

Staff Council Executive Committee Meeting
August 20, 2003, 2:30 p.m. – 4:30 p.m.
603 JB

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

1. **Called to order** at 2:31 p.m.

2. **Approval of Minutes:**

7/16/03 Executive Committee meeting minutes approved as presented.

7/22/03 Executive Committee meeting with President Skorton minutes approved as presented.

3. **Issues for Discussion:**

- a. Election of Vice-President: Charlie will check with Bonnie McIntosh to see if she would still be interested in running for Staff Council Vice-President/President-Elect. The Executive Committee (EC) thought it would be a good idea to have someone interested in running for the position going into the next Staff Council meeting. If Bonnie is no longer interested, Charlie will approach some other Councilors to gauge interest.
- b. Staff members on academic review committees: Charlie had received a request from Dean William Reisinger, Associate Provost for Academic Affairs, to suggest staff members to serve on committees being formed to review four academic units. By email, Charlie asked Staff Councilors to recommend staff they believed could be considered for appointment to these committees. Charlie received several recommendations from Staff Councilors, including some self-nominations, and he asked the EC to help him decide which staff to recommend to Dean Reisinger for appointment to the academic review committees.
- c. Staff Council vacancies: 1) Janice Simmons-Welburn's resignation creates a vacancy in the Academic/Administrative category. In the last Staff Council election there were more nominees than vacancies to fill. Charlie will ask Mark Long and the Elections Committee to go back to the past election results and follow Bylaws procedure for filling this vacancy. 2) Jeanette Wigim recently resigned from Staff Council. There were no additional nominees in the Professional Health Care/Nursing (non-union) category from the previous election. Charlie will call for nominations from the floor at the next Staff Council meeting.
- d. Major points for salary philosophy discussion at the September Staff Council meeting: Charlie reminded the EC of four points that President Skorton and University Administration mentioned in the FY04 salary policy. The EC agreed that all these points would be good ones to base discussion on at the next SC meeting.
- e. RA Network: Ella mentioned that Diana Boeglin, a Research Assistant (RA) in Dr. Ratliff's lab, has been instrumental in forming an RA Network and a web board for RAs to access information regarding conferences and seminars of interest to RAs, current ideas and technology, etc. Diana also has been a facilitator in setting up RA meetings and arranging for Administrative guests to discuss current issues. Diana has approached Ella inquiring if Staff Council research representatives would be interested in participating in an upcoming RA meeting that will address questions regarding the quartile system, classifications, and salary policies. Diana plans to invite Bob Millsap and Jim Henderson, College of Medicine's lead HR

rep, to attend the meeting. Diana has also suggested the possibility of having an RA meeting in the future that would serve as an introduction to Staff Council and the research representatives on Council. Ella asked the EC if they thought there would be a problem such as conflict of interest, or any other problem for Staff Councilors to participate in these meetings. If not, then Ella would pursue the idea with the research representatives. The EC did not see that there would be any problems and thought that it would be a good idea to have Staff Council involvement.

- f. Report on Mary Jo Small Fellowship Awards: Ella gave a brief report on the recent selection of award recipients. There were approximately 55 applicants. The selection committee decided to fund 17-19 requests, depending on the total amount of funds available. Maureen McCormick, Chair of the Selection Committee, had yet to hear definitely from one source of funds. Ella pointed out that five of the applicants were requesting funds for tuition support.
- g. Bylaws change: Dave Martin discussed the changes that he incorporated in the draft of the revised description of the Budget Committee based on suggestions made at the July EC meeting. Dave said that he would present this draft at the next Bylaws Committee meeting and he asked Charlie to add this to the agenda for the September Staff Council meeting.
- h. Two additional proposals for Bylaws changes: There were some concerns and questions at a Bylaws Committee meeting regarding a proposal to discontinue the Web Advisory Committee. It was agreed that the EC should collect some more information before pursuing this proposal. The EC also agreed to move the proposal for adding the possibility of "closed" sessions at regular Staff Council meetings to the "Action Items" list for the EC.
- i. Guests/agenda items for future SC meetings: Dave Martin discussed the idea of having a SC meeting devoted to diversity and invite some of the various diversity groups on campus to participate such as: Latinos, African Americans, Council on the Status of Women, etc. Dave said that the SC Diversity Committee would be willing to pursue this idea. The EC agreed this was a good idea. Charlie thought he might invite Maureen McCormick to discuss the implementation of the Skill Soft program. Other possible guests would include someone from Wellness to discuss those programs that will again be offered this fall. And Dave Martin also suggested Dan Holub, from the Funded Retirement and Insurance Committee (FRIC), as a guest preferably before the next open enrollment period for benefits ends.
- j. January Staff Council meeting date: Donna Hirst has mentioned that the Diversity Committee has begun plans for the Martin Luther King kickoff celebration. However, they need to know if the date of the Staff Council meeting that usually serves as the kickoff will be changed to avoid conflict with the Board of Regents meeting scheduled for the same week. The EC decided to move the regular Staff Council meeting and the kickoff celebration to Tuesday, January 13, 2004.
- k. Future EC meeting agenda items: Charlie mentioned that the issue of parental leave for fathers is now being discussed in the SC Human Resources committee, so he is going to remove this from the agenda. The proposal for a Bylaws change to allow for closed Staff Council meetings was moved to the EC Action Items list earlier at this meeting.

- l. Faculty/Staff Budget Committee update and consideration of new appointments: Dave Martin mentioned some concerns expressed as to who should be responsible for scheduling meetings and/or locations of meetings. It had been suggested that perhaps it should be coordinated through President Skorton's office. Dave also mentioned the need to find a replacement for Michael Wichman on the committee since his term is soon to expire.
- m. Meeting with President Skorton on July 16th: The EC did not have any other comments or discussion regarding this meeting.

4. Items for meeting with President Skorton on Tuesday, August 26th

Some possible agenda items include: staff members on academic unit review committees, the open forum on September 18th, the issue of scheduling Budget Committee meetings, ask for an update on the Provost search and/or inquire if there will be an interim provost named, and provide information about Staff Council's Peer Support group.

5. **Pending Items**: The EC went over the list of Action Items and some changes were noted.

6. Other stuff/matters from SC meeting

There was some discussion regarding the recent IT problems and updates on virus scans. Some EC members wondered if this should be considered for a SC meeting agenda item. Charlie thought that it might not be an appropriate item for discussion unless there is a planned change in IT services. However, it was pointed out that Maggie Jesse, a staff member on the Information Technology Advisory charter committee, was a guest at a Staff Council meeting not too long ago and gave a committee report.

Dave Martin mentioned a request that he had received for funds from the Coca Cola contract to partially support a retirement party request for a long time staff member. Dave had emailed the specifics to the EC earlier. It was decided to give \$100 for this request from the reward & recognition allocation.

7. **Adjourned** at 4:30 p.m.

Future Executive Committee Meetings:	Future Executive Committee Meetings with President Skorton:
	Tuesday, 8/26/03, 8:00 – 9:00 a.m.
Wednesday, 9/17/03, 2:30 – 4:30 p.m.	Monday, 9/15/03, 8:00 – 9:00 a.m.
Wednesday, 10/15/03, 2:30 – 4:30 p.m.	Monday, 10/13/03, 3:30 – 4:30 p.m.
Wednesday, 11/19/03, 2:30 – 4:30 p.m.	Wednesday, 11/19/03, 8:00 – 9:00 a.m.
Wednesday, 12/17/03, 2:30 – 4:30 p.m.	Wednesday, 12/10/03, 8:00 – 9:00 a.m.

Respectfully submitted,
 Ella Born, Staff Council Secretary