

Staff Council Executive Committee Meeting with President Skorton
Meeting Minutes
July 27, 2005 8:00-9:00
101 Jessup Hall Conference Room

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

Absent: Mary Greer, Nancy Fick, Cheryl Reardon

Administrative Liaisons: Sue Buckley, Associate Vice President; Kevin Ward, Senior Associate Director of Human Resources

Guests: Julie Gilmore, Jan Waterhouse

1. President Skorton's Comments:

- a. **July 19th Forum:** A question was raised about performance appraisals for UI employees. Staff question if evaluations are being done in a meaningful way and are they impacting the employee (salary, job advancement, recognition). Sue Buckley commented that compliance completing evaluations is generally good across the University. The issue is in the quality of the evaluations. Training is provided for new managers/supervisors. President Skorton believes it is important that the employee agrees with both the process and the outcome of the evaluation.

2. Staff Council President's Comments:

- a. **University/Governmental Relations Committee, Julie Gilmore:** The two primary responsibilities of this committee are 1.) Coordinating the BOR Staff Excellence Awards, the University Outstanding Staff Awards and the Staff Council Staff Excellence in Service Awards, 2.) Working to foster good relationships among local, state and national officials and the University, alone and in conjunction with the Faculty Senate's Governmental Relations Committee. There were 28 applicants for the awards and Julie noted this was lower than last year when there were 43 applicants. Fourteen staff received awards. We discussed how to get information about the awards process to the University community. Suggestions included a mass mailing to all staff, sending a letter from President Skorton and AVP Buckley to supervisors encouraging them to nominate staff. We also discussed how to increase recognition of the award winners. Ideas include holding an event at the President's home, announcing the award winners in the local newspaper, press releases, and putting information about the award winners on the University web site. It is also important for each department to recognize their award winners.

- b. Shared Governance, Jan Waterhouse:** Jan presented the three shared governance proposals which have been previously discussed at Staff Council meetings. President Skorton recommended bringing the proposal to the UI leadership (Vice Presidents meeting).
- c. Communicating with Staff:** President Skorton commented that it is important for the leadership of staff, faculty and students to find ways to communicate with staff. He suggested working with Steve Parrott (Director of University Relations) regarding the best methods to communicate with staff. Since much of the communication is accomplished by e-mail it is important that all staff have access to a computer.

3. Associate Vice President Sue Buckley's Comments:

- a.** The University is currently recruiting for the diversity ambassador program.
- b.** By August 15 all new professional job descriptions will include four new elements: diversity and inclusion, civil and respectful interactions, learning and professional development, and leadership accountability. By December 31 all current professional job descriptions will include these elements.

4. Kevin Ward's Comments:

- a.** Ballots to determine if staff in the Research and Academically Related Professionals bargaining unit will unionize are being mailed today by PERB. It is important to remind all staff in this unit of the importance of voting. Ballots must reach the PERB office by the deadline or they will not be counted.

Respectfully submitted by
Mary Lee Neuberger, Secretary