

**Meeting #4 – September 14, 2011**

**Idaho Commons Crest**

**9:00am – 11:00am Pacific**

**Conference Bridge: 1-888-706-6468, participant code: 431966**

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**Pre-meeting presentations:** Elissa Keim, Mgr. of Professional Dev. & Learning – Spoke on the learning opportunities. Would like this committee to be an advocate for the PDL program and would like to receive feedback on how it's doing. Please refer to attachments.

Jeanne Christiansen – Common Hour proposal for faculty & students

**Members Present:**

*Rachel Halsey, Irma Sixtos, Patti Heath, Ana Burton, Denise Carl, Joyce Davidson, Greg Fizzell, Mark LaBolle, Jim Logan, Sharon Mack, Brian Mahoney, Megan Masias, Mark Miller, David Pittsley, Michael Placke, Shishona Turner, Diana Renfro, Debra Rumford, Carol Spain, Liz Ridgway, Michelle Wheeler*

**Excused Absences:**

*Amber Crowley, Lorraine McConnell, Nick Popplewell, Melissa DiNoto, Timothy Sanders, Michelle Weitz, Barb McDonald,*

**Unexcused Absences:**

*Charity Buchert, Bonnie Bernstein, Rick Wilkins, Ali Bretthauer, Glen Kauffman, Rhonda Zenner*

**Meeting called to order at 9:00 am**

**August meeting minutes:**

Discussion held. Mark Miller made a correction on page 4 should read: 2 months holiday of payments of benefits instead of one. Shishona Turner moved to approve the minutes with this amendment and Jim Logan seconded motion. August Meeting Minutes were approved as amended.

**Officer Reports**

Chair: Rachel Halsey - 10 UI initiatives from President Nellis *(please refer to attachments)*

Vice Chair: Ana Burton – Chairs encouraged to check in; staff liaison for the Professional Development Coordinating Committee; representing the UI State Employee Charitable Giving Campaign

Secretary: Irma Sixtos

No Report

Treasurer: Patti Heath

See attached report

On/Off Campus Coordinator: Liz Ridgway – Working on their own off-campus Staff Appreciation Fair.

Communications Coordinator: Amber Crowley – Not present; No report

### **Committee Reports**

Appreciation Fair: James Logan and Michelle Wheeler

Jim and Shishona spoke about the cake donations we received from the President's office and passed the task sign up list for the fair.

Staff Awards: Patti Heath and Irma Sixtos

The next meeting will be held on Monday, September 19, 2011

Communication: Amber Crowley

Debra Rumford – working on getting the on-line Kudos up & running

Elections: No report – position is still vacant; Rachel & Ana will take recruitment recommendations

Learning & Development: Ana Burton

Ana reminded committee on the Speed Networking session to be held on Sept. 27<sup>th</sup>.

Ana is also in the process of writing a proposal for getting the funds from XAY004 to be used for professional development to be sponsored by Staff Affairs.

Policy: Mark Labolle

To meet on Sept. 15, 2011 on a few policy changes

Vandal Pride: Nick Popplewell - No report

### **Old Business**

Reminder of the Staff Affairs BBQ & sign-up list was passed around

### **New Business**

### **General Announcements/Miscellaneous Business/Kudos**

Working with faculty senate

Jim moved to adjourn, Shishona seconded;

Meeting adjourned at 10:52 am

Minutes submitted by Irma Sixtos

**Meeting #5 – October 12, 2011**

**Idaho Commons Crest**

**9:00am – 11:00am Pacific**

**Conference Bridge: 1-888-706-6468, participant code: 431966**

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**Pre-meeting presentations:**

9 – 9:45 am: Dr. Mark McGuire (*Chair BAG*) & Nicole Jones (*Benefits Admin Manager*) – UI Benefits –  
To be re-scheduled

9:45 am: Carmen Suarez (*Director of the Office of Human Rights, Access and Inclusion*), and Charles L. (Hoey) Graham (*Sr. Assoc. General Counsel*) – Draft of a consensual relations policy - **Confidential and privileged (this portion of the meeting is closed).**

**Members Present:**

*Ana Burton, Irma Sixtos, Amber Crowley, Denise Carl, Joyce Davidson, Greg Fizzell, Glen Kauffman, Mark LaBolle, Jim Logan, Sharon Mack, Brian Mahoney, Megan Masias, Barb McDonald, Mark Miller, David Pittsley, Michael Placke, Nick Popplewell, Shishona Turner, Diana Renfro, Debra Rumford, Carol Spain, Liz Ridgway, Timothy Sanders, Michelle Wheeler, Michelle Weitz*

**Excused Absences:**

*Ali Bretthauer, Rachel Halsey, Patti Heath, Lorraine McConnell, Rhonda Zenner*

**Unexcused Absences:**

*Charity Buchert, Bonnie Bernstein, Melissa DiNoto, Sharon Mack, Rick Wilkins*

**Meeting called to order at 9:00am**

**September meeting minutes:**

No Discussion held. Shishona Turner moved to approve and Nick Popplewell seconded the motion.

**Officer Reports**

Chair: Rachel Halsey – Excused Absence

Ana reported on Rachel's behalf. Ana attended President's Cabinet and the President's Breakfast for Progress. The President discussed his vision for an Entrepreneurial spirit at the University, which is very similar to goals set at other institutes at the global level. Rachel and Ana will be meeting with the President in late October, if anyone has suggestions or topics that they would like discussed with the President, please send to Ana or Rachel.

Vice Chair: Ana Burton – Transportation Advisory meeting, to be held on October 19, 2011 – Ana will send out the proposed draft.

Secretary: Irma Sixtos - No Report

Treasurer: Patti Heath – Excused Absence. See attached report

On/Off Campus Coordinator: Liz Ridgway –

Working towards their off-campus Staff Appreciation Fair to be held on October 31, 2011

Communications Coordinator: Amber Crowley –

Received awesome feedback on the September newsletter and Staff Affairs brochure. Thanks to Debra Rumford for getting both of these done. The newsletter deadline will be scheduled for either the 2<sup>nd</sup> or 3<sup>rd</sup> week of each month. Mark Miller also offered to run a promotional slideshow for Staff Affairs.

### **Committee Reports**

Appreciation Fair: James Logan and Michelle Wheeler –

Jim received great feedback on this year's Fair. Everyone seemed to appreciate the food choices. Jim had 59 vendors show up and over 100 prizes were given away. The vendors commented on how positive the interaction was this year. HR took the Best Booth Award.

Staff Awards: Patti Heath and Irma Sixtos

The next meeting will be held on Monday, November 7, 2011

Communication: Amber Crowley

Next meeting to be determined

Elections: Megan Masias

Suggested that a new election process model be created & reviewed for approval.

Learning & Development: Ana Burton

The Speed Networking session held on Sept. 27, 2011 was successful and received positive feedback.

A meeting will be held on Oct. 13, 2011 @ 9:00am to discuss the proposal for getting the funds from XAY004 to be used for professional development to be sponsored by Staff Affairs.

Policy: Mark Labolle

Dependent tuition proposal will be up for review and approval.

~~The Faculty/Staff handbook will also be reviewed and updated.~~

*Amended 11/9/11* – The faculty/staff bylaws will also be reviewed and updated.

Vandal Pride: Nick Popplewell –

Thanks went out to the Staff Affairs volunteers for time & support on the Homecoming judging.

### **Old Business**

#### **New Business**

Mark Miller recommends that everyone read up on the Idaho benefit changes being proposed but have not been approved.

Matthew Kurz has expressed interest in joining staff affairs, but would like to attend a meeting before accepting a nomination.

### **General Announcements/Miscellaneous Business/Kudos**

Lewiston Corn Maze in October

Listening Skills (OSP) workshop on Nov. 8, 2011 – fee \$95.00

Senate Faculty – Peterson will be retiring and a replacement will be needed

Amber Crowley moved to adjourn, Mark Miller seconded; meeting adjourned at 10:40 am

Minutes submitted by Irma Sixtos

# University of Idaho

Staff Affairs

**Meeting #6 – November 9, 2011**

**Idaho Commons Crest**

**9:00am – 11:00am Pacific**

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**Members Present:**

Rachel Halsey, Denise Carl, Joyce Davidson, Greg Fizzell, Nick Popplewell, Brian Mahoney, Patti Heath, Jim Logan, Ana Burton, Diane Musick Renfro, Megan Masias, Debra Rumford, David Pittsley, Ali Bretthauer, Michael Placke, Glen Kauffman, Shishona Turner, Barb McDonald, Elissa Keim

**Members Absent:**

Excused Absences: Mark Miller, Amber Crowley, Lorraine McConnell, Rhonda Zenner, Irma Sixtos, Michelle Wheeler, Mark LaBolle, Michelle Weitz, Liz Ridgeway

Unexcused Absences: Melissa DiNoto, Timothy Sanders, Bonnie Bernstein, Rick Wilkins, Carol Spain, Suzette Yaezenko, Stephanie Retter

**Special Guests:**

Amanda Moore-Kriwox and Matthew Kurz

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**Pre-Meeting Presentations:**

Began: 9:04 am

**Nikki Jones, Benefits Administrative Manager**

Discussion held on 2012 Annual Enrollment for Benefits. There are five more meeting times that employees can attend to learn more about upcoming changes for calendar year 12 and to complete the enrollment process. You may also visit the HR website to find additional information about benefit changes and how to enroll.

**Carl Root, Director, Parking & Transportation Services, and Rebecca Couch, Information Specialist, Parking & Transportation Services**

Discussion held on Parking & Transportation Services FY13 proposal for increases in parking permit costs for Red and Residential parking. Increased funds would support bicycle improvements – rack, covered rack facilities; maintenance initiatives. Proposal also would change lot 60 from blue to red and lot 6 from red to purple. PTS would like to submit final proposal to President & upper administration by end of year 2011. *(See attached documents that were included in presentation)*

**Mychal Coleman, Associate Vice President of Human Resources.**

Presented on new direction of Human Resource department. Spoke of becoming a more proactive unit and University as opposed to one that is reactive. Working towards becoming a “world class” institution. Provided a paper copy of a powerpoint presentation, which address the characteristics of a quality unit as well as 9 Strategic Imperatives and the objectives of the UI HR department in becoming more approachable and positively effective for the University as a whole. *(See attached presentation documents)*

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1. Call to Order – 10:01 am
2. Roll Call

# University of Idaho

## Staff Affairs

3. Approval of Minutes – One change noted – change wording under Policy Committee Report from “handbook” to “bylaws”. Minutes approved by Shishona Turner, seconded by Nick Popplewell, all favor. Minute Approved.
4. Officer Reports
  - a. Chair Report – Rachel thanked Staff Affairs committee for quick turnaround in responses and feedback regarding the multiple policies that needed to be reviewed, approved, and passed onto Faculty Affairs and Faculty Senate.
  - b. Vice Chair Report – Ana did not have anything to report.
  - c. Secretary Report – Irma was absent. Ana is filling in for her. No report.
  - d. Treasurer Report – Patti Heath was excused to class, Rachel reported on budgets and SAC agreed that treasurers report could be sent electronically for all to review prior to SA meetings. *See attached budget report.*
  - e. On/Off Campus Coordinator – Liz Ridgeway was absent. No report.
  - f. Communication – Amber Crowley was absent. Rachel Halsey reported on her behalf and Debra Rumford provided additional information that the off campus deadline for submission is Friday, November 11<sup>th</sup> and the newsletter will go out either Friday or Monday. They have received great comments and would like to track number of views.
5. Committee Reports
  - a. Appreciation Fair – James Logan, Michelle Wheeler, & Shishona Turner - all vendors have paid fees and they will be working with Patti to close the books. Need to get items back into storage. Received positive feedback from committee.
  - b. Staff awards – Patti Heath and Irma Sixtos were absent. No report given.
  - c. Communication - Amber Crowley was absent. See comments above.
  - d. Elections – Megan Masias reported that the committee is working on a new election process model following faculty affairs structure.
  - e. Learning and Development – Ana Burton thanked SAC for feedback on proposal that will be submitted to the President on 11/14. She also asked Shishona Turner to talk about the 1-day Professional Development Conference that this committee will be working on in collaboration with PDL. It will take place on 2/29/12, will be seeking proposals for presentations.
  - f. Policy – Rachel Halsey reported on behalf of Mark LaBolle on the Dependent Tuition Policy. Michael Placke spoke on the updates of the policy to reflect the wishes of staff, including tuition restrictions on programs such as MOSS. He addressed issues concerning tax issues for graduate programs and also suggested that the waiver be similar to the spouse fee waiver. It was suggested to look at summer-school issue and to have that align with spouse waiver. Summer is a self-sustaining, could become an issue. Rachel noted that the policy needed to be approved through SAC immediately in order to get it to Faculty Affairs as they would like to get it approved through administration. Jim Logan made a motion to approve the policy as amended with SA suggestions. Glen Kauffman seconded. All were in favor. Motion was approved. Rachel will send to faculty affairs.
  - g. Vandal Pride – Nick Popplewell reported that his committee will be meeting on 11/10 @ 2:00 pm.
6. Old Business
  - a. Dependent Tuition Assistance Program – Policy Committee – see above report.
7. New Business

# University of Idaho

## Staff Affairs

- a. Professional Development Proposal – Rachel reminded SAC that a proposal for funding is going to be submitted to the President on 11/14.
- b. Election
  - i. Staff Affairs Representative position
    1. Off Campus – Twin Falls
      - a. Amanda Moore-Kriwox, Program Specialist – Ag & Extension Education
        - i. Amanda attended today's meeting via phone and would like to join SA
        - ii. Rachel Halsey asked for a motion to elect Amanda to the SAC.
        - iii. Shishona Turner moved to elect Amanda to SA, Nick Popplewell seconded. All were in favor. Motion passed.
        - iv. Welcome Amanda!
      2. Exempt – Rachel noted that we have two (2) Exempt and one (1) classified position open on Staff Affairs.
        - a. If anyone is interested, please contact Megan Masias.
    - c. Roundtable Discussion – none.
8. General Announcements/Miscellaneous Business/Kudos - none
9. Date and Time of Next Meeting:
  - a. December 14<sup>th</sup> from 9:00 to 11:00 am – Crest Room
    - i. Holiday Party – there will not be any presentations.
      1. People can bring low cost gifts to participate in a gift-exchange. Can also bring in food or snack to share.
10. Adjournment – Michael Placke moved to adjourn the meeting, Greg Fizzell seconded. All in favor. Meeting adjourned at 10:15 am.

Minutes submitted by: Ana Burton, Vice Chair



**Meeting #7 – December 14, 2011**

**Kibbie Dome -**

**9:00am – 11:00am Pacific**

**Conference Bridge: 1-888-706-6468, host code: 621241, participant code: 431966**

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**Pre-meeting presentations:**

9:30 – 10:15 am: Tim Helmke – Associate Director of Alumni Relations

10:15 am – President Nellis – presentation made to Rachel Halsey – Staff Affairs Chair

**Members Present:**

*Ana Burton, Irma Sixtos, Amber Crowley, Ali Bretthauer, Rachel Halsey, Patti Heath, Denise Carl, Joyce Davidson, Greg Fizzell, Glen Kauffman, Jim Logan, Brian Mahoney, Megan Masias, Mark Miller, David Pittsley, Michael Placke, Nick Popplewell, Shishona Turner, Diana Renfro, Carol Spain, Liz Ridgway, Matthew Kurz*

**Excused Absences:**

*Barb McDonald, Mark LaBolle, Lorraine McConnell, Debra Rumford, Timothy Sanders, Michelle Wheeler, Michelle Weitz, Rhonda Zenner*

**Unexcused Absences:**

*Charity Buchert, Bonnie Bernstein, Melissa DiNoto, Rick Wilkin,*

**Meeting called to order at 9:00am**

**November meeting minutes:**

No Discussion held. Jim Logan moved to approve and Shishona Turner seconded the motion.

**Officer Reports**

Chair: Rachel Halsey – Farewell speech to the committee; will leave the University of Idaho for a new career endeavor. Noted that Ana Burton, current vice-chair will assume role as chair.

Vice Chair: Ana Burton – Spoke that Mark Miller has accepted the nomination for vice-chair. Ana will email the SAC goals to the committee.

Secretary: Irma Sixtos - No Report

Treasurer: Patti Heath – See attached report

On/Off Campus Coordinator: Liz Ridgway – No report

Communications Coordinator: Amber Crowley – November newsletter will be ready as scheduled but will not include a holiday greeting.

## **Committee Reports**

Appreciation Fair: James Logan and Michelle Wheeler – Sponsorship funds need to be sorted out before next year's event.

Staff Awards: Patti Heath and Irma Sixtos

- Meeting was held on Monday, November 7, 2011. Staff Awards event scheduled for April 12, 2012. Nick & Mark will be soliciting for sponsorship funds for this event.

Communication: Amber Crowley – No report

Elections: Megan Masias

- Reports 3 vacant positions; 2 of which were resignations.
- The Staff Affairs Exempt Staff position - nomination for Matt Kurz – Director of Greek Life.

Learning & Development: Ana Burton

- The funds in the amount of \$43K from XAY004 to be used for professional development to be sponsored by Staff Affairs are now under the SAC budget resources.
- Leap Conference is being chaired by Shishona and is moving forward in getting keynote speaker proposals, door prizes, and volunteers will also be needed.
- Ali Bretthauer will become the new chair.

Policy: Mark Labolle

Not present – no report

Vandal Pride: Nick Popplewell –

- Weekly – Friday specials are in the works for staff or faculty when wearing their Vandal gear; Jan. 28<sup>th</sup> for Staff Appreciation is forthcoming.
- Will take over the Kudos recognition task

## **Old Business**

- a. Professional Development proposal – funds have been approved and will move over to Staff Affairs

## **New Business**

- a. Staff Affairs budget submission – will be reviewed by President Nellis
- b. Parking – will be revisited again in Jan.; previous proposal has been scrubbed.
- c. Elections
  - a. Mark Miller was nominated to vice-chair position. Motion made by Megan Masias, seconded by Jim Logan; all in favor to elect Mark to VC position. Motion passed.
  - b. Matt Kurz was nominated & voted into the Staff Affairs Exempt-Staff representative position – Motion made by Jim Logan, seconded by Patti Heath; all in favor to elect Matt to SA. Motion passed.

**General Announcements/Miscellaneous Business/Kudos**

None reported

**Date and Time of Next meeting**

January 11, 2012; 9:00 to 11:00 am; Horizon Room

**Adjournment**

Megan Masias moved to adjourn, Jim Logan seconded; meeting adjourned at 11:00 am

Minutes submitted by Irma Sixtos

**Meeting #8 – January 11, 2012**

**Horizon Room – UI Commons-**

**9:00am – 11:00am Pacific**

**Conference Bridge: 1-888-706-6468, participant code: 431966**

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**Pre-meeting presentations:**

9:00 – 9:40 am: Chris Murray – *Vice President of Advancement and Mandy Hanousek – Director of Annual Giving;*

Spoke on the funding processes of the Advancement & Annual Giving. Offices; also spoke about the upcoming University of Idaho Campaign kick-off. The public phase of this kick-off will be April 27 -28, 2012; a staff/faculty celebration will be held on April 25, 2012.

**Members Present:**

*Ana Burton, Irma Sixtos, Amber Crowley, Ali Bretthauer, Patti Heath, Denise Carl, Joyce Davidson, Greg Fizzell, Glen Kauffman, Jim Logan, Brian Mahoney, Mark Miller, David Pittsley, Nick Popplewell, Shishona Turner, Carol Spain, Liz Ridgway, Matthew Kurz; Stephanie Retter*

**Excused Absences:**

*Barb McDonald, Mark LaBolle, Debra Rumford, Timothy Sanders, Michelle Wheeler, Michelle Weitz, Rhonda Zenner, Bonnie Bernstein, Melissa DiNoto, Rick Wilkins, Megan Masias, Lorraine McConnell Diana Renfro, Michael Placke,*

**Meeting called to order at 9:40am**

**December meeting minutes:**

No Discussion held. Matthew Kurz moved to approve and Shishona Turner seconded the motion.

**Staff Affairs/Faculty Senate Representative:** Jane Baillargeon, staff representative on Faculty Senate, provided short intro of her role on Faculty Senate and how she was the staff voice with a vote on issues that arise within Faculty Senate, including ones that pertain to Staff. She encouraged anyone to contact her if they had questions or concerns.

**Officer Reports**

Chair: Ana Burton – Enrollment is up this semester; President Nellis will be down in Boise for the Legislative session on Jan. 25, 2012.

Vice Chair: Mark Miller – No report

Secretary: Irma Sixtos - No Report

Treasurer: Patti Heath – See attached report

On/Off Campus Coordinator: Liz Ridgway – No report

Communications Coordinator: Amber Crowley –

Newsletter will be going out this week. Banner will be created for any of the Staff Affairs events.

### **Committee Reports**

Appreciation Fair: James Logan, Shishona Turner and Michelle Wheeler

Jim thanked Patti Heath for getting the budget in order; reviewed six-month progress stating that the 2011 SAFair was the most successful event, more food choices were available, and that the date has been set for next year.

Staff Awards: Patti Heath and Irma Sixtos

Patti gave her committee report on the short and long term goals; report summary attached.

Communication: Amber Crowley

Reviewed six-month progress stating that accomplishments were that the on-line Kudos form has been updated; electronic newsletter has been well-received and has been sent out consistently; will continue to develop website for easy access to information for staff.

Elections: Megan Masias

Not present - No report

Learning & Development: Ali Bretthauer

Has accepted chair position for the L&D subcommittee; reviewed six-month progress - report summary attached; stated that the subcommittee will be working on getting a system/process in place for awarding individual and center grants.

Policy: Mark Labolle

Not present – No report

Vandal Pride: Nick Popplewell – Upcoming events: Women & Men’s Basketball game will be Staff & Faculty Appreciation games. Nick also gave his committee report on the short and long term goals; report summary attached.

### **Old Business**

None

### **New Business**

a. Elections:

Nominations for Chair – Ana Burton;

Patti Heath moved and Ali Bretthauer seconded the election;

Nominations for Vice Chair - Mark Miller;

Patti Heath moved and Lorraine McConnell seconded the election;

### **General Announcements/Miscellaneous Business/Kudos**

The Vandal Community Hour proposal status was discussed. VCH is set time during the week in which no classes would be scheduled. The hour would be used for faculty, staff, and student groups to meet or for campus-wide events to take place, such as Convocation. Matthew Kurz, Jim Logan & Denise Carl gave some input on the registrar's scheduling, time slots and days which could be doable. There are concerns with the structure of the class schedules and the timeline for implementation.

Elissa Keim commented that the Supervisory class has been filled and another session will be developed due to the overwhelming enrollment.

Ana Burton stated that a second SAC representative for Faculty Senate seat has been discussed with Paul Joyce. The process for approval needs to go through Faculty Senate's Committee on Committee. Future updates will be presented as this is an important area for Staff to have more representation.

### **Date and Time of Next meeting**

February 8, 2012; 9:00 to 11:00 am; Horizon Room

### **Adjournment**

Mark Miller moved to adjourn, Patti Heath seconded; meeting adjourned at 10:30 am

Minutes submitted by Irma Sixtos

**Meeting #9 – February 8, 2012**

**Horizon Room – UI Commons-**

**9:00am – 11:00am Pacific**

**Conference Bridge: 1-888-706-6468, participant code: 431966**

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**Pre-meeting presentations:**

9:00 – 9:40 am: R. Ellen Schreiber, *Ombuds*

Spoke on the services available from this office that are offered to both Staff and Students

9:30 – 10:00 am – Matt Dorschel, *Interim Director, Human Resources and Director, Emergency & Security Services*

Matt shared feedback on the changes being made in the Human Resources office; the objective being to streamline processes and better serve staff and their requests.

The Supervisor training has been put forth and he hopes to receive feedback or ideas from the two scheduled sessions

Q&A:

Mark Miller asked about the Classification re-structuring and will this be communicated to the staff. Matt: when this process is finalized and approved.

Glen Kauffman commented on how great a job the Security staff is doing on campus.

10:00 – 10:15 am: Donor Relations – Diane Gregg, Amy Calabretta, Kathy Foss

Discussed role of Donor Relations and how it fits within the UI; sought staff volunteers for the Campaign kick-off event

**Members Present:**

*Ana Burton, Irma Sixtos, Patti Heath, Denise Carl, Joyce Davidson, Greg Fizzell, Glen Kauffman, Mark LaBolle, Jim Logan, Megan Masias, Mark Miller, David Pittsley, Michael Placke, Nick Popplewell, Shishona Turner, Carol Spain, Liz Ridgway, Elissa Keim, Stephanie Retter*

**Excused Absences:**

*Ali Bretthauer, Amber Crowley, Brian Mahoney, Barb McDonald, Debra Rumford, Timothy Sanders, Michelle Wheeler, Michelle Weitz, Rhonda Zenner, Bonnie Bernstein, Melissa DiNoto, Rick Wilkins, Lorraine McConnell, Diana Renfro, Matthew Kurz, Suzette Yaezenko*

**Meeting called to order at 10:19 am**

**January meeting minutes:**

No Discussion held. Mark Miller moved to approve and Greg Fizzell seconded the motion. All in favor. Motion passed.

## **Officer Reports**

Chair: Ana Burton

- Accepted an Appreciation plaque on behalf of Staff Affairs from Athletics at the January 28th basketball game. Plaque is currently stored in Ana's office until a more formal location for Staff Affairs information can be found.
- Parking – revised plan was emailed out; please send comments to Parking and Transportation Services
- FSH 3760 – higher education discounts of employees of other state institutions. Amendments were made to the policy to only allow for employees of other 4-year institutions to receive a waiver. Ana to look into if additional amendments or approval can be made or is needed from SA.
- Idaho Bill #445 – this reflects a policy change for PERSI; Ana will send link to committee so that we can review.
- President Nellis – was in Boise for the JFAC budget meetings, will know more about budget appropriations in March.

Vice Chair: Mark Miller

- Will attend the Faculty Senate on Monday, February 13, regarding the status on getting a second Staff Affairs rep on this committee.

Secretary: Irma Sixtos - No Report

Treasurer: Patti Heath – See attached report

On/Off Campus Coordinator: Liz Ridgway – No report

Communications Coordinator: Amber Crowley –Not present – no report

## **Committee Reports**

Appreciation Fair: James Logan, Shishona Turner and Michelle Wheeler

Jim thanked Patti Heath for getting the budget in order; reviewed six-month progress stating that the 2011 SAFair was the most successful event, more food choices were available, and that the date has been set for next year.

Staff Awards: Patti Heath and Irma Sixtos

Outstanding Employee nominations deadline of 2/17/2012

Communication: Amber Crowley Not present; no report

Elections: Megan Masias

Currently, 5 vacant positions on Staff Affairs; will be sending out a brochure for nominations to be reviewed at our next meeting. Will invite staff to next SAC meeting to see if they want to be on the committee.

Learning & Development: Ali Bretthauer – Not present



Shishona Turner: LEAP conference is moving forward and has maxed at 180 attendees. She will pass around a volunteer schedule for the LEAP conference so that staff attending any of the sessions can fill in where possible.

Policy: Mark Labolle- No report

Vandal Pride: Nick Popplewell – Staff & Faculty Appreciation: Ana was presented with a plaque on behalf for Staff Affairs. Nick also commented that Vandal Friday specials will continue

### **Old Business**

Dependent Tuition Waiver: Ana and Mark attended the January 31 Faculty Senate meeting in which the Dependent Tuition Waiver was discussed and received approval from FS. The proposed waiver will need to be approved at the General Faculty meeting in April and will go before the President for final approval and implementation.

### **New Business**

None

### **General Announcements/Miscellaneous Business/Kudos**

Ana asked that SA members think about units on campus that Staff Affairs can partner with to bring awareness to the UI campus of SA.

A Staff Fund was discussed as something that staff may be willing to contribute to, but would need to benefit a majority of staff. Members were asked to brainstorm ideas of what they would contribute to or ideas that they think others would be willing to give to.

### **Date and Time of Next meeting**

March 14, 2012; 9:00 to 11:00 am; Horizon Room

### **Adjournment**

Shishona Turner moved to adjourn, Michael Placke seconded; meeting adjourned at 10:58 am

Minutes submitted by Irma Sixtos

**Meeting #10 – March 14, 2012**

**Horizon Room – UI Commons**

**9:00am – 11:00am Pacific**

**Conference Bridge: 1-888-706-6468, participant code: 431966**

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**Pre-meeting presentations:**

9:00 – 9:20 am: Kenton Bird, Vice Chair, Faculty Senate

Kenton gave us an update on the Domestic Partnership Insurance Benefits proposal which when passed and completed will be entered as section 3705 in the hand book. Kenton also mentioned that Idaho would be the first to have this in place.

Q Mark Miller – Would all current benefits be a part of this proposal?

Q Jim Logan – Will this include UI Vandal card & tuition benefits?

Answers to these questions will be forthcoming.

April 3<sup>rd</sup> Senate/Faculty meeting will hold discussion on this proposal and is open to all.

**Members Present:**

*Ali Bretthauer, Ana Burton, Irma Sixtos, Patti Heath, Amber Crowley, Glen Kauffman, Mark LaBolle, Jim Logan, Brian Mahoney, Mark Miller, David Pittsley, Michael Placke, Nick Popplewell, Debra Rumford, Amanda Moore-Kriwox, Barb McDonald, Carol Spain, Michelle Weitz, Elissa Keim, Stephanie Retter, Matt Dorschel*

**Excused Absences:**

*Denise Carl, Joyce Davidson, Greg Fizzell, Megan Masias, Timothy Sanders, Shishona Turner, Michelle Wheeler, Rhonda Zenner, Melissa DiNoto, Rick Wilkins, Lorraine McConnell, Liz Ridgway, Diana Renfro, Matthew Kurz, Suzette Yaezenko, Nick Popplewell*

**Meeting called to order at 9:22 am**

**February meeting minutes:**

No Discussion held. Patti Heath moved to approve and Brian Mahoney seconded the motion. All in favor. Motion passed.

**Officer Reports**

Chair: Ana Burton

- Update on the UI base salary base increase of 2%. UI will need to find other funding to make this happen across the board. Tuition & fee increases of 5-6-1/2 % is being discussed
- President Nellis would like to start dialogue meetings with staff starting on March 26<sup>th</sup>; with a 10 person limit. Names can be submitted to Ana for scheduling.

Vice Chair: Mark Miller

- Met with Ron Smith on the classification & compensation changes; informed Mark that an oversight committee now has staff representation.

Secretary: Irma Sixtos - No Report

Treasurer: Patti Heath – See attached report

On/Off Campus Coordinator: Liz Ridgway – No report; not present

Communications Coordinator: Amber Crowley –Posted the Longevity & Staff awards lists on the Staff Affairs website. Some of the LEAP sessions and information will be posted soon.

### **Committee Reports**

Appreciation Fair: James Logan, Shishona Turner and Michelle Wheeler - No report

Staff Awards: Patti Heath and Irma Sixtos

- Patti passed a volunteer sign-up sheet for the Staff Awards reception
- All award winners have been notified and RSVP invitations as well and copied nominators and supervisors.

Communication: Amber Crowley Not present; no report

- Debra Rumford would like to send the newsletter out at the first of the month.

Elections: Megan Masias – No report; not present

Learning & Development: Ali Bretthauer

LEAP conference went really well and received lots of positive feedback. Special thanks to Shishona Turner.

Policy: Mark Labolle- No report

Vandal Pride: Nick Popplewell –No report; not present

### **Old Business**

- 3760 can't be changed and has been sent to Faculty Senate as is.

### **New Business**

- Flagship resolution request by SAC members can be submitted
- Additional seat on Faculty Senate – update from Mark Miller – still pending review as well as a seat for a Law student;
- Role of Staff Affairs members & Supervisor requests: Ana will work with Suzette Yaezenko and Matt Dorschel to send a letter to all SA members and Supervisors

with a description and time investment for these roles; along with an approval form to the supervisor. This form will be filed in your personnel file with Human Resources.

**General Announcements/Miscellaneous Business/Kudos**

Patti Heath demonstrated a banner with stand and case that Creative Services can provide to Staff Affairs for a charge of \$250-300; request to be reviewed at a later date.

**Date and Time of Next meeting**

April 11, 2012; 9:00 to 11:00 am; Horizon Room

**Adjournment**

Mark Labolle moved to adjourn, Ali Bretthauer seconded; meeting adjourned at 10:15 am

Minutes submitted by Irma Sixtos

**Meeting #11 – April 11, 2012**

**Horizon Room – UI Commons-**

**9:00am – 11:00am Pacific**

**Conference Bridge: 1-888-706-6468, participant code: 431966**

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**Pre-meeting presentations:**

9:00 – 9:30 am: Elissa Keim, Manager, Professional Development and Learning

New training sessions: Supervisor Excellence Series – 3 track series to begin in May; Banner Navigation is now on the PDL website; Finance Query is still in progress.

9:30 – 10:10 am – Dan Button, Student Services Coordinator, Veteran Affairs

Dan discussed the Op-Ed & Veteran's assistance programs. Handouts were distributed for committee members to review.

**Members Present:**

*Ali Bretthauer, Ana Burton, Irma Sixtos, Patti Heath, Amber Crowley, Glen Kauffman, Mark LaBolle, Jim Logan, Brian Mahoney, Mark Miller, David Pittsley, Nick Popplewell, Debra Rumford, Barb McDonald, Elissa Keim, Stephanie Retter, Matt Dorschel, Suzette Yaezenko, Denise Carl, Joyce Davidson, Greg Fizzell, Megan Masias, Shishona Turner, Matthew Kurz,*

**Excused Absences:**

*Timothy Sanders, Rick Wilkins, Lorraine McConnell, Liz Ridgway, Diana Renfro, Michael Placke, Amanda Moore-Kriwox, Carol Spain, Michelle Weitz*

**Meeting called to order at 10:11 am**

**March meeting minutes:**

No Discussion held. Matt Kurz moved to approve and Ali Bretthauer seconded the motion. All in favor - Motion passed. March minutes to be amended for attendance corrections for Nick Popplewell (EA) & Jim Logan (EA) to reflect as noted.

**Officer Reports**

Chair: Ana Burton

- Dialogue dinner with President Nellis went really well on March 26. A diverse group attended but the topics discussed were ones that have been discussed throughout campus. From this we can see the need for continued communication to raise awareness of happenings at the UI.
- State Board committee will be coming to campus next Wednesday (April 18-19); discussion topics will include Tuition and Fee increases to support financial need at UI.
- Inspiring Futures Campaign Kick-off event on Saturday, April 28, 2012.

- Encourage all faculty to attend the General Faculty meeting on April 24, 2012 to reach a quorum to pass items such as Dependent Tuition Reduction; Partner Health Benefits; Second Staff Representative on Faculty Senate.

Vice Chair: Mark Miller

- Second SA member was approved at the Faculty Senate meeting

Secretary: Irma Sixtos - No Report

Treasurer: Patti Heath – See attached report

On/Off Campus Coordinator: Liz Ridgway – No report; not present

Communications Coordinator: Amber Crowley –Events can only be posted once to the Registrar site

### **Committee Reports**

Appreciation Fair: James Logan, Shishona Turner and Michelle Wheeler – Jim stated that this committee may have a short meeting next month.

Staff Awards: Patti Heath and Irma Sixtos - No report

Communication: Amber Crowley No report

Elections: Megan Masias – Denise Carl has stepped in to help with the election process.

Learning & Development: Ali Bretthauer – Speed Networking Event to be held May 1<sup>st</sup> with a limit of 40 attendees

Policy: Mark Labolle- No report

Vandal Pride: Nick Popplewell –No report

### **Old Business**

- a. Proposed base salary increase still under review; looking at different salary percentages
- b. Additional seat on Faculty Senate – update from Mark Miller – has been approved at Faculty Senate; will need to be approved at General Faculty meeting
- c. No update for the partner health insurance benefits

### **New Business**

- a. No update on the Classification and Compensation Taskforce
- b. Continuity of Staff Affairs Leadership Positions – such as SAC Vice-Chair moving into the Chair position; will require bylaw changes. Jim Logan moved that this by-law amendment be for discussion for Fall adoption. Motion moved

- c. Chair and Vice Chair Nominations & Process – Open nominations will start today –send Chair nominations to Elissa Keim.
- d. New Staff Affairs Members process is now open as well.

**General Announcements/Miscellaneous Business/Kudos**

Jim Logan shared the details for student class add/drop process;  
Shishona Turner shared the new Financial Aid Undergrad loan increase

**Date and Time of Next meeting**

May 9, 2012; 9:00 to 11:00 am; Horizon Room

**Adjournment**

Ali Bretthauer moved to adjourn, Nick Popplewell seconded; meeting adjourned at 11:02 am

Minutes submitted by Irma Sixtos

**Meeting #12 – May 9, 2012**

**Horizon Room – UI Commons-**

**9:00am – 11:00am Pacific**

**Conference Bridge: 1-888-706-6468, participant code: 431966**

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**Pre-meeting presentations:**

9:00 – 9:30 am: Steve Neiheisel, AVP Enrollment Management

Spoke on the following:

- Recruiting coordination process is being reviewed for improvement;
- A new recruiting protocol has been created to include the International Office, CAMP and the Multi-Cultural office as well.
- Current status of Student enrollment
- Student retention to be spear headed by Bruce Pittman

**Members Present:**

*Ali Bretthauer, Ana Burton, Irma Sixtos, Patti Heath, Amber Crowley, Glen Kauffman, Mark LaBolle, Jim Logan, Brian Mahoney, Mark Miller, David Pittsley, Debra Rumford, Stephanie Retter, Matt Dorschel, Suzette Yaezenko, Denise Carl, Greg Fizzell, Megan Masias, Shishona Turner, Matthew Kurz, Lorraine McConnell, Diana Renfro, Amanda Moore-Kriwox, Liz Ridgway, Carol Spain*

**Excused Absences:**

*Timothy Sanders, Rick Wilkins, Michael Placke, Joyce Davidson, Nick Popplewell, Barb McDonald, Elissa Keim*

**Meeting called to order at 9:34 am**

**III. April meeting minutes:**

No Discussion held. Ali Bretthauer moved to approve and Matthew Kurz seconded the motion. All in favor - Motion passed.

**IV. Officer Reports**

Chair: Ana Burton

- Campaign Kick-off event – 850 people in attendance;
- Campaign goal of \$220 million – currently at about \$160 million; which will end in 2014 which will celebrate University of Idaho’s 125<sup>th</sup> year anniversary;
- Will be attending the U of I commencement this Saturday;
- Recap of President’s Cabinet
  - Items discussed:



- Athletic Conference – many teams leaving the WAC conference; UI must decide which conference to join by June
  - Enrollment – Year-to-Date figure, down by 3%
  - Commencement – General Amos will be speaking; off-campus commencements have already taken place
  - May 15 – Leadership Retreat (Ana to attend) – main topic will be media training
  - Emergency Operations & protocol – UI is required to offer support as a state agency (i.e. use of psychologist for counseling during crisis events); safety support contracts will be renegotiated (Moscow PD)
  - President acknowledge leadership transitions for ASUI, Staff Affairs, Faculty Senate and Faculty Affairs
  - JFAC will be touring the state; will be at UI on June 14.
  - Merit-based increases – awards to 200 staff at \$800 and 100 faculty at \$1500; awards will be given to those who do meritorious work as determined by the upper administrator per unit; was a good-faith effort to allow for additional financial support to employees; will be in addition to the 2% raise across the board.
- No health care changes predicted for FY13; more information will be determined later based on the Expanded Health Benefit (Plus One) plan to decide if there will be an increase in premiums.

Vice Chair: Mark Miller

- Will leave the Staff Affairs committee after serving for 5-1/2 years but will remain on the Benefits committee as well as submit his nomination as the second SAC rep on Faculty Senate.

Secretary: Irma Sixtos - No Report

Treasurer: Patti Heath – See attached report

On/Off Campus Coordinator: Liz Ridgway – No report

Communications Coordinator: Amber Crowley – Newsletter went out on Friday; which included a Google click counter and recognition of newsletter contributors.

#### **V. Committee Reports**

Appreciation Fair: Jim Logan, Shishona Turner– All files & information are ready to be handed over to the new Co-Chair & committee; Jim will meet with new co-chairs to conduct a formal transition of information

Staff Awards: Patti Heath and Irma Sixtos

Patti - A post meeting was held on the last Staff Awards event; ideas were discussed on what can be implemented for the next event to make it even better.

Communication: Amber Crowley – no report

Elections: Megan Masias – to update the committee list & member classifications

Learning & Development: Ali Bretthauer – will be hosting a speed networking event on June 14; help spread the word.

Policy: Mark Labolle-

Policy committee met yesterday; our by-laws change to reflect our Co-Chair to Chair transition, as well as a few words to be deleted from the Article V - Officer section in our by-laws. Mark Miller recommended that a deadline be put on these by-law changes. Chair will set this date with an August review before presented to the Faculty Senate committee in their September meeting.

Vandal Pride: Nick Popplewell –No report

#### **VI. Old Business**

- a. Dependent Tuition Reduction – information update that this item passed through the General Faculty meeting; must pass through the State Board of Education
- b. Expanded Health Insurance Benefits – information update that this item passed through the General Faculty meeting; implementation process and additional discussion will be held with Benefits Advisory Group (BAG).
- c. Additional Staff Affairs Representative on Faculty Senate -Open for nominations; nomination notification went out through Staff Affairs newsletter; open nominations will be closed by May 31, 2012; if know of interested staff, please have them email [staffaffairs@uidaho.edu](mailto:staffaffairs@uidaho.edu).

#### **VII. New Business**

- a. By-law amendments – Mark Labolle
  - a. ACTION – Revised statement of Article V. Section 1 presented and discussed. Mark Miller moved to approve revision; Ali Bretthauer seconded; discussion pursued. Motion withdrawn on account that further discussion and revision needed.
  - b. Chair, Ana Burton, recommended that the Staff Affairs by-laws are to be fully reviewed by the Policy Committee with recommend changes presented to the Staff Affairs Committee by August 1, with the intent that all changes will be submitted for review and approval by Faculty Senate by their September General Faculty meeting.
- b. Nominations and voted in are Chair – Ana Burton and Co-Chair – Brian Mahoney
  - a. Elections were held via a SurveyMonkey survey conduct by Elissa Keim in the HR Advisory capacity; results were verified and announced prior to May meeting
- c. Motion made to elect the nominees presented for the committee – all in favor yes.

- a. ACTION – Megan Masias moved to approve the election of Lysa Salsbury, June Clevy, Kristin Strong, Laura Nalle, John (J.R.) Kok, Tim Helmke, Colton Oliphant, Clint Payton, Janice Todish, Vickie Burnet to become formal members of the Staff Affairs Committee, Jim Logan seconded. All in favor – motion carried.
- d. Recognition to 4 members for their service to the Staff Affairs are as follows:  
Diana Renfrew – 6 yrs.; Mark Miller – 5 yrs.; Jim Logan – 3 yrs.; & Patti Heath – 3 yrs.

**VIII. General Announcements/Miscellaneous Business/Kudos**

University-wide committee vacancies need to be filled. Information was presented in Staff Affairs newsletter, please share information with your departments.

**IX. Date and Time of Next meeting**

June 13, 2012 9:00 to 11:00 am – Crest Room.

**X. Adjournment**

Jim Logan moved to adjourn, Mark Miller seconded; meeting adjourned at 11:02 am

Minutes submitted by Irma Sixtos