



University  
of Idaho

# Staff Council

Annual Report

Submitted by:

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**Communications Officer**



**2020-2021**

## Staff Council FY20 Purpose

**Staff Council Mission:** To promote the recognition, empowerment, advocacy and leadership necessary to create a professional, collegial environment and work experience for staff members employed by the University of Idaho.

**Staff Council Vision:** We envision a safe, professional, collegial and equitable work environment for all staff members.

**Staff Council Goals:** Staff Council achieves its vision through **REAL** action arenas, including **Recognition** of staff excellence; **Empowering** staff to speak for their own interests and work in a collegial environment; **Advocating** for investments in people, retention strategies, career pathways and equity in compensation; and **Leading** from within the University of Idaho governance structure.

### REAL Goals:

AA1: Recognition

AA3: Advocacy

AA2: Empowerment

AA4: Leadership

#### Staff Council Members

	Sammantha Green
Travis Akin	Leslie Hammes
Michelle Beagley	Ryan Haworth
Ryan Buford	Bob Hoffmann
Patty Carscallen	Arlette Jameson
Lynsie Clott	Renee Jensen-Hasfurther
Christina Cox	Linda Jones
Erika Crossland	Ian Leibbrandt
Clint Emmett	Erin Mack
Denise Engebrecht	Diane McGarry
Cari Espenschade	Elaina McIntosh-Perry
Mindy Flick	Jennifer Meekhof
Jacob Foulger	Johanna (Milta) Mora
Omni Francetich	Chad Nielson
Travis Gray	Tami Noble

Carry Salonen  
Lisa Snyder  
Rebecca Sorenson  
Mark Stanton

Emily Tuschhoff  
Cody Williams  
Kallie Yielding

### **Advisory Group**

Ben Bridges  
Brian Foisy  
Summer Howard  
Elissa Keim  
Charles Tibbals

**Chair – Chad Neilson**

**Vice Chair – Diane McGarry**

With the rest of the executive committee, the vice chair consults on the agendas for the monthly staff council meetings. With the chair, meets with the VP of Finance and the Director of HR once a month, the leadership of Faculty Senate once a month and the U of I President once a month. This year we did not meet with the president. At our meetings, we continue to advocate for staff, particularly reminding leaders of the previous commitment to market based compensation, and presenting staff issues concerning the possible outsourcing Facilities and the private partnership of the power plant. We worked with the Director of HR to address onboarding issues, for which a survey is currently being reviewed. We presented staff surveys and forwarded concerns regarding flexible workplace arrangements post lock-down as well as working on wellness plans. A major accomplishment for this year was the creation of an operations manual to describe the running of the Staff Council with basics laid out in the bylaws.

## **Committee Reports Out**

**Elections – Erika Crossland**

For 2020-21, there were nine ballots sent out, filling nine Staff Council seats, reaffirming six seats, and filling nine university-wide committee seats. At the end of the 2020-21 year, there remained four open seats for university-wide committee seats outstanding. These openings included: a Staff Council member for the Faculty and Staff Policy Group, a Staff Council member for the Safety and Loss-Control

Committee, a staff member from Advancement for University Budget & Finance Committee, and a Staff Council member for University Security & Compliance Committee.

FY21 was the first year of adding staff and post-doctoral employees in the Committee on Committees annual survey. While there are some bugs to be worked out it helped with aiding in a diverse population of names and interest. This will continue into FY22 (the 2021-22 academic year) with more advertisement and opening awareness.

### **Campus Planning Advisory Committee — Charles Tibbals**

The Campus Planning Advisory Committee meets once a semester to hear a general overview of the permanent building fund, discuss capital & repair projects, and to hear an update on proposed projects. The committee is joined by personnel from facilities who present the status of the various campus projects and invite the committee members to provide feedback and suggestions regarding ongoing and upcoming projects.

### **Classified Appeals Board – Summer Howard**

There were no classified appeals this fiscal year.

### **KUDOS and Staff Member of the Month — Tami Noble**

Total Kudos received since June 2020: 80

#### **SMOM**

- September – Brandon Gardner, Technology Solutions Partner, ITS
- October – Elise Kokenge, Administrative Specialist, Natural Resources & Society
- November – Sean Sullivan, Technology Solutions Partner 3, ITS
- December – Kris Baird-Anderson, Graduation Specialist, Registrar's Office
- January – Jessica Fleener, Team Cleaning Lead, Recreation & Wellbeing
- February – Krista Bateman, Management Assistant, Auxiliary Services
- March – Renee Jensen-Hasfurther, Administrative Financial Specialist, Geography & Geological Services
- April – Travis Gray, Finance & HR Business Analyst, Business Systems
- May – Mary Ellen Martin, Administrative Coordinator, Animal, Veterinary & Food Sciences

### **Staff Awards Committee – Summer Howard**

The Staff Awards Committee hosted in-person event at the Vandal Store with an awardee recognition video on the University Excellence Awards website. All staff were invited to the Vandal Store to pick up a Chalk Design State of Idaho Coaster designed by a current student as well as chocolate and brittle created by an alum, an upgrade coupon to Starbucks and to enjoy a 30% off discount at the Vandal

Store. Additionally, the longevity gifts (gift cards) and certificates were given away or mailed to those at a distance. Due to the pandemic, Staff Council worked diligently to distribute coasters and candy to every employee's office or workspace, instead of only those who were able to attend the in-person event.

There were eight staff awards given:

- Non-Faculty Exempt (Ashley Bogar)
- Technical/Paraprofessional (Debra Rumford)
- Secretary/Clerical (Renaming category *Administrative Assistant*) (Jana Joyce)
- Service/Maintenance (Jessica Fleener)
- Skilled Trades (Greg Goodson)
- Outstanding Team (SARS-CoV-2 Wastewater Testing Team)

Also awarded: the prestigious Lawrence C. McBride Prize (Steven Hacker).

The eight staff awards were provided \$1000 in addition to a plaque (the team award funds were split between the team members – 3), and the McBride Prize recipient received \$1500. The staff awards nominations were judged by the committee and past winners, and the McBride Prize nominations were judged by the UI Foundation Office. We were also able to provide scholarships (\$250 for both the fall and spring semesters) for four students (Brendan Noble, Kelsey Jensen, Jacob Helmke and Sarah Carscallen). There were 75 total nominations:

- 24 – Non-Faculty Exempt
- 13 – Secretary/Clerical
- 6 – Service/Maintenance
- 1 – Skilled Trades
- 8 – Technical/Paraprofessional
- 8 – Team
- 8 – McBride Prize
- 7 – Staff Educational Award

In addition to the awards, the committee honored staff longevity for years of service to the university with a certificate and gift card to the VandalStore, different depending on the years of service. Longevity awards are given in five-year increments, and the total recipients are below (overall total – 223):

- 5 Years – 107
- 10 Years – 37
- 15 Years – 20
- 20 Years – 12
- 25 Years – 20
- 30 Years – 9
- 35 Years – 3
- 40 Years – 5

The committee also honored retirees with a certificate and a gift card to the VandalStore and/or an engraved clock. 24 \$200 VandalStore Gift Cards – 1 Clocks.

A tracking program was created to ensure our employees are being recognized! Additionally, the longevity recognition has been moved to happening daily on the employee's actual hire date anniversary. This email, which goes to the employee and their direct supervisor, includes direction how to get a special item from the VandalStore and to provide 20% off Vandal Gear.

Committee was made up of the following individuals:

Summer Howard – Chair, Shelby Silflow, Michelle Beagley, Emily Tuschhoff, Renee Jensen-Hasfurther, Travis Gray, Kallie Yielding, Becky Sorenson, Elissa Keim, Jenny Burdin, and Debra Caudle.

### **University Safety and Loss Control Committee – Diane McGarry**

This University Safety and Loss Control Committee meets monthly on the second Thursday of the month. The committee hears reports on worker's compensation and accident claims university-wide and reports from each college's safety committees on their meetings and concerns. A basic concern for a "Culture of Safety" that should be present on campus was again expressed. This year the safety issues discussed were regarding COVID testing, precautions, and actions; shop safety; agriculture accidents; and traction devices.

### **Wellness Committee**

The Staff Wellness Committee was formed in October 2020 to address issues with the well-being of staff, both on and off campus. Results from a university-wide survey indicated that the top wellness-related issues faced by staff include limited availability of some resources, lack of understanding how to find or use resources, and not enough flexibility in work location, schedule, and deadlines. Flexible work arrangements and workload are heavily related to the ongoing Covid pandemic and recent reduction in staffing and were not something the Wellness Committee felt we could have much impact on. Therefore, we chose to focus on increasing awareness of and accessibility to available resources. The outcome was a web page of "[Employee Health and Wellness Resources](#)." Resources are broken into two main categories, Healthy Mind and Healthy Body, and include campus, community, and remote opportunities. Most resources are available to any employee of the University of Idaho, although resources specific to those with benefits are listed as well. The next goals of the Wellness Committee are to further improve this website, petition the university to hire a full-time employee wellness coordinator, and offer free preventative health screening opportunities on campus for all employees.

### **Off-Campus Officer**

Due to COVID-19 restrictions, off-site staff-related events did not occur this year; however, all locations had the opportunity for continued representation at virtual Staff Council meetings and via the Off-Campus Officer. The Off-Campus Officer role was updated in the Operations Manual to include more specificity as related to communications and the role as a liaison to between off-campus sites.

## **Operations Officer**

The Operations Officer led the Operations Committee (formerly Bylaws Committee) for the academic year which created the first Staff Council Operations Manual intended to be a guide for incoming officers to understand the processes and logistics of Staff Council operations. The committee included both veteran and new Staff Council members and officers in order to capture a wide range of perspectives about what should be included in the manual. The committee finalized the Operations Manual before the May council meeting and at the May meeting, Staff council voted to adopt the manual.

## Staff Council FY 21 Financials

Row Labels	Index/Account	Description	Budget	Expenses	Available
653995	Staff Affairs Learning & Dev		\$ 16,608.32	\$ 5,054.48	\$ 11,553.84
	99	Prior Year Carry Forward	\$ 16,608.32	\$ -	\$ 16,608.32
	E5070	Conference/Registration Fee	\$ -	\$ 5,054.48	\$ (5,054.48)
<b>653995 Total</b>			<b>\$ 16,608.32</b>	<b>\$ 5,054.48</b>	<b>\$ 11,553.84</b>
653996	Staff Affairs		\$ 40,500.00	\$ 23,730.59	\$ 16,769.41
	30		\$ 40,500.00	\$ -	\$ 40,500.00
	E4106	Staff	\$ -	\$ 11,499.99	\$ (11,499.99)
	E5020	Postage & Mailing	\$ -	\$ 131.91	\$ (131.91)
	E5992	Promotion	\$ -	\$ 8,503.00	\$ (8,503.00)
	E5749	Other Specific Use Supplies	\$ -	\$ 50.00	\$ (50.00)
	E5180	Promotion & Publicity	\$ -	\$ 3,530.00	\$ (3,530.00)
	E5983	Awards and Recognition	\$ -	\$ 15.69	\$ (15.69)
<b>653996 Total</b>			<b>\$ 40,500.00</b>	<b>\$ 23,730.59</b>	<b>\$ 16,769.41</b>
653997	Employee Recog/Comm		\$ 213.60	\$ 49.66	\$ 163.94
	99	Prior Year Carry Forward	\$ 213.60	\$ -	\$ 213.60
	E5020	Postage & Mailing	\$ -	\$ 1.67	\$ (1.67)
	E5992	Promotion	\$ -	\$ 47.99	\$ (47.99)
<b>653997 Total</b>			<b>\$ 213.60</b>	<b>\$ 49.66</b>	<b>\$ 163.94</b>
653998	Staff Team Awards		\$ 6,747.86	\$ -	\$ 6,747.86
	30		\$ 2,143.34	\$ -	\$ 2,143.34
	99	Prior Year Carry Forward	\$ 4,604.52	\$ -	\$ 4,604.52
<b>653998 Total</b>			<b>\$ 6,747.86</b>	<b>\$ -</b>	<b>\$ 6,747.86</b>

Row Labels	Index/Account	Description	Budget	Expenses	Available
744998	McBride Staff Prize		\$ 1,997.04	\$ 1,500.00	\$ 497.04
	30		\$ 1,696.38	\$ -	\$ 1,696.38
	99	Prior Year Carry Forward	\$ 300.66	\$ -	\$ 300.66
	E4106	Staff	\$ -	\$ 1,500.00	\$ (1,500.00)
<b>744998 Total</b>			<b>\$ 1,997.04</b>	<b>\$ 1,500.00</b>	<b>\$ 497.04</b>