

Staff Council Minutes

Date: Feb. 12, 2020

Location: Paul Joyce Lounge

1. Call to Order- Chad
2. Attendance - Diane : quorum established
3. Approval of Minutes - Chad
 - a. Dec minutes - approved
 - b. Jan minutes - approved
4. Staff Member of the Month - Tami : Sean Williams nominated by Ben Bridges
5. Policy update and discussion - Brandi Terwilliger
 - a. APM 55.39 - Removing dental benefits for retirees: A couple of things have happened with this one. First it needed to be accurate, then just recently the benefit was removed.
 - b. APM 50.04 - Verifying new employees: Made more general just to comply with federal law. Removed other specific language. Removed other language that didn't fit. Needs to refer to HR for staff, but Provost's website for faculty offer letters.
 - c. APM 50.53 - Temp hourly employees: Process streamlined several years ago. This reflects that process. Clarifies the need for employees to be converted to Classified after 1385 hours/year.
 - d. APM 50.55 - Writing UIJDs: Updated to reflect current process. Only for staff, faculty position description is a different process. That may need to be specified.
 - e. FSH 3090 - Temp hourly employment: Process similar to APM 50.53. PERSI eligibility verification. If a temporary employee is close, there is a report that employee or employer can run. Encourage at least 2 week notification before letting them know of the 30 day break in service.
6. Committee and Officer Reports
 - a. Chair report - Chad
 - i. Elections officer change – to Erika Crossland: Sam Dunlap is not at the University any more.
 - ii. IT shared services – update: IT employees received a survey to clarify duties and needs. Data will be reviewed and Dan will go to all IT groups and discuss. Centralization is a possibility.
 - iii. Facilities RFP and Sodexo posting: The committee met last week and will meet with vendors next week. Will be an open forum for Facilities scheduled soon. Sodexo is posting several jobs, but that doesn't mean they will get the contract. If they don't the contract, they will have to cancel the job. Brian Johnson is representing Facilities at these meetings. Staff council will disperse information as it is available. There is no specific timeline, but decisions are being made as quickly as possible. Staff are leaving from Facilities and replacing them is being impossible. The workplace is becoming toxic, not positive the longer it drags out. The quicker this happens the better, and the more communication, the better.
 - iv. Annual retreat proposal: Wait until September to not compete with vacations? As we don't meet for the summer we have lost momentum going in to a new year after the retreat. Mid to end of September would be better for Academic folks than in August.
 - v. New employee email: Chad gets a report every day with new employees and will send a new employee email.
 - vi. Other post-employee benefits: Memo from Pres. Green. We are not going to comment as staff council, but are encouraged to comment on the form (email sent out Jan. 24)
 - b. University Awards–The awards ceremony is going to be separate from recognition. The committee is under great financial constraint. There will be a joint Faculty/Staff awards ceremony but not everyone will be invited. Ian read proposal submitted to Pres. Green. It received approval from him. All University Awards ceremony will be on May 6. Attendance will be limited to award winners and their invitees. Other recognition will be done with robust website, and other forms of recognition. Other forms have not been determined yet. Faculty are supportive. Are staff going to feel disgruntled by not getting to go to an annual luncheon? The recognition piece is going to be very important. Off campus award winners will be invited to Moscow luncheon, and funds provided for travel. What about others? Deb Caudle would like to be on committee, they have all staff appreciation lunch in April. Stephanie says they have done their own ceremony and have always included faculty. All efforts and funds should not go to just awards, but recognition needs to be significant. Longevity gifts are ordered with the bookstore. Will do an all-day drop in staff day with samples and promos at the bookstore, or something similar. Next month we will focus more on the recognition. Send any ideas to Ian before the March meeting. The vote to support the

separation of awards and recognition passes. There is a meeting this afternoon to discuss more on recognition. Budget is TBD depending on the awards ceremony. Chad will communication support of awards piece to President.

- c. Bylaws update – Emily: The committee has met several times and have gone through entire document once and are revisiting. They hope to have a draft ready by March meeting. Removing all things that are too specific to an operating manual that doesn't need Faculty senate approval. Diane Whitney will be involved in process.
 - d. Staff Council budget move – Becky: Our funds have been moved into safe place where they can't be swept (not under HR). Mary George will help to develop budget for next year.
 - e. Faculty Senate – Charles: This week not much that impacts staff.
 - i. Changes to FSH for faculty.
 - ii. Program prioritization going forward – not specific information.
 - iii. Academic staff – textbooks.
 - iv. Vandal Gateway – Program to admit students that don't meet admittance standards. The process got muddled. Provides more opportunity for students. Could import support staff with more students that have special needs. That issue was raised at Faculty Senate. Charles will be put on the committee. Good program even if it isn't a money maker. Students admitted to a specific cohort – will all take same courses. How will be tracked and measure success. Will be questions about retention.
7. Parking Lot Topics - Chad: For next staff council meeting?
- a. Updated on RFPs.
 - b. Financial model update.
 - c. Awards and recognition update.
8. Good of the Order - Chad:
- a. Jazz Festival at the end of February. Work release may be offered for volunteering (double check.) Don't make a bad impression on possible recruits. Volunteer hours get you free tickets. Jazzinfo@uidaho.edu.
 - b. U drive migrations to One drive. Not a storage area for high risk data.
9. Close - Chad: Adjorn at 10:34 a.m.