

Staff Council Executive Committee Meeting Minutes
Wednesday, September 15, 2004, 2:30-4:30 p.m.
603 Jefferson Building

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

Absent: Michelle Wichman, Sheri Sojka

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

1. Approval of minutes.

- a. Executive Committee June meeting. Minutes not prepared.
- b. Executive Committee July meeting. One revision noted, to replace "BICOA" with "PCA" in item 4. Approved as amended.
- c. Executive Committee July Meeting with President Skorton. Minutes approved.
- d. Executive Committee August Meeting with President Skorton. Minutes approved.

2. Bylaws Philosophy, Julie Gilmore.

The Bylaws Committee plans to review and revise all of the by-laws, with input from appropriate parties. The Committee has noted that there seem to be two different approaches to the by-laws: either a lean, basic structure, or more detailed. The Committee would like to revise the entire set to make them all more lean and streamlined. The Committee recognizes that committees need to have procedural guidelines, especially for elections and by-laws, but that detailed information need not be in the by-laws. Having more details requires more frequent amendments, which is a time-consuming process. Perhaps the by-laws could link to a separate web page for each committee where that procedural information could be found. Also there seems to be some discrepancy between the bylaws on the Staff Council web site and the version found in the Operations Manual. Some of the changes may not have been incorporated into the Operations Manual. The Executive Committee indicates its support of following the approach summarized by Julie.

3. Issues for discussion

- a. **Staff Council vacancy.** There are two nominees: Lee Ann Tatman (nominated at September Staff Council meeting) and Helen Rittenmeyer (previous write-in candidate in last election). Executive Committee has a short written statement from Helen

Rittenmeyer but no information from Lee Ann Tatman. Chris will contact Lee Ann Tatman to ask for her statement which will be forwarded to the Executive Committee by email. A vote will be taken by email.

- b. Staff Council Attendance.** 8 councilors have missed 3 meetings, 1 councilor has missed 4 meetings. Cheryl will email those councilors to remind them of their responsibility to attend.
- c. President's Forum, Nov. 2.** The forum will be videotaped again. Questions will be taken from the audience, and there will be an option for questions to be written on note cards. The next forum will be scheduled for February, March, or April.
- d. Social event.** Responses from councilors indicate an interest in having a Staff Council social event after a Staff Council meeting. Chris Annicella will coordinate the planning of an event to be held after the December 8 meeting. Cheryl will check into the possibility of having a Staff Council appreciation day at a women's basketball game.
- e. Discussion of preference for decreased benefits or layoffs.** The GEF Task Force rationale for the three recommendations affecting benefits was that reducing benefits will result in fewer layoffs. This rationale did not come through in the discussions at Staff Council meetings relating to these three recommendations. Perhaps the cost savings of these recommendations did not seem large enough or well-enough documented that people would think they would make a significant difference in future layoffs. The Staff Council response to the recommendations may be interpreted as an indication that Staff Council would prefer layoffs to a reduction in benefits. This issue will be included on the agenda for the next meeting with President Skorton.
- f. Shared Governance proposal.** Executive Committee will look over the most recent draft (dated 8/17/04) and provide additional feedback. There may need to be a pilot to work out the best model. The goal needs to be clarified: is the intent for staff to be on collegiate executive committees, or to provide mechanisms for staff to provide input prior to decisions being made. This will go on the agendas for the Executive Committee meetings with Provost Hogan and President Skorton. Cheryl will also solicit feedback from the Faculty Senate President.

g. Coke Funds Requests

- i. Council on the Status of Latinos requests \$500 for the Making It Count event/voting drive. Total budget for event is \$1211.
- ii. HR IOWA award requests \$1800.
- iii. Motion made and seconded to approve both requests. Motion carried with 4 in favor, 1 opposed, 1 non-voting member.

h. Joint Faculty-Staff Budget committee membership

Donna Muller resigned, leaving 7 staff members on the committee. The committee structure calls for only 7 staff members. Faculty members are now also down to 7. Executive Committee is in favor of not appointing another member to bring the membership in line with the committee operating structure.

- i. Operations Manual Revision, Chapter 28.** Executive Committee is drafting proposed changes in Chapter 28 to include staff members in reviews of colleges and administrative units. Charlie and Michelle have presented the proposed changes to Sue Buckley who provided input. The purpose of the changes is to ensure that staff and students are included in review committees, and that they receive appropriate review reports, while leaving undisturbed the role of faculty in directing and organizing the academic review process. All Executive Committee members should read through Chapter 28 in its entirety so we have a thorough understanding of the process before discussing the proposed changes with President Skorton.

Executive Committee members will forward to Charlie suggested additional purpose statements by email. This will be included on the agenda for the meeting with President Skorton to provide him with an update.

In December 2003 Faculty Senate recommended revisions to Chapter 28.5. Charlie is unsure of the status of the recommendation. The revision might be helpful to our effort.

- j. Recategorization of staff.** The proposal is not yet formulated. The issue may need to be tabled until next year.
- k. Strategic Planning Committee.** Cheryl is on the committee, which is currently soliciting feedback on the first section of the strategic plan. Subcommittees have been formed to formulate recommendations. A draft is to be circulated to campus in November for feedback.

- 4. Topics for meeting with President Skorton**
 - a. Appreciation for Mary Jo Small Fellowship funds

- 5. Topics for meeting with Provost Hogan**
 - a. Staff Council overview and accomplishments
 - b. Shared governance
 - c. Chapter 28 revisions

- 6. Pending Items.** Working list was reviewed and will be updated.

- 7. Other.** Ella will recommend to the Committee on Committees that they review the charters of the charter committees to see if staff input is provided for, and bring it to the attention of the charter committees if it is not.

The meeting was adjourned at 4:39 p.m.

Respectfully submitted by
Jan Waterhouse, Secretary