

**Staff Council Executive Committee Meeting Minutes**  
**Wednesday, November 17, 2004**  
**2:30 – 4:30 PM**  
**603 Jefferson Building**

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

Absent: Sheri Sojka

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

**1. Approval of previous minutes**

- a. Executive Committee Meeting Minutes, October 2004. Approved with minor revisions.
- b. Executive Committee Meeting with President Skorton, October 2004. Approved with minor revisions.

**2. Staff Award, Guest Marsha Forys, Council on Teaching**

The Council on Teaching is considering creating a staff teaching award. P&S staff who teach have no available system for recognition because they are ineligible for current faculty teaching awards. Executive Committee is willing to establish a committee that would formulate a proposal for a new staff teaching award within current award mechanisms that already exist through the Council on Teaching. The proposal would be presented to Sue Buckley and President Skorton. This topic will be included on December Staff Council meeting agenda.

**3. Issues for discussion**

**a. Attendance and FMLA Issues.**

- i. Pursuant to the By-laws, the Executive Committee needs to consider when a councilor's attendance when he or she misses more than 5 regular meetings. When a councilor is notified of their attendance after missing more than 3 meetings, and the councilor discloses medical issues or other extenuating personal circumstances that have caused the lack of attendance, the Executive Committee would consider those reasons in making the decision as to whether that councilor should be replaced.
- ii. There appears to be a trend in that a majority of councilors missing multiple meetings are health care staff. Executive Committee will bring that trend to President Skorton's attention. In addition, the Hospital Ad-Hoc Committee will be asked to discuss this trend with UIHC/COM administration.

- b. Progress on Committee Goals, Michelle Wichman.** Michelle distributed updates on the committees that have responded thus far (Bylaws, Elections, MSE/C, Governmental Relations, Hospital Ad-Hoc). She will contact the remaining committees again to request updates (Human Resources, Education, Diversity, Committee on Committees).
- c. CIC APSC Conference, Ella Born.** Ella distributed a list of issues that Executive Committee needs to consider relating to our hosting CIC APSC conferences and teleconferences in the coming year. President Skorton may have offered to provide some funding for the annual conference. Ella will develop a budget to present to President Skorton relating to the annual conference. At this year's conference, the CIC APSC group discussed staff education issues, such as tuition waiver for staff and staff dependents. CIC APSC members expressed a desire to see the results of the UI's Human Resources staff salary survey. Ella will inquire with Sue Buckley as to whether that can be released. The CIC committee will provide an update to Staff Council at the December Staff Council meeting.
- d. Issues from the President's Forum.** Executive Committee supports having a separate forum for research staff to meet with the VP for Research. Research Council is also another avenue for research staff to have input with central administration.
- e. Upcoming Elections.** Executive Committee discussed a draft poster to announce the upcoming elections. Revisions will be made.
- f. Coke Funds Request.** Celebrating Cultural Diversity Festival has requested \$2500. Last year's award for this event was \$1250. Executive Committee approved an award of \$1250. This leaves a balance of \$1525 in Coke Funds for FY05.
- g. Bylaws**
  - i. Elections and Re-election of officer positions. When a staff councilor is elected to an officer position, but their regular term expires during the initial term of office, the practice has been for the councilor to continue on council to fulfill the remaining duties. Article VI, Section 5 allows the Vice President/President Elect's term to extend for one additional year to fulfill the duties of the President. However, the by-laws do not explicitly extend the President's term to fulfill the duties of the Past President. The Executive Committee believes that the President's term is also intended to be extended an additional year. The By-laws Committee will be asked to add language to make that extension explicit.
  - ii. Executive Committee members should send suggestions by email to Chris no later than December 15 if there are any suggestions for

additional changes to Articles VIII, IX, X, and XIV (Goals Committee only).

- h. Meetings with Provost Hogan.** Executive Committee favors having joint meetings with President Skorton and Provost Hogan if they both agree.
  - i. Family Issues Survey.** The Family Issues Charter Committee conducted a survey relating to how staff balance work and family responsibilities. A summary of the survey results was provided in the meeting packet. HR Unit Reps responded to the survey, so we are unsure of the accuracy of the results. Cheryl has asked to see the survey results, which we have not received yet. Further discussion was postponed until December.
  - j. Staff Council involvement in Vice President for Research Search.** Michelle will be responsible for appointing staff council representatives for the search committee.
  - k. Shared Governance, Ella Born.** Provost Hogan commented that he was in favor of a staff advisory committee in every college that would meet with the Deans. Executive Committee will follow-up on this issue with Provost Hogan at our upcoming meeting with him.
  - l. Outreach Ideas and Public Engagement, Ella Born.** President Skorton encouraged outreach/service efforts in his annual keynote. Staff Council could pursue a service/outreach project as an organization. Some possibilities include volunteering for the free lunch program or the food pantry. Staff Council could name a Public Outreach/Engagement month and councilors could choose between several alternative projects that month. In March, we will ask councilors to bring food to donate to the food pantry.
  - m. Adoption benefits, Ella Born.** A constituent has raised a concern that the UI adoption benefits fall short compared with other area employers. Executive Committee would like information about what adoption benefits are offered by other CIC institutions. This issue will be referred to the Human Resources Committee for consideration, and a follow-up report to the Executive Committee.
  - n. Continued discussion of Staff Recognition proposal** from Organizational Effectiveness. Executive Committee is not in favor of supporting the proposal at this time.
- 4. Items for meeting with President Skorton**
- a.** Follow up from President's Forum
  - b.** Professional Health Care Representatives, attendance at meetings
  - c.** Invitation to hold joint meetings with Provost Hogan

**5. Items for meeting with Provost Hogan**

- a. Overview of Staff Council
- b. Current Staff Council initiatives
- c. Executive Committee meetings with Provost
- d. Philosophy on Shared Governance
- e. Proposed changes to Chapter 28
- f. Close working relationship with Faculty Senate

**6. Items for Staff Council meetings**

| <b>December Meeting</b>        | <b>January</b>                  | <b>Other Options</b>              |
|--------------------------------|---------------------------------|-----------------------------------|
| FLSA Guidelines – Millsap      | Strategic Plan Draft - feedback | Laura Reed – Exit Survey Results  |
| Bring a Guest to SC            |                                 | \$1B Capital Campaign             |
| SC Social Event                |                                 | BICOA – report from Larry Wilson  |
| Intellectual Property Proposal |                                 | Mark Braun – State Relations      |
| CIC Conference Report          |                                 | Skorton as guest                  |
| Parking Rates                  |                                 | Tachau as guest (Faculty Senate)  |
|                                |                                 | Schutte as guest (UISG)           |
|                                |                                 | College of Business Staff Council |

**The meeting was adjourned at 4:32 p.m.**

Respectfully submitted by  
Jan Waterhouse, Secretary