University of Idaho  
2013-2014 FACULTY SENATE AGENDA  

Meeting #3  

3:30 p.m. - Tuesday, September 3, 2013  
Horizon, Commons  
IWC Room 390 – Boise  
213 – Coeur d’Alene  
TAB 321B IF4 – Idaho Falls  

Order of Business  

I. Call to Order.  

II. Minutes.  
   • Minutes of the 2013-14 Faculty Senate Meeting #2, August 27, 2013 (vote)  

III. Chair’s Report.  

IV. Provost’s Report.  

V. Other Announcements and Communications.  
   • Staff Affairs (Mahoney)  
   • Mass email to faculty (Kirchmeier)  
   • Conference Management Service (McClure/Anderson)  

VI. Committee Reports.  

VII. Special Orders.  
   • Retreat Review  

VIII. Unfinished Business and General Orders.  

IX. New Business.  

X. Adjournment.  

Professor Trish Hartzell, Chair 2013-2014, Faculty Senate  

Attachments: Minutes of 2013-2014 FS Meeting #2  

Note: The University Faculty Meeting is scheduled on Tuesday, September 10, 2013 – 3:00-4:30 p.m. (pt) in SUB Ballroom. Please remind your constituents.
University of Idaho  
Faculty Senate Meeting Minutes  
2013-2014 Meeting #2, Tuesday, August 27, 2013

Present: Aiken (w/o vote), Awwad-Rafferty (for Teal), Baillargeon, Becker, Bird, Brandt, Cobb, Couture (Boise), Davis, Eckwright (w/o vote), Flores, Hartzell (chair), Karsky, Kennelly, Morra, Murphy, Ostrom, Pendegraft, Perret, Pregitzer, Qualls, Stoll, Stuntzner (Coeur d’Alene), Wolf, Ytreberg  
Absent: Frey, Manic, Miller, Safaii, Smith  
Guests: 3

A quorum being present, Senate Chair Hartzell called the meeting to order at 3:30PM.

Chair Hartzell began by welcoming all senators and identifying those senators participating via two-way video. The Chair thanked senators for their participation in the senate retreat last week and noted that information from the retreat will be posted on BbLearn along with senate agenda priorities for 2013-2014. Chair Hartzell then explained that senate follows Robert’s Rules of Order for meeting protocol. Senate guests occasionally look toward other senators for recognition when speaking but senate etiquette requires our guests to wait for recognition from the Chair.

Minutes: It was moved and seconded (Bird, Stoll) to approve the minutes of 2012-2013 senate meeting #27 from May 7, 2013. Motion carried with abstentions by Senator Pendegraft and seven other senators. It was moved and seconded (Brandt, Cobb) to approve the minutes of 2013-2014 senate meeting #1 from May 7, 2013. Motion carried with abstentions by Senator Pendegraft and six other senators.

Chair’s Report. The Chair reported on the following items:

- Chair Hartzell and Faculty Secretary Eckwright traveled through southern Idaho in June, visiting UI campuses in Aberdeen, Idaho Falls, Kimberly, Hagerman, Twin Falls (Chair Hartzell attended a reception for President Burnett) and Boise. Both the Chair and Faculty Secretary met with President Burnett while in Boise. Faculty and staff at other campuses expressed a variety of common concerns, including:
  - Communication issues relating to two-way technology but also relating to too few opportunities for faculty at other campuses to get to know faculty and staff at the Moscow campus. Faculty and staff at other campuses feel that there is little “connection” and too little opportunity for collaboration between the Moscow campus and other UI locations. Another communication concern is that administrators need to solicit more input from unit heads, directors and faculty when making decisions.
  - New online fee distribution plan will cause serious problems for UI campuses.
  - Salaries are too low.
  - Need to use decimal point in evaluation processes; rounding is not an effective technique in evaluations.
  - Problems with Human Resources, including delays in hiring and “bumping” among staff employees.
  - Centers and campuses “love” the UI library.

- Chair Hartzell and Eckwright also met with Robert (Bob) Smith, associate vice-president at the Idaho Falls Center associate director at the Center for Advanced Energy Studies (CAES) in Idaho Falls. Mr. Smith chairs the Vandal Strategic Loan Fund (VSLF) and has asked that a senator be appointed to the committee. For more information regarding VSLF: http://www.uidaho.edu/budgetoffice/vandal-strategic-loan-fund

- Senate leadership (Hartzell, Ytreberg, Eckwright) met with President Burnett and Provost/Executive Vice-President Katherine Aiken during the summer to discuss:
Focus for the Future,” the new version of the Program Prioritization Process (PPP) which the University of Idaho carried out some years ago. The Idaho State Board of Education (SBOE) is now mandating this process for all public universities. UI is the only institution to have gone through the process previously so we are in a good position to move forward. Provost Aiken will be taking the lead in this process which will be completed in Spring 2014.

- Search for a director of the Center for Teaching, Learning and Online Education was unsuccessful and has been extended.

- Dean of Students’ Office is working on a greatly-revised Student Code of Conduct (SCC), Faculty-Staff Handbook 2300 [http://www.webpages.uidaho.edu/fsh/2300.html](http://www.webpages.uidaho.edu/fsh/2300.html). Chair Hartzell along with Senators Flores, Stoll, Ytreberg and Assistant to the Faculty Secretary Ann Thompson, has met with Bruce Pitman, dean of students and Craig Chatriand, associate dean of students, to discuss changes to the SCC. The new policy will be very different from the current policy and will not be handled with the usual red-line changes to the current policy. A major change in the new policy is that it will govern all UI students regardless of physical location, e.g., if a student is travelling internationally the UI SCC will still apply to that student. Most institutions handle their student codes of conduct in this manner, i.e., the code follows the student. Another change to the code enables UI to address violations to the code more expeditiously than in the past. UI staff members trained in these matters will review individual cases as they arise. Chair Hartzell believes that a faculty senate committee will continue to be responsible for reviews also.

- There is a new three-hour program titled “Think About It” that is required viewing for all incoming freshmen. The program addresses alcohol issues; healthy relationships; and how to avoid bad situations. Chair Hartzell will provide a code to access the program for those faculty who would like to view it.

- Chair Hartzell is serving on the search committee for the next University of Idaho president. The search closes soon and the committee will meet in early September to review the list of applicants and to identify semi-finalists.

- Chair Hartzell also serves on the committee reviewing the remodel/rebuilding of the UI president’s residence. After extensive study the committee has concluded that the current residence should be razed and a new residence should be built. The chief problems with the current residence are: very poor design and poor insulation; asbestos; complete lack of privacy for the president. UI architecture students are working on plans for the new design which will focus on energy efficiency, separation of private and public spaces, and better layout. SBOE will provide $75,000 to fund the design phase. A senator noted the importance of retaining some of the historical design elements from the original residence in the new residence. Other funding for the building will come from private donations with some bonding for the event portion of the residence which hosts more than 40 events every year. The plan is to complete the new residence in time for the arrival of the next UI president. It is the intention of the planning committee that Idaho/local contractors be employed for building the new residence.

- Next week’s senate guests include: Brian Mahoney, chair of the Staff Affairs Committee; Cami McClure, conference management services, and Robert Anderson, director of University Support Services; and Ben Kirchmeier, ITS customer services manager.

- University Faculty Meeting (UFM) is scheduled for Tuesday, September 10 at 3pm in the SUB Ballroom. Senate will not meet that day.

**Provost’s Report.** Provost Aiken reported on the following items:

- The Provost is reporting from Boise and will leave for the airport shortly; Jeanne Stevenson, vice-provost for academic affairs, will complete the meeting for Provost Aiken.

- Thanks to all for their participation in shared governance which is successful because of senators’ commitment to it.
• New school year has begun successfully with orientation, convocation and “Think About It” online training for first-year-students (more than 1,050 have successfully completed the program as of August 26).
• We are struggling with the implementation of the new classification system for staff and we are continuing to work on the process. Administrators are attentive to the concerns of staff and faculty and are working on strategies to address issues brought forward at the recent forums.

Annual Report: Chair Hartzell then referred senators to the senate annual report from 2012-2013. Eckwright thanked Ann Thompson for her work on the report. In response to a senator’s question, Ms. Thompson explained that the number of action items in 2012-2013 was about the same as in most previous years, with perhaps a little more than last year. She added that the annual reports for years past are posted on the Faculty Senate website:

http://www.webpages.uidaho.edu/facultycouncil/index.htm

Summer 2013 Graduates: Next Chair Hartzell directed senators’ attention to the list of summer 2013 graduates. It was moved and seconded (Awwad-Rafferty, Baillargeon) to approve the list. All in favor with two abstentions.

Secretary to Senate: Chair Hartzell then announced her appointment of Gail Eckwright, Faculty Secretary, as Secretary to Faculty Senate. It was moved and seconded (Pendegraft, Kennelly) to approve the appointment. All in favor.

Committee Vacancies: The Committee on Committees, chaired by Marty Ytreberg, populates all senate committees. Some committees, including the Campus Planning Advisory Committee (CPAC), the University Budget & Finance Committee (UBFC), the President’s Athletics Advisory Council (PAAC) and the Benefits Advisory Group (BAG) have seats designated for senators. There are no vacancies on BAG this year, but UBFC has one vacancy, PAAC has one vacancy and CPAC has two vacancies to be filled by senators. Chair Hartzell will be chairing CPAC during the fall semester and the committee typically meets for 90 minutes every 4-5 weeks. UBFC is more time consuming and typically meets for approximately one hour every-other-week. PAAC met only a few times last year. These committees also have other non-senate faculty members serving on them. Chair Hartzell invited senators who are interested in serving on these committees to speak with her today after senate adjourns.

Adjournment: The Chair observed that it is a nice summer day and there being no further business, she asked for a motion to adjourn. It was moved and seconded (Bird, Brandt) to adjourn at 4:12pm. Motion carried.

Respectfully submitted,

Gail Z. Eckwright
Secretary to Faculty Senate and Faculty Secretary
Creating a Quality Experience

Conference Management Services at the University of Idaho offers a full range of services to support the success of your event. Whether your event will take place at one of the University of Idaho sites across the state or at an off-campus location, our dedicated team of conference professionals can help plan, promote, manage and create the memorable, quality experience that keeps your attendees returning year after year.

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- Worry-free conference, meeting and event coordination with reasonable package pricing.
- An experienced staff of conference experts who can assist with all aspects of your event...
- Valuable connections to lodging, dining, entertainment and recreational opportunities.

We take care of it all:

- Program Development
- Financial Management and Bill Payment
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- Venue Selection
- Registration Services
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- On-site Management
- Technology and Audio Visual Needs
- Special Events and Tours
- Evaluations
- Post Program Wrap-Up and Reporting

875 Perimeter Drive; MS 3162
Moscow, ID 83844-3162
(208) 885-9961
conferencemanagement@uidaho.edu
www.uidaho.edu/conferences

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Conference Management Services has the ability to deliver quality services that will make your event a success:

**Site Selection & Contract Negotiation**

We can help you determine the best location for your event. From the University of Idaho’s campuses to conference and convention centers throughout the state, our team can secure a facility and negotiate contracts that best meet the needs of your event and budget. We work closely with the Moscow Best Western Plus University Inn, the Coeur d’Alene Resort Conference Centers, and other venues, convention centers and hotels across the United States.

**Lodging**

The Moscow and Pullman communities offer 1,300 hotel rooms within ten miles of the University of Idaho campus. University housing may be available during the summer months. We can also connect you to accommodation options for events held at other locations.

**On-Site Facilitation**

Our team will attend your conference and oversee all on-site needs. From handling on-site registration, to resolving audiovisual issues and special requests, our experienced conference professionals will take care of every need that arises during your event.

**Marketing & Communications**

We will help coordinate the marketing, graphic design, and website resources to promote your event.

**Our Service Fee**

Our rates and package pricing give you the flexibility to choose and pay only for the services you need for your event. Following an initial consultation, we will provide an estimated coordination fee for your requested support, and we will work with you closely throughout the process to ensure your event stays on budget.

**Financial Management**

Our budgeting system aids in determining program expenses and registration fees necessary to support the event’s bottom line. We can also manage event expenses and provide a detailed post-event financial report to help with event evaluation and future planning.

**Statewide**

We work closely with venues across the state to provide economical, high-quality, convenient meeting space, dining, lodging and recreational activities.

**Moscow**

We are your one stop for event planning and resources at the University of Idaho, bringing together everything you need to make your program successful.

**You want to host an event?**

Our team of event professionals is here to help you!

Call to schedule a free consultation:

**208-885-9961**
Conference Management Services
Marketing/Communications Plan –
Faculty Senate Meeting – September 3, 2013

1. Mission

Conference Management Services (CMS) serves as a liaison between the campus and community in seeking, securing and delivering joint initiatives that spur sustainable growth through the wise use of existing resources.

2. Objectives

Conference Management Services facilitates conference and event programming in a friendly, inviting environment that elicits positive experiences, engagement, and the desire to return as a visitor, faculty, staff or student.

The success of this initiative will be measured by the following factors:

- Increased room nights and convention center use at both the Best Western University Inn and Coeur d’Alene Resort properties. (Goal: Average of 1000 bed nights annually).
- Consistent usage of University of Idaho Residence Halls during summer months to sustain consistent staffing levels (Goal: Average of 150 bed nights in June/July).
- Efficient budgeting and administering of the CMS to consistently provide cost recovery or profitable events.
- Increased/improved public perception and awareness of the University and local community.
- Data regarding economic impact of conferences and events (to be collected at the end of each program).

3. Target Audiences

People:

a) University faculty/staff/departments/students, including professional and/or ‘field of study’ groups or associations of which faculty/staff/students may be members.

b) Professional associations & groups (local, regional, & national), which cater to individuals with professional degrees in a course of study related to/associated with, a land grant institution (i.e., agriculture, engineering, forestry, law, mining, architecture, teacher preparation).

c) High school aged groups, associations, individuals and their families (working closely with University Residences Summer Conferences)
d) Local, state, and regional groups and associations (i.e., county commissions and related associations, civic organization, etc.)

e) Social, military, educational, religious, and fraternal groups from local, state, and regional areas that require a large meeting space such as the Kibbie Dome.

Places:
Efforts will be focused on Moscow, Boise, Coeur d’Alene and Idaho Falls as well as other Idaho cities. When appropriate, CMS will work with faculty, staff and outside individuals to facilitate programming beyond Idaho.

4. Marketing Communications Integration

The primary focus of CMS’s marketing efforts will be target marketing, followed up with individual marketing efforts. With focus on the target groups outlined previously, CMS will conduct marketing/promotional efforts through development and distribution of brochures, mailings, and surveys, as well as through the establishment of viable social media networks. Subsequent to these efforts, the unit will conduct individual market contacts (i.e., telephone contacts, in-person meetings, etc.) with university professors and administrators.

5. Strategies

General guidelines associated with marketing/promotional efforts shall be:

a) Extending efforts to retain any current or former customer base.

b) Emphasis on utilization of the Kibbie Dome as a multipurpose venue for large-scale events.

c) Emphasis on utilization of local convention centers (University Inn Best Western and Coeur d’Alene Resort).

d) Emphasis placed on development of activities occurring during the summer months, with secondary emphasis placed upon the November–December and March-April time periods.

e) Focusing programs and activities on educational, enrichment, and outreach activities, promoting the university strategic plan and the land grant mission of the institution.

f) Partnering with appropriate community partners (i.e. – Chamber of Commerce, Palouse Marketing Committee, and local business entities) to participate in joint marketing and promotion efforts.

g) Fostering and improving cooperation and partnership with community and local entities (i.e. - chambers of commerce, hotels, other businesses) by serving on boards of organizations that are also recruiting conference and large scale groups to the Moscow/Pullman areas.
6. Tactics / Marketing Plan

July 2013
- Unique Venues Outline Ad
- Chamber of Commerce Release
- CMS Postcards and Brochure Created
- Website Posted w/ RFP
- *Come to Idaho* Video Posted On UI YouTube Channel
- Create email: conferencemanagement@uidaho.edu
- Monthly Lunch Meeting
- Branding Our Community Preliminary Discussions

August 2013
- Today @ Idaho Release
- CMS Postcards mailed to campus
- Faculty/Staff Survey
- Database Creation
- Monthly Lunch Meeting
- Personal Visits Faculty/Staff

September 2013
- Idaho Alumni Magazine ad with Chamber of Commerce
- Staff Affairs Presentation
- Palouse Marketing Committee Presentation
- UI Friday Letter Mention (Community Partnerships)
- IFEA Conference Attendance – Exhibit
- Monthly Lunch Meetings

October 2013
- Personal visits to professors
- ACCED-I Regional Meeting
- Monthly Lunch Meetings

November 2013
- Branding Our Community Retreat
- Seek out youth/summer programming
- Personal Visits Faculty/Staff
- Monthly Lunch Meetings

December 2013
- Bids for Youth/Summer Programming
- Personal Visits Faculty/Staff
- Monthly Lunch Meetings

January 2014
- Chamber of Commerce Luncheon Presentation
- Personal Visits Faculty/Staff
- Monthly Lunch Meetings

February 2014
- Personal Visits Faculty/Staff
- Monthly Lunch Meetings

March 2014
- ACCED-I Conference
- Personal Visits Faculty/Staff
- Monthly Lunch Meetings

April 2014
- Personal Visits Faculty/Staff
- Monthly Lunch Meetings

May 2014
- Personal Visits Faculty/Staff
- Monthly Lunch Meetings

June 2014
- Personal Visits Faculty/Staff
- Monthly Lunch Meetings

7. Logistics
Conference Management Services will take a proactive approach to seeking out and implementing conferencing activities primarily at the Best Western University Inn, Coeur d’Alene Resort and Kibbie Dome venues. Secondary emphasis will focus on facilitating events that utilize the University of Idaho campus and local and state-wide communities. CMS will also strive to develop pro-active conferencing program ideas that may be sponsored or promoted by a University entity (i.e. – Executive Training Programs).

CMS will also work to expand and improve upon its efforts related to off-campus conferencing activities, with a focus on the University’s land grant role and the goal of providing outreach.
activities for University constituency. Primary emphasis shall be given to the development and implementation of programs to be held at or near the University of Idaho campus, and/or within the Moscow community and local areas, with secondary consideration to be given to programs to be administered in other areas of the State or northwest region. CMS will provide programming and services at a fair and competitive price, while ensuring cost recovery programming.

In instances where CMS has had active involvement with community programming/activities or will in the future have such involvement, recognition of that involvement within the mass marketing conducted by the University shall be pursued. CMS will attempt to include itself within the overall marketing/promotion efforts of the University.

Services will include, but not necessarily be limited to:

- Identifying programs and events with potential contract and earned income opportunities.
- Providing business and financial planning advice and support.
- Facilitating bids and contract negotiation.
- Providing logistical arrangements including facilities, housing/lodging, food service, parking/transportation, audiovisual, audio engineering, lighting, and technical services.
- Coordinating on-line registration services through a third party vendor.
- Creating, distributing and analyzing evaluation processes.
- Providing exhibit and trade show management.
- Overseeing production of conference proceedings.
- Organizing and facilitating pre- and post-conference tours and spousal events.

8. Metrics

- Room nights annually at BWUI and CdAR as well as local hotels
- University Residence Hall average bed nights June/July
- Community $$’s per visit – Economic Impact Survey

9. Goals

Goal 1 Expansion and Refocus:
Conference Management Services will seek opportunities to develop and expand conference and event programming.
Activities:
- CMS will develop a listing/data base of current and past customers, maintaining an active database on all such customers, and contacts made.
- CMS will develop and distribute a survey to faculty and staff to determine potential programming and event possibilities.
- CMS will be primarily responsible for the bidding, negotiating, contracting, implementation, and billing of conferencing programs and activities.
- CMS will ensure that all activities, present and future, give proper consideration to the University of Idaho Strategic Plan and its land grant mission, prior to development and implementation.
- CMS will distribute appropriate marketing/promotional materials to faculty/staff and departmental contacts, as well as private groups and organizations cataloged in the database developed by the unit. These distributions will be subsequently followed by individual contacts via telephone, e-mail, or otherwise.
- CMS will develop and make use of its website. The website will include a description of services, capabilities, a listing of conferencing activities hosted by the University, or in which they may be involved and finally, a Request for Proposal link.

Goal 2 Outreach – Linking University and Community:
Conference Management Services will take actions to maintain and further improve relations and collaboration with the Moscow Chamber of Commerce and local/regional businesses.

Activities:
- CMS will work to promote the interests of the University of Idaho, while initiating, building and strengthening collaborative partnerships with local businesses, civic organizations and statewide establishments.
- CMS will work closely with internal constituents to showcase programs and expose the general public to university faculty and their work and research efforts and administer activities both on- and off-campus.
- CMS will strive to offer diversified programming bringing increased numbers of individuals to the community to better diversify our campus population (students, staff and faculty).
- CMS will continue involvement and participation with the Chamber of Commerce, Palouse Marketing Committee, and the overall promotion of ideas and concepts developed.
Goal 3  Maximize Services and Diversified Revenue Streams:

Conference Management Services will work to foster increased activity related to conferences, conventions and large-scale events diversifying revenue streams and enhancing economic development throughout the state.

Activities:
- CMS will initiate pro-active executive education programming to assist internal and external constituents with professional development opportunities including management training programs, lecture series and public forums.
- CMS will work in tandem with University Support Services to secure large-scale programming conducive to utilization and support of the ASUI Kibbie Dome’s multipurpose capabilities.
- CMS will assist the University of Idaho, Chamber of Commerce and local businesses in promoting tourism through branding efforts related to the community and University.
- CMS will act as a marketing agent to secure additional summer youth programs to reach University sustainability goals. The facilitation of such programs will be managed by University Residences. Communication processes would be established to secure a smooth transition in customer service.

Goal 4  Serve as a Self-Sustaining Department:

Conference Management Services will take appropriate measures to serve as a self-sustaining entity through efficient management, coordination and implementation of programming.

Activities:
- CMS will strive to develop, implement or facilitate a 2%-5% increase in programming and event activities per fiscal year.
- CMS will promote and market the use of the ASUI Kibbie Dome through cooperation with University Support Services.
- CMS will work to centralize intake of conference/event activities and responsibilities occurring by/for/within the University structure, with the Administrative Operations unit.
- CMS and USS will develop and implement monthly input meetings with individuals and/or departments serving as intimate gatherings where targeted clients and prospects can share their ideas, successes, concerns and questions in a relaxed an open environment.
Staff Affairs Faculty Senate Presentation: Tuesday, September 3rd, 2013

I. Introduction of myself and role within SA

II. Topics for FY14
   a. Staff Appreciation Fair – 9/26 10am-2pm SRC
   b. Classification/ Compensation/ Hiring Practices
      i. Overall mood of staff
      ii. What changes we have been involved in thus far
         1. More communications – President’s letter
         2. Extension of appeals date
         3. Having the PDQ’s be available online
         4. Slowing the policy/ APM changes in April
      iii. SA role – what we are working on
         1. Writing group looking at best practices for hiring, promotions, longevity, appointments, retention & recruitment. Reporting to President
   c. Collaborative events such as the Staff Awards
   d. The future of SA with some of our goals from our retreat
      i. Advocacy for staff, specifically promoting satisfaction, well-being & success
      ii. Continued and enhanced relationship w/ President & upper administration
      iii. Determining lists of staff needs and promoting resources available to meet those needs
      iv. Development of strategic plan for more autonomy (especially in light of recent events concerning policy related to staff)

III. Appreciation of Faculty Senate and their support in the past and future with issues affecting staff