Staff Council Agenda

Date: Oct 9, 2019

Location: Paul Joyce Lounge

Zoom: https://uidaho.zoom.us/j/143806896

1. Call to Order - Chad

2. Attendance – Diane - Quorum established.

3. Approval of Minutes – Chad – motion to split the minutes for the two separate meetings – approved. Both sets of minutes approved

4. Staff Member of the Month – Tami - Congratulations Terry Evans!

5. Presentation - Diane Whitney

    a. Subject: Overview of the university's policy process (PP attached)

6. Current Business - Chad

    a. APM 20.25 review – Chad – Discussion regarding the difficulties with implementation, especially with facilities. Liability for theft? How is it accounted for if there is no inventory kept? A bigger concern is that it is contained within Banner. It is hard to track some things in Banner. What about the difference between the $1000 and $2000 limits in the inventory? Who is going to manage this? Is there capacity? Everyone send comments and questions to Chad to forward on.

    b. New monthly meeting guidelines– Chad – This was developed at retreat in June. See below. Kris would like to hear from Faculty Senate reps every meeting.

    c. Member expectations – Cari – Also developed at retreat in June. Attached. Change the timing of Staff Retreat? Late summer might be better? June is good to leave time to work out plan for upcoming year. Think about changing date of retreat (now a parking lot item to be addressed later).

    d. Communication plan review – Chad – Attached – How do we communicate? The Staff Council Newsletter was not effective at reaching people. Chad proposed intake form and specific surveys to gather data. Concern about anonymity – with exceptions we will just aggregate data from surveys. How information gathered is disseminated? We plan to pass on to Faculty Senate. Even content emailed to Chad – he will pass on comment, but not name. Question regarding shared computer use (regarding checking IP addresses for duplicate surveys) is understood. Can we have the availability to include name? Email and website? Possibly include the results in the register. FS talking points have been well received, so we plan to start that. Consensus is that they need to be in body of email, not as an attachment. Secretary prepares talking points. Process for talking points put into parking lot. We do plan to use the U of I Staff Facebook page as it already exists – to be used for less formal announcements or information. We should put the Staff Member of the month there. Is Facebook as the best platform for newer, younger staff? Add Facebook page to new staff orientation. We should get the new staff emails

to send a welcome. Can we automate? Move to parking lot. What about staff that moves to another job within the University? Do we contact them too?

7. Committee Reports - Chad
    a. Elections and committee openings – Sam Dunlap – see attachment
        i. Staff council openings - 4
        ii. Campus wide openings - 3
    b. Faculty Senate –
        i. OEA discussed – and benefits remain currently.
        ii. Gen Ed discussed
        iii. Diane Whitney presentation
        iv. Size of upper administration was discussed – document provided
        v. Bookstore RFP – bids to buy out Vandal Store – bring in outside vendor for part or all. Presentation on Oct 23-24. Is it operating at a loss, or just less profit? What about distance location? SC representation? Mindy and Darren are selected to go. Add them to November agenda for report out.

8. Parking Lot Topics – Chad –
    a. Redoing staff council website
    b. Welcome email for new staff
    c. Date of SC retreat

9. Good of the Order Wes – October 22, 1 p.m. presentation regarding benefits. ISUB summit room – will include open enrollment. Will be available on Zoom for off-campus. Recent changes to target salary? October 29 (we got this presentation in Sept. SC meeting)

10. Close - Chad 10:57 am

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 housed in Teams under the general channel and the Topic Parking Lot tab. 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.

Staff Council expectations

1. Attend monthly Staff Council (SC) meetings – be willing to contribute to conversations and vote

a. After 3 absences Chair will reach out

b. If 5 absences w/in one year, member will be replaced

2. Participation on at least one committee per year or hold a staff council officer role.

3. Read By-laws

4. Attend Staff Council Retreat in June

5. Represent constituents by bringing their concerns to the group when approached

Communication Plan

Thursday, August 8, 2019   3:18 PM

Purpose
1. Gather data from staff
2. Communicate with staff

Gather Data From Staff

1. General Intake Form
    a. Purpose: General intake form posted online to provide a "minimum" effort to solicit feedback from staff. Results will be sent to Cari and I. Each submission will be acknowledged via email. We can point to the forms via other communication channels/efforts
    b. Content: Name, email and comment
    c. Outcome: Give voice to staff; data may reveal themes or other useful points

2. Issues Specific Surveys
    a. Purpose: Surveys created to solicit feedback around a specific issue or question. The surveys will be sent to staff via email from Cari or me; possibly using of the university memo template.
    b. Outcome: Data will be used to inform leadership; support decision making. Results will be reported to staff as appropriate

Communicate with Staff

1. Monthly Staff Council Talking Points
    a. Purpose: Monthly talking points will replace the newsletter. To provide staff is concise points re: status of goals and initiatives, takeaways from presentations and meeting discussions/outcomes. Talking points will be posted online. A monthly email will direct staff to the talking points.
    b. Outcome: Inform staff; increase readership/engagement over the current newsletter; reduce effort

2. Employee Facebook Channel
    a. Purpose: Use the existing UI employee FB channel to provide staff with an informal outlet for items, such as social engagements.
    b. Outcome: Create connected community of staff (and faculty)

3. Staff Council Memos
    a. Purpose: Memos are the most formal method of Staff Council communications. Cari and I will author them but UI's comm team will review and send them. Memos will be specific and fairly infrequent.
    b. Outcome: Ensure high priority items are well communicated; elevate the quality and visibility of SC comms.

4. New Staff Welcome Email
    a. Purpose: An email from Cari and I to new employees welcoming them to the university, outlining the purpose of Staff Council (including resources and comms) and inviting them to participate.
    b. Outcome: Build a community, improve understanding of Staff Council and increase participation in committee work.

UI Policy: Creation and Change

The Role of the Policy Coordinator

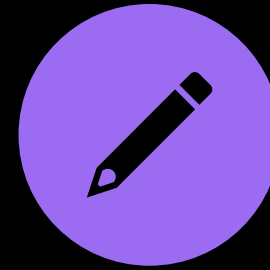IS to facilitate policy development

Is NOT to act as an advocate

1. Notify the Policy Coordinator of Your Plan

The Policy Coordinator can help with

- ▶ Early input and advice
- ▶ Drafting
- ▶ Ensuring all policies are reviewed by appropriate constituencies

2. Request the official document of an existing policy

- Ensures that
  - You are not unknowingly working on a policy at the same time as another party.
  - You are working with the most recent version of the policy.
  - The Policy Coordinator is able to
    - Track the progress of your policy,
    - Keep the process transparent, and
    - Manage the policy workflow.

Drafting Tips

1. Read the Policy Manual!
2. See #1.

3. Once Your Committee Has Approved the Policy

Email the policy and cover sheet to the Policy Coordinator. The Policy Coordinator will

▶ Review the draft policy for ambiguities, errors, and conflicts with other policies

▶ Send a copy to General Counsel for legal review

If either the Policy Coordinator or General Counsel have questions or spot problems, the policy will be returned for explanations or changes.

This step can take four weeks or more. Plan ahead!

The Approval Process: Faculty Staff Handbook

The policy will be scheduled for a Faculty Senate meeting. If approved, then

The policy will be added to the agenda of the next University Faculty Meeting (UFM). If approved, then

It will be forwarded to the President for approval or veto

Some policies must then be sent to the State Board of Education for approval

After final approval, it will be sent back to Policy Coordinator for publication

2019-2020 FSH Deadlines

October 22	October 22: Last date to submit an FSH policy for review if inclusion on Fall UFM agenda is desired
November 19	November 19: Last Senate meeting to approve FSH policy for inclusion on Fall UFM agenda
December 11	December 11: Fall UFM
March 24	March 24: Last date to submit an FSH policy for review if inclusion on Spring UFM agenda is desired
April 21	April 21: Last Senate meeting to approve FSH policy for inclusion on Spring UFM agenda
May 6	May 6: Spring UFM

APM vs. FSH

- APMs are mostly developed by administrative units across campus.

- APMs do not involve issues of shared governance.

- Broadly speaking, APMs are for *procedures*. They should not merely describe UI operations.

- *Communication* with Faculty Senate and Staff Council is required, but *approval* is not.

- APMs *do* have to be approved by
  - The Vice President in charge of the administrative unit,
  - General Counsel, and
  - The President.

The Approval Process: Administrative Procedures Manual

The APM will be scheduled for informational discussion at Faculty Senate and Staff Council meetings. Comments will be forwarded to the proposers for consideration.

APMs sometimes go to the University Faculty Meeting for the purpose of widely communicating changes, but they do not need UFM approval.

Once approved by the General Counsel and VP, the APM goes to the President for approval or veto.

After final approval, the APM is returned to the Policy Coordinator for publication.

Questions?

Diane Whitney, J.D.

University Policy and Compliance Coordinator

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