

**Staff Council Executive Committee
Meeting Minutes
July 21, 2004, 2:30 – 4:30 p.m.
603 JB**

Present: Cheryl Reardon, Jan Waterhouse, Sheri Sojka, Ella Born, Hazel Kerr, Christine Annicella, Charlie Eastham

Absent: Michelle Wichman

The meeting was called to order at 2:30 p.m.

1. **Approval of minutes**
 - a. Executive Committee Meeting with President Skorton, June 2004: The minutes were approved.
 - b. Executive Committee Meeting Minutes for the June 2004 meeting will be considered at the September Executive Committee meeting.

2. **Issues for discussion**
 - a. **Coke Funds Request.** UIHC requests funds for the annual Health Fair. Funds would be used to provide cholesterol screening and door prizes. Last year we provided \$300-500. This year's request is for \$1250. There was a recommendation to provide some funding, but reserve funds for future requests. Approved \$625.

 - b. **President's Forum.** Comment #17 from the feedback summary suggests that forums be held without high level administrators present. Executive Committee recognizes that President Skorton often asks the administrators to help respond to questions by providing more information, so there is value in having the administrators present. A suggestion was made that the administrators could be introduced at the beginning of the forum with an explanation of why those administrators are present.

 - c. **Mary Jo Small Fellowship Award selection.** The selection committee met in early June. There were 80 applicants, which was about twice as many as last year. Three were not eligible because of the date of the activity for which funding was sought. The committee was able to fund 20 of the applications, and six were selected as alternates. Fourteen received the full amount requested. Three requested \$1500 and received a little less. Three requested funds for tuition assistance. Four were for certification/training. Eleven sought funds to attend/present at conferences. One of the twenty requested

money that directly related to the applicant's current job. Another related to outreach in the state of Iowa.

d. Shared governance at the local level. At least one staff member expressed concern about the inclusion of staff in the governance of a particular college/unit. President Skorton has said he would like to see shared governance at the local/unit level. The Executive Committee will ask President Skorton to elaborate on his vision for local shared governance. The Committee discussed steps that Staff Council might take to pursue this goal:

- Staff councilors could meet with their deans/VPs to discuss how staff could be more involved.
- Executive Committee could contact faculty senate leadership to work together on this issue.

Ella will draft a document that outlines a plan for review and action.

e. Feedback to President Skorton on GEF Task Force

Recommendations. Executive Committee would like to provide written feedback to President Skorton about the GEF Task Force recommendations. Cheryl will draft a position statement and ask for Executive Committee feedback. The position statement needs to be provided soon after the September Staff Council meeting.

f. Elections Committee Questions. Elections Committee met last week, and began reviewing and revising the bylaws to reflect the change to electronic elections. The Committee asks if nominations for Officers and Executive Committee could be solicited at the January meeting rather than in February. That way, potential nominees could learn more about the responsibilities of the various offices before deciding if they should run. Executive Committee supports this change. The Elections Committee would also like to change the bylaws so that a date for elections is not specified, and the election process would happen a couple weeks earlier to avoid a time crunch to get letters out to winners before the March meeting. Voting would be completed by the end of February. Executive Committee supports this change as well.

g. CIC Conference in October. The meeting date may change. Seven councilors have signed up indicating a desire to attend. Staff Council can send two or three people, or possibly more. UI is hosting this meeting next year.

h. Review of Central Administration. Operations Manual Section 28.4(e) governs review committees. Review committee membership

provisions do not mention staff involvement. Staff Council may want to take this up with the President to ask for staff to be included in review committees. Staff representation on review committees has been an issue in previous years as well. Cheryl will consult Faculty Senate President to see what the faculty senate reaction might be. Executive Committee would like to bring this issue to President Skorton's attention because it is inconsistent with the philosophy of shared governance. This issue will be added to the agenda for the August meeting with President Skorton.

- i. **Research Council resignation.** One member has resigned. There was an alternate, but this person is in a faculty position as an adjunct instructor in addition to a staff position so cannot serve in a staff role. Cheryl will ask the Committee on Committees to recommend others based on last year's nominations.
 - j. **Staff Council representation on committees.** Cheryl has been asked to be on the Strategic Planning Committee. Jan has been asked to serve on a Code of Conduct Committee.
 - k. **Institutional Conflict of Interest Policy.** Cheryl will forward the Executive Committee's comments to Mark Schantz and Provost Hogan.
 - l. **UIHC layoffs.** The UIHC announced 31 layoffs yesterday. There will be no impact on direct patient care. HR has reviewed impact based on age, disability, and ethnicity. More layoffs may be possible in the future. There is a large P&S representation in the furloughed group. Executive Committee will bring this to President Skorton's attention as another example of impact on unrepresented P&S staff.
3. **Staff Council Initiatives**
- a. **Budget/Finance Officer.** Executive Committee reviewed the draft document outlining the position. The Committee supports allowing the Finance Officer voting rights on Executive Committee, with a one year term to be equitable with other members. Cheryl will create draft #3 to be presented at the September meeting.
 - b. **Service Award.** The draft outlining the new award was reviewed. There was discussion as to why the selection committee includes faculty members. The Staff Excellence Award selection committee includes faculty. Perhaps this award could be folded into the same process, to avoid having to create a separate process. Cheryl will check with that committee. There was a discussion of whether only staff should be allowed to make nominations. The consensus was that anyone should be able to nominate staff members. The award should

recognize service outside of one's regular job duties, within the UI community; it is not designed to recognize professional accomplishment. There was consensus to change the selection committee to a staff council ad hoc committee of five. Cheryl will provide a new draft for feedback.

- c. Name tags, mugs, bookmarks, pens.** All are being ordered.
 - d. Update on budget.** There was \$1100 left at the end of last year. Staff Council has the same budget for this year.
 - e. Homecoming Involvement.** Staff Council needs to establish a committee if we want to do something for Homecoming. Cheryl will send out an email asking if anyone wants to be chair/co-chair. This will be discussed at the September meeting.
 - f. Re-categorization of staff.** Michelle will coordinate the effort to formulate a proposal.
- 4. Items for future SC meetings**
- a. Laura Reed, Summary of exit survey results.
 - b. \$1B Capitol Campaign
 - c. Provost Hogan – target for November
 - d. Options for Furloughed Staff - September
 - e. BICOA
 - f. RA I, II, III reclassifications
 - g. Staff Service Award
 - h. FRIC – October
 - i. Ombudsperson's Office Annual Report – October
- 5. Items for meetings with President Skorton**
- a. July meeting**
 - Operations Manual chapter on review committees
 - UIHC layoffs, impact on P&S staff
 - Mary Jo Small report
 - b. August meeting**
 - Shared governance
 - Letter re Task Force recommendations

The meeting was adjourned at 4:35 p.m.

Respectfully submitted by
Jan Waterhouse, Secretary