

**Staff Council Executive Committee
Meeting Minutes
May 18, 2005 2:30-4:30
603 Jefferson Building**

Present: Ella Born, Lori Cranston, Nancy Davin, Nancy Fick, Mary Lee Neuberger, Cheryl Reardon, Sheri Sojka, Jan Waterhouse, Michelle Wichman

Absent: None

Guests: Marsha Forys, David Martin

The meeting was called to order at 2:35

1. Review/Approval of Minutes:

- a. Executive Committee Meeting Minutes, April 20, 2005 were reviewed and approved as written.
- b. Executive Committee Meeting with Provost Hogan, April 21, 2005. Minutes were reviewed and approved as written.
- c. Executive Committee Meeting with President Skorton, April 27, 2005. Minutes were reviewed and approved with one revision.

2. Award Task Force, David Martin and Marsha Forys:

- a. Task Force members include David Martin, Marsha Forys and Kathryn Wynes. This group met with the Council on Teaching (Marsha is a member). There are approximately 350 P & S staff who have an adjunct appointment. Currently there is no teaching award for P & S staff in an adjunct appointment. A new award proposed by this committee targets this group of staff.
- b. The Staff Council Service Award could be used as a template for this award. The Task Force will draft a proposal and present this to Staff Council. Spring, 2006 will be the target for presenting this new award.

3. Shared Governance Proposal, Jan Waterhouse:

- Ella Born, Barb Spence, Jan Waterhouse and Kathryn Wynes met with Kevin Ward to discuss issues/variables that were identified at the Staff Council Retreat in April. Three proposal options were identified and will be presented to President Skorton and Provost Hogan.
- a. **Local Staff Advisory Council (LSAC):** P & S and MSE/C staff are eligible for election. Representatives would be elected to staggered 2-year terms and include officers elected from LSAC membership. The purpose of the LSAC is to advise administration on issues and policies affecting non-bargaining staff; advocate changes or improvements on behalf of constituents; provide a forum for staff concerns and facilitate communication between constituent staff and administration.

- b. Elect staff members to serve on existing committee:** P & S and MSE/C staff are eligible for election. The number of staff representatives would be proportionate to the number of faculty representatives on the existing committees. Representatives would be elected at-large to staggered 2-year terms. All constituents would vote for all positions. The purpose of this committee is to advise administration on all issues affecting staff, faculty and students.
- c. Local Advisory Committee (LAC) consisting of staff, faculty and students:** P & S and MSE/C staff are eligible for election. There would be equal numbers of staff, faculty and students elected to 2-year staggered terms and include officers elected from the LAC membership. The chair position would alternate each year between faculty and staff. The purpose of the LAC is to advise administration on all issues affecting staff, faculty and students; advocate changes or improvements on behalf of constituents, provide a forum for staff, faculty and students and facilitate communication between constituents and administration.

4. Budget Update/Issues, Lori Cranston:

- a.** Lori reviewed the budget and available funds. \$3,157.02 remains in the General Education Fund. This money must be used by June 30, 2005. Suggestions for this money include purchasing a laser printer for the Staff Council office, shirts and binders for Staff Council members. Michelle will investigate these options.
- b. CIC/APSC, Ella Born:** UI absorbed the cost of the conference calls in January and April. The cost is approximately \$300 per call. UI would like the participating universities to pay for the conference calls (8 of 10 participants agreed). We will try this for the June conference call to determine if this will decrease participation of the universities. The next meeting is October 16-17, 2005 in Chicago. UI is the host. There will be a sign-up sheet at the June Staff Council meeting for those who are interested in attending the meeting.
- c. Coke Funds:** The Staff Council allocation for FY06 is \$50,000. Lori distributed a worksheet indicating previous allocation of funds in various categories. Staff Council received five requests for Coke funds. The following allocations were approved for FY06,
 - **Professional Development:** The Mary Jo Small Fellowship request approved for \$15,000. Skillsoft request approved for \$5,000. The Skillsoft request is for a 3-year commitment. This is the second year of the commitment.
 - **Education (Scholarships):** Request approved for \$20,000.
 - **Well On Our Way:** Request approved for \$1,200.
 - **Wellness Heroes:** Request approved for \$200.
 - **UI Health Fair:** Request approved for \$1,000.
 - **Family Services:** Request approved for \$2,500.

5. Issues for Discussion:

- a. P & S Workload Survey:** The question was asked if we want a survey for P & S staff similar to the faculty activity survey. If this survey is completed what should be done with the information? An option suggested is to work with UI Human Resources and integrate with an already existing survey.
- b. Changing categories for Staff Council elections:** We will work to add this to the Self-Service on the computer. This will allow staff to change to the appropriate category based on their job.
- c. Suggestions for next year's elections:** A constituent raised the issue of what information about Staff Council nominees should be required in the bios they provide. There is concern some nominees do not provide information about what changes they would like to make, type of agenda, etc. Cheryl Reardon will take this to the Elections committee for a recommendation.
- d. Use of vacation vs. sick time for funeral leave:** Staff Council was asked to address the issue of using vacation vs. sick time to attend the funeral of a colleague's family member. UI policy allows use of funeral leave only for immediate family members. This will be addressed with the Human Resources committee.

The meeting was adjourned at 4:30.

Respectfully submitted by,
Mary Lee Neuberger, Secretary