

**Staff Council Executive Committee Meeting**  
**December 12, 2002, 2:30 p.m. – 4:30 p.m.**  
**Michigan State Room (Room 349) IMU**

**Present:** Pat Arkema, Ella Born, Charlie Eastham, Jeff Evans, David Martin, Bonnie McIntosh, Donna Muller, Janice Simmons-Welburn

1. **Called to order** at 2:40 p.m.

2. **Approval of Minutes:**

11/14/02 Executive Committee meeting minutes approved as presented.

11/19/02 Executive Committee meeting with Interim President Boyd minutes approved as presented.

3. **Issues for Discussion:**

- a. Staff Celebration Day: Nancy Noyer could not attend this meeting as planned. Dave Martin said there was nothing new to report. Nancy will try to attend our next meeting.
- b. Budget Committee Update: Dave Martin said that he met with the Faculty Council recently. The proposal for a joint faculty/staff budget committee was discussed thoroughly and some questions were raised. The Council approved the proposal. It now needs to go before the Faculty Senate.
- c. Health Insurance Discussion: Dave Martin said that this topic will be on the agenda for the joint meeting tomorrow of the Faculty Budget Committee and the Staff Budget Committee.
- d. Peer Support Group: Pat Arkema mentioned that there are now four members of the group: Diane Anderson, Michael Wichman, Susan Marks, and Christine Stevens. Pat informed the Executive Committee (EC) that she is expecting a letter of application from Ella Born. Once she has received the letter and if the EC agrees, Ella would then become the fifth and last member of the group.
- e. Web page update: Dave Martin said that the new web page is up and running. He will send an email message to all Staff Councilors notifying them of this. Heather is working to learn more about Dreamweaver.
- f. Martin Luther King Day event: Dave Martin mentioned that Juan Parales has nearly completed arrangements for the kick-off event. Dave has emailed UIHC CEO Donna Katen-Bahensky to invite her to the event and ask her to introduce the speakers. The event will be in the hospital 7<sup>th</sup> floor Atrium. Dave said that we would have a shortened Staff Council meeting that day, perhaps in a conference room near the Atrium.
- g. News & Views: Dave Martin mentioned that the News & Views was distributed last week. There was a brief discussion regarding the merits of going to a web version and discontinuing a printed paper version. Some concerns included: some staff may not have access, the costs to publish, and using the printed version as a means to market Staff Council. The EC reached a consensus to continue with the printed version as long as the Credit Union continues to sponsor the publication and that costs do not increase dramatically.

- h. Staff Council Listserv: The EC discussed some concerns about the use of the listserv for distribution of messages that do not originate with Staff Council and aren't necessarily endorsed by the Staff Council. Some questions were raised about the use of moderation. Dave Martin said that he would obtain more information regarding moderation policies. It was also suggested that Staff Council needs to define the purpose of the listserv. The EC decided to revisit this issue if/when there is a definite problem.
- i. Smoking Policy: Dave Martin mentioned that UNI has proposed a policy of no smoking within 30 ft of a building entrance. He also said that a couple of people have asked him recently about the status of this university's policy regarding smoking near entrances. Another EC member wondered who would be responsible for enforcing the policy.
- j. Executive Committee meetings schedule: The EC agreed to continue meeting in January, February, and March on the Thursday after Staff Council meetings and at 2:30 – 4:30 p.m. Dave Martin suggested to Charlie Eastham that perhaps it would be better to not have the EC meetings so close to the Staff Council meeting. He thinks that it might be better to make the EC meeting more equi-distant between Staff Council meetings.

4. **Pending Items:**

The EC reviewed the Action Items and suggested some changes.

5. **Agenda items for meeting with Interim President Boyd:**

The EC did not discuss agenda items. Dave said that he would send out an agenda later.

6. **Other Stuff:**

Charlie Eastham said that faculty and staff would be cosponsoring, along with the League of Women Voters, a legislative forum on February 22, 2003. The forum will be at the Iowa City Civic Center, 9:30 – 11:30 a.m. It is expected that there might be 40 – 50 people attending. We will be allowed two questions each at the beginning of the forum. It was asked if we should use the Staff Council listserv to announce the forum. Dave Martin said that he would announce it at the Staff Council meetings, as well.

7. **Adjourned** at 4:15 p.m.

<b>Future Executive Committee Meetings:</b>	<b>Executive Committee Meetings with (Interim) President Boyd:</b>
Thursday, January 16, 2003*	Wednesday, January 8, 2003**
Thursday, February 13, 2003	Tuesday, February 18, 2003
Thursday, March 13, 2003	Thursday, March 13, 2003

\*All Executive Committee meetings are 2:30 – 4:30 p.m.

\*\*All meetings with President Boyd are 8:00 – 9:00 a.m.

Respectfully submitted,  
 Ella Born, Staff Council Secretary