

Staff Council Executive Committee
Meeting Minutes
June 16, 2004, 2:30-4:30 p.m.
603 JB

Present: Cheryl Reardon, Michelle Wichman, Sheri Sojka, Ella Born, Hazel Kerr, Christine Annicella, Charlie Eastham

Absent: Jan Waterhouse

The meeting was called to order at 2:35 p.m.

1. Approval of minutes

- a. Staff Council meeting minutes, May 2004: it was suggested that we clarify the last two sentences under item 6.c (FY05 Salary Policy).
- b. Executive Committee meeting minutes, May 2004: need to state the actual bylaws for item 6.c and there were typos for item 6.d (appointment needs to be plural in both sentences), add the words “deletion of web advisory committee” for item 7.c, first sentence, after the word “for”.

2. Issues for discussion

a. Selection for Joint Faculty-Staff Budget Committee.

There were two positions for 3-year terms open on the Joint Faculty-Staff Budget Committee. There were two self-nominations and two nominations from the floor. The candidates were David Bergeon, Lori Cranston, Barb Spence, and John Forys. Kerr suggested we look for someone with a basic understanding of the University’s accounting system. Eastham said this is helpful but didn’t think it was necessary since many of the past Councilors who served on this committee did not have budget experience and yet they caught on quickly. Born thought it was important to have representatives from all four categories. It was noted that all four of the nominees are Administrative representatives. John Forys and David Bergeon were elected by the Executive Committee. Reardon will notify them.

b. Coke Funds Request.

UI Wellness requested \$200 for Wellness Heroes. Funds would be used to recognize co-workers for their influence on well-being at work and in their personal lives. Approved for \$200.

c. Staff Award

President Skorton offered up to \$10,000 for at least the next couple of years and then Staff Council could start pitching in and maybe take over distributing the whole amount. The Executive Committee felt we would not be able to sustain it. One question that still needs to be answered is whether or not the \$500 award goes to the awardee or the awardee’s department. \$500 was decided on because it mimics the Brody Award for Faculty of \$500 plus a commemorative object (i.e. a piece of art). Eastham suggested we talk with the Art Department to design an art piece. Reardon has drafted a memo asking for \$1000 or \$1200, depending on what we can

sustain once the President's office is no longer supplying the funds. Reardon will bring this up at the July Staff Council meeting. Born suggested we place the draft along with the agenda so Councilors will have a chance to look at it and comment.

d. Education Committee Proposal

Sojka asked how many of the UIHC employees applied for STG and/or TAP and what percent of the pool do they represent. Wichman will find out that information from McCormick and will bring it to the table next time.

e. August Meeting

Reardon suggested that we cancel or reschedule the Executive Meeting for August because she will be on vacation. September's Executive meeting may be difficult, too, but she will keep us informed of any changes.

f. Bylaws Recommendations

- There was discussion about the suggestion of deleting the Web Advisory Council. Since Annicella sits on the Bylaws Committee, she commented that the committee is concerned about who controls the web page content. If it's Colleen, does her job description reflect this responsibility? How does Colleen get the information for updating the website? Who monitors the website?
- The Education Committee will appoint an Education Committee member to serve on the Mary Jo Small Fellowship selection committee, rather than having a member of the Executive Committee serve in this capacity.

g. Budget Officer/Treasurer Discussion

Reardon suggested creating a new position of budget officer or treasurer. This person will oversee accounts and budget money for the coke funds and would have a good idea of the "big" picture. The benefits would be tri-fold: 1) make recommendations to the President; 2) offload the coke funding from the Past-President; and 3) suggest creative uses of the money (i.e. a new staff award). The Executive Committee discussed whether this person should be an additional member to the Committee or should it be one of the Committee members already elected. Also, the term of 1-year or 2-years was questioned. Reardon will draft an outline of the position and bring it to the July Staff Council meeting.

h. Categorization of Staff Issues.

There was concern that some staff members feel they are not in a category that adequately reflects what they do in their job. For instance, a Program Associate might be doing more research than administrative duties and therefore feels s/he should be in the Research category rather than the Administrative category. Reardon will bring this to the July Staff Council meeting and solicit input from the Councilors. She will ask the HR Committee to look into this further and create an action plan.

i. Soliciting Input to GEF Recommendations.

The GEF recommendations will be brought to the Staff Council meetings monthly to help solicit input from the Councilors. Councilors input will then be provided to Skorton.

j. Goals from Committees and Themes from email solicitation

- Government Relations Committee would like to increase the number of Outstanding Staff Awards. They had a significant increase in the number of applications. Nichols will be asked if she thinks the number of nominees will continue to increase and if yes, does she think we should increase the amount awarded.
- Name badges will be ordered for Councilors
- Door tags for all Councilors are being ordered
- 1000 packs of Post-it notes with Staff Council logo has been ordered
- Themes from email solicitations were: Miscellaneous topics, ITS cuts, Staff Appreciation Day, Cuts, Retirement, Staff, Salary, Benefits, Parking, and Family Care.

k. Longevity Award

There was a suggestion that if a staff member is retiring at the end of the year, the University of Iowa should give them a certificate even if they are slightly short of that milestone. One of the problems is that early retirement occurs June 30 so the staff person won't always make it to that particular milestone. The Executive Committee would like to see a special exemption for early retirees to ensure they get a Longevity Award even if they fall short a few months.

3. Items for future Staff Council meetings

- a. Laura Reed, Summary of exit survey results.
- b. \$1B Capitol Campaign
- c. Provost Hogan to a SC Meeting
- d. P&S Salary Compensation Report
- e. BICOA
- f. RA I, II, and III reclassifications
- g. Staff Award for Service
- h. Charlotte Westerhaus – Diversity
- i. CIC Conference – October 11th

4. Items for meeting with President Skorton – April 29th

- a. The date for this meeting needs to be changed to June 25th from 8-9am
- b. Additional meetings with Skorton this summer.
- c. Supervisor support of SC release time.
- d. Forum feedback and TV exercise
- e. Adding the word “staff” to different college website and brochures (may want to talk with Steve Parrott about this).
- f. Feedback about Task Force recommendations.

5. Items for Future Executive Committee meetings. None listed.

6. Pending Items. Born suggested that AVP Buckley discuss with Staff Council at a future meeting, the support available for staff who are losing their jobs or who are moving from one area to the next.

7. Other Stuff

- a.** Reardon stated that Skorton is putting together an Outreach Committee. This Committee will develop an action plan for outreach activities throughout the state. She will keep us abreast.
- b.** Reardon said that she is unsure of the carryover from last year's budget because of ambiguities in the June expenses. She distributed the annual budget breakdown from July 2003 through May 2004. Wichman questioned expenses going to Lee Michelle Elaine and Rashed Patrick. Reardon said she would ask Colleen Martin about those particular expenses. She also mentioned that \$1,000 was spent on elections this year but that would be even less next year since we have the web entry system already developed. There will also be expenses for the CIC conference in October 2004.

The meeting was adjourned at 4:34 p.m.

Respectfully submitted by
Michelle Wichman, President-Elect