

**Staff Council Executive Committee
Meeting Minutes
Monday, September 26, 2005 12:00-2:00
603 Jefferson Building**

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

Absent: Lori Cranston

Guests: Nancy Noyer

The meeting was called to order at 12:10.

1. Review/Approval of Minutes:

- a. Executive Committee Meeting Minutes August 23, 2005 were reviewed and approved as written.
- b. Executive Committee Meeting with President Skorton, August 31, 2005. Minutes were reviewed and approved as written.

2. Issues for Discussion:

- a. **Staff Council Secretary:** Donna Bentley will begin September 27, 2005. Please take the opportunity to welcome Donna to the position.
- b. **Staff Appreciation Mini-Grant Proposal, Nancy Noyer:** The University of Iowa Community Credit Union is partnering with UI Worklife and Staff Council to assist departments to show staff appreciation by offering mini-grants to fund these efforts. Staff Council has previously provided financial support to this program and the UICCU has also pledged financial support. A draft proposing improvements in the program was reviewed with the Executive Committee. The proposal includes developing guidelines for departments applying for the mini-grants.
- c. **CIC APSC Update, Ella Born:** The meeting will be held in Chicago October 16-17. The University of Iowa is the host. Attending from U of Iowa are Ella Born, Sheri Sojka, Jo Ann Franklin and Michelle Wichman or Mary Greer. Twenty five participants from the member institutions will be attending. Ella submitted a proposed budget for the CIC APSC meeting to the Executive Committee.
- d. **Reward and Recognition Plan for Staff Council:** The Executive Committee will review recognition programs in other departments across campus.

- e. **Human Resources Committee Response, Mary Greer:** 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 allows the use of funeral leave only for immediate family members. This issue was discussed at the Staff Council Human Resources Committee meeting in July. The response from the committee: "The UI Staff Council Human Resources Committee reviewed this concern at its July 10, 2005 meeting. Funerals and other grieving periods are stressful for coworkers. It is natural to expect that coworkers want to support their friends and staff during any difficult time. However, the impact of multiple staff from one area requesting, with short notice, to be on leave at the same time is burdensome. The committee is pleased that the policy allows staff to use vacation if they choose. At this time, the committee does not recommend any change in policy, but encourages the University to advise supervisors on how to best handle the requests for leave when supporting coworkers."
- f. **Staff Council Elections Committee, Cheryl Reardon:** Goals of the committee are 1.) Realign constituents in the appropriate category (Academic/Administrative, Professional—Healthcare/nursing, Professional—Research, and Special Services (MSE/C); 2.) Increase awareness and number of candidates seeking election to Staff Council; and 3.) Provide more information about candidates to voters.

The meeting was adjourned at 1:45.

Respectfully submitted by
Mary Lee Neuberger, Secretary