in meetings that Emily is attending.

c. Faculty Senate – Charles

- i. Curriculum updates
- ii. Discussions regarding spring break
- iii. Commencement – President Green would like to have an in-person commencement over two days.
- iv. Presentation on mental health on campus (kudos to Emily Tuschoff) that led to a good discussion regarding current state of mental health on campus, what resources are available and what COVID data is coming in that would impact faculty, staff and students.
  - 1. This presentation will be on the Staff Council agenda for March

d. Elections – Erika

- i. Chair & Vice-chair elections coming up.

e. Staff awards – Summer

- i. Delivery of remaining longevity gifts happened last week. One person in HR received a five-year mug for four years straight. Some work is needed to review the lists in the future.
- ii. Every employee should have received a pint glass, can pick it up at the parking office if you have not yet received one.
- iii. There are a few changes that have been made to the upcoming ceremony in April. There will be a university awards program for both faculty and staff. Faculty are removing promotion & tenure and emeritus sections from the program. Staff will remove longevity and retirees from the program and will honor those individuals in a different format. The VandalStore will do an event for these employees as well as having another token of appreciation for all staff.
  - 1. Instead of a set item for each year, a move will be made to provide a gift card to the Vandalstore so that employees can select the item that they want.
    - a. Committee does not yet know what the budget is. University budget office swept the staff awards budget, it is still unknown on if funds will be provided.
      - i. President Green has verbalized support in the past.
  - 2. Still seeking nominations for staff awards.

f. Wellness committee – Erin

9. Parking lot topics [2 mins] - Chad

10. Good of the order [5 min] - Chad

a. Wellness workshops reminder

- i. Monday was the first workshop. There are others coming up. The list has been emailed to Council members. Erin will be putting the list on the wellness website as well.

- b. Charles Tibbals – Faculty Senate Rep appointment is coming up in May. Be thinking about if you would like to serve in this capacity. This is a larger time commitment as there is a Faculty Senate meeting every week.

11. Close [1 min] - Chad

## Meeting Guidelines

1. The [monthly agenda](#) will be posted in Teams (UI-Staff Council) under the general channel and agenda tab. A copy of the agenda will also be emailed before each meeting and posted to Staff Council's website.
2. Each agenda item will be assigned an estimated time limit. All council members are encouraged to hold the agenda item owner accountable to time and topic integrity.
3. Discussions will spur questions and topics not on the agenda. Those items will be recorded in the topic parking lot section of the agenda and meeting minutes. Items in the parking lot will be reviewed by the Staff Council officers. If the items align with the parameters of Staff Council's mission, they will be added to the next month's agenda as new business.
4. Presentations and subsequent Q&As will be time limited. If more time is needed, items may be posted in the parking lot and presenters may be invited to future meetings. The desired outcome is a presentation specific to topics that align with Staff Council's purpose.
5. If training or long-form presentations are relevant to staff, Staff Council is happy to facilitate brown bag lunches or other such meetings.
6. Committee chairs may request time to present updates. The agenda will no longer allow for round robin reports.