

## Staff Council Agenda

Date: September 9, 2020

Location: Paul Joyce Lounge

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

1. Call to Order [1 min] - Chad
2. Attendance [3 mins] – Cari – quorum established
3. Approval of Minutes [0 mins] - Chad – first meeting of the year, minutes will be approved at next meeting
4. Staff Member of the Month [3 min] – Tami
  - a. Brandon Gardner, ITS TSP – attended
    - i. Thank you Brandon for setting up technology on a very tight turn around in support of our summer program. Your dedication to your colleagues is MUCH appreciated.”
5. Introductions [15 min] - Chad
  - a. Officers
  - b. Members
6. Purpose of Staff Council [5 mins] – Chad
  - a. Read and become familiar with the newly updated and approved bylaws.
7. Staff COVID Survey Results [10 min] – Chad
  - a. Over 800 responses received. Multiple choice responses were forward to council members for review. 81 pages of compiled text responses. Responses have been sorted into categories.
  - b. Themes of survey:
    - i. Suggestions to improve safety
      1. Online learning and working; work flexibility
      2. Enforce CDC guidelines
      3. Frequent testing; fast testing results
      4. Additional PPE and sanitization stations
    - ii. How can the university support you?
      1. Online learning and working; work flexibility
      2. Additional PPE and sanitization stations
      3. Communication; transparency
      4. Enforce CDC guidelines
      5. COVID related managerial training
    - iii. General comments (incomplete)
      1. Better communication around all things COVID
      2. We should not meet in person
      3. Enforce CDC guidelines
      4. Concern around testing, such as frequency and turnaround
  - c. Discussion:
    - i. Consider sending a new survey to gauge change of feelings now that classes are in session
    - ii. Managerial training is in the works, bi-weekly email will be sent to supervisors
8. Planning for next year [30 min] – Chad
  - a. Breakout rooms
    - i. Purpose = small group brainstorming; create a list of potential topics for council
    - ii. Break out time = 10 minutes
    - iii. Outcome = each room will create a list of potential topics
  - b. Discussion
    - i. Reporting out = each group will report out
      1. Compiled responses:
        - a. Market-Based Compensation
        - b. Workload balance
          - i. More work now that positions have been left unfilled
          - ii. Employees already stressed due to pandemic

- c. Communication needed surrounding HR accommodation or flexspace agreement form.
      - i. Need more details about eligibility
      - ii. Dependent care issues
      - iii. Work flexibility
    - d. Future planning for disasters/pandemics
    - e. Dependent Care
    - f. Employee mental health
    - g. Employee morale
    - h. COVID communication
      - i. Large prospective student events – how is the UI keeping attendees and employees who interact with attendees safe?
    - ii. Go-forward = a master list will be compiled and reviewed by the officers; a prioritized list will be presented at the next council meeting
- 9. Reports [10 mins]
  - a. Faculty Staff Policy Group – Chad
    - i. Purpose of group is for faculty and staff to review policy issues including compensation, continuing education benefits, dependents benefits, etc
  - b. COVID Reopening Advisory Committee – Elaina
    - i. Committee has identified Five key priorities:
      1. Understanding and asking questions, supporting vandal pledge
      2. Physical protection, testing, data management, PPE
      3. Mental and emotional well-being (mental support seems to be missing from the opening plan), wellness checks
      4. Communication and messaging, accurate, up to date, precise, frequency and timing are effective.
      5. Future planning, retesting, managing, adding lessons learned to future emergency planning.
  - c. Office campus committee – Summer
  - d. Compensation committee – Leslie
    - i. Attempting to balance the desire to pursue raises for staff so that Market-based compensation ground isn't lost due to furlough, however, committee recognizes that if raises are given, there will have to be layoffs of additional employees.
  - e. Faculty Senate – Chad
    - i. Two voting members of faculty senate that represents staff council
  - f. Vacancies and elections – Erika
    - i. [Elections and Committees](#) – please check this page in Teams for vacancies for both Staff Council and UI wide committees
- 10. Parking Lot Topics [2 mins] - Chad
- 11. Good of the Order [5 min] - Chad
- 12. Close [1 min] - Chad 11:02 a.m.

### 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.