

**Staff Council Executive Committee
Meeting Minutes
July 20, 2005 2:30-4:30
603 Jefferson Building**

Present: Ella Born, Lori Cranston, Nancy Davin, Nancy Fick, Mary Greer,
Mary Lee Neuberger, Sheri Sojka, Michelle Wichman

Absent: Cheryl Reardon

The meeting was called to order at 2:40.

1. Mary Greer was welcomed to the Executive Committee as the newly elected VP/P-E.
2. **Review/Approval of Minutes:**
 - a. Executive Committee Meeting Minutes June 15, 2005 were reviewed and approved as written.
3. **Budget Issues:**
 - a. **Update on Coca Cola Funds:** Lori presented a handout with the "FY06 Projected Budget/Requests". Michelle intends to add discussion of changing the percentages for the five categories of commitments for the Coca Cola funds to the Staff Council September agenda. The Executive Committee (EC) discussed some ideas of how to distribute some funds that have been carried forward.
 - b. **FY05 Staff Council General Expense Budget:** Lori distributed a handout with the general expense totals listed. She asked the EC to help with identifying a few of the items. A portion of the Staff Council budget allotment went unspent and therefore was returned.
4. **Issues for Discussion:**
 - a. **CIC APSC meeting October 16 & 17 in Chicago:** The EC reviewed the list of those Councilors who expressed interest in attending the meeting by signing up at the last Staff Council meeting. The CIC APSC Bylaws recommend at least two, but no more than four, representatives from each participating institution attend the meeting. Two Councilors, Ella Born and Sheri Sojka already in their roles with the CIC APSC for this year, plan to attend. This means that two more Councilors could attend. The EC thought it would be good if one of the Staff Council officers could attend the meeting as well. Michelle and Mary agreed and will decide which of them would attend. Heather Schnoebelen will attend the meeting and Jo Ann Franklin is the alternate.
 - b. **Hiring the Staff Council Secretary:** Michelle mentioned that Sue Buckley's office helped with the initial work. Several applications have been received. Mary, Nancy Davin, and Sheri offered to help Michelle look over the applications and select five candidates to interview. Michelle also mentioned that the applicants will be asked to test on mail merge.

- c. **Re-evaluating Annual Evaluations:** This topic came up at the recent forum with President Skorton. Michelle mentioned there have been some discussions on restructuring the performance evaluation in order to make it more meaningful for the staff member. Thoughts to improve the process include making it more quality-driven than quantity-driven. Michelle thought it would be a good idea to include this as a topic on the agenda for the EC meeting with President Skorton on July 27th.
- d. **How would Staff Council restructure if the union is voted in:** The EC decided to postpone their August meeting a week in order to have the results of the SEIU election. The EC also decided to postpone discussion of this topic until it is known if Staff Council will need to restructure.
- e. **Communicating with staff:** The EC discussed ways of continuing to communicate with staff and the possibility of new opportunities including:
- Future open forums: improve acoustics, consider a UIHC location, consider including Provost Hogan along with President Skorton or asking Provost Hogan if he would be willing to participate in a separate open forum, consider an open forum with the Vice Presidents group.
 - FYI online: How can we be sure staff will be aware of when and where to access FYI online? How and when was the decision made to discontinue the printed version of FYI? It would have been nice if Staff Council had been aware that the printed version was going to be discontinued before, rather than after, the fact. Would it be possible to make sure a Staff Councilor is on the advisory committee for setting up FYI online?
 - Chat rooms: Would this means of communication be practical, advisable?
 - List serv: Would need to explore legal issues and decide how to initiate and maintain.

The meeting was adjourned at 4:25.

Respectfully submitted by,
Ella Born