

**Staff Council Executive Committee Meeting
December 17, 2003, 2:30 p.m. – 4:30 p.m.**

Present: Chris Annicella, Ella Born, Vicki Brown, Charlie Eastham, Hazel Kerr, Dave Martin, Michelle Wichman

1. **Called to order** at 2:36 p.m.
2. **Approval of Minutes:** 11/19/03 Executive Committee meeting minutes approved as presented.
3. **Issues for Discussion:**
 - a. Selection of new Council member: Charlie reminded the Executive Committee (EC) that at the December 10th Staff Council meeting, Keri Semrau was nominated to fill the vacancy on Council as a result of Anna Beadle's resignation. A motion was made to appoint Keri to complete Anna's term. The motion was seconded. The motion was approved.
 - b. January 13, 2004 Council meeting start time: Charlie suggested that the meeting start at the usual time of 2:30, that this would allow fifteen minutes for a business meeting. Basically all that would need to be accomplished would be review and approval of minutes. Charlie said that he has not arranged for any guests or presentations. Ella wondered if this would be enough time to allow for discussion or if there would be a Regents report by Sue Buckley. Other members of the EC expressed their opinions. Charlie said that he would check with Sue and then make a decision.
 - c. EC meeting schedule through April, 2004: The EC agreed to continue meeting on the third Wednesday of the month at 2:30 p.m. in room 603 of the Jefferson Building for January, February, and March.
 - d. Electronic elections/nominations: Ella handed out a chart that showed the current numbers of constituents that are represented by each of the Staff Council categories. The chart showed the total number of representatives needed for each category, according to the Bylaws, and based on the new census numbers. The chart also showed the number of terms expiring in 2004. Based on this information, Ella asked the EC if they agreed with the number of total seats available on Council for the upcoming election. This information will then be passed on to Colleen and Mark Long, Chair of the Elections Committee. Charlie mentioned to the EC the costs of last year's paper elections compared to the expected costs of going electronic this year. All in all, going electronic will represent a cost savings in subsequent years. Ella also discussed a few questions with the EC that Colleen had regarding terms and the eligibility of those who have been appointed to complete a term due to a resignation from Council. It was also decided that provisions should be made for those who might not have electronic access.
 - e. News & Views articles and content: Ella mentioned that Colleen would be taking pictures of Councilors who have submitted biographical sketches. Dave and Charlie will each be preparing an article for the next issue.
 - f. Publicity of March 2nd open forum with President Skorton: The different means of publicizing the forum was discussed. It was also discussed that the forum is open to the entire campus, not just to staff.

- g. Diversity Committee plans for Martin Luther King, Jr. kick off event: Dave handed out a flyer advertising the event. He mentioned that the flyers were being distributed electronically, as well. He asked committee members to make copies and post around their areas of work. The event has been well organized and Dave believes that Donna Hirst, Chair of the Diversity Committee, should be recognized for her efforts.
 - h. Bylaws change allowing closed Staff Council meetings: Michelle said that she has a meeting scheduled to discuss this with Sue Buckley on December 30th.
 - i. Guests/agenda items for future Staff Council meetings: Charlie said that there would be a report from the Hancher Charter Committee in February. Other possible agenda items include a discussion of support for P & S staff whose positions have been eliminated, asking Bruce Wheaton for an update on the intellectual property rights issue, and a report on the Wellness program. Dave said that he would like to continue to explore the idea of having a report from various campus constituency groups.
4. **Items for meeting with President Skorton on Monday, January 26th at 4:00**: Charlie asked committee members to let him know of any ideas they had for the agenda for this meeting. Michelle suggested that she could discuss progress made thus far toward education/tuition reimbursement for staff.
 5. **Pending Items**: The list of Action Items was reviewed and some changes noted.
 6. **Other stuff/matters from SC meeting**: Charlie mentioned that Staff Council meetings on the west side of campus will now be held in the Pomerantz Pavilion of the hospital complex. He had a chance to look at the room and believes it will work quite nicely for our purposes. Colleen will provide the room number and directions with the February meeting packets.

Future Executive Committee Meetings:	Future Meetings with President Skorton:
Wednesday, 1/21/04, 2:30 – 4:30 p.m.	Monday, 1/26/04, 4:00 – 5:00 p.m.
Wednesday, 2/18/04, 2:30 – 4:30 p.m.	Monday, 2/23/04, 4:00 – 5:00 p.m.
Wednesday, 3/17/04, 2:30 – 4:30 p.m.	
	Thursday, 4/29/04, 8:00 – 9:00 a.m.
	Friday, 5/28/04, 8:00 – 9:00 a.m.
	Friday, 6/25/04, 8:00 – 9:00 a.m.
	Thursday, 7/29/04, 8:00 – 9:00 a.m.
	Thursday, 8/26/04, 8:00 – 9:00 a.m.
	Friday, 9/24/04, 8:00 – 9:00 a.m.
	Friday, 10/29/04, 8:00 – 9:00 a.m.
	Friday, 11/19/04, 8:00 – 9:00 a.m.
	Friday, 12/17/04, 8:00 – 9:00 a.m.

Respectfully submitted,
 Ella Born, Staff Council Secretary