

Staff Council Executive Committee Meeting with President Skorton
Meeting Minutes
September 27, 2005 8:00-9:00
101 JH

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

Absent: Cheryl Reardon

Administrative Liaison: Kevin Ward, Senior Associate Director

Guest: Hazel Kerr

1. President Skorton's Comments:

- a. The next forum with President Skorton is scheduled November 1 in the Center for Disabilities and Development. It is likely questions about salary and compensation will be asked at the forum. Michelle will arrange for a salary and compensation specialist to meet with Staff Council at the October meeting.

2. Staff Council President's Comments:

- a. **CIC APSC, Ella Born:** The meeting is scheduled on October 16-17 in Chicago. The University of Iowa is the host institution. Twenty-five participants from the member institutions will be attending the meeting. The agenda has not been finalized. Issues that may be discussed include salary and compensation and decreasing the amount of furlough notice employees are given for non-renewal of contracts at other Universities.
- b. **Communication with Staff, Michelle Wichman:** Michelle has spoken with Steve Parrott about ideas to improve communication with staff across campus. She has invited him to attend a Staff Council or Executive Committee meeting for further discussion.
 - Mary Greer is revising the Staff Council website with the goal of improving its functionality. It will include an individual page for each Staff Council committee and a page for awards and recognition. The plan is to have the updated website available in October.
 - Staff Council would like to communicate with constituents on a regular basis possibly using email with links to various issues/topics. This could include access to University information such as policies and the Operations Manual.

- President Skorton suggested sending a video message from Staff Council to its constituents. He noted this is used with the alumni and has been very successful.
- c. **Board of Regents:** The BOR will meet November 2-3 at the University of Iowa. The agenda will be available prior to the meeting. The recipients of the Board of Regents Staff Excellence Awards will be honored at a dinner on November 1 or 2. The Executive Committee discussed exploring opportunities for Staff Council to interact with the regents.
- d. **Committee-on-Committees, Hazel Kerr:** Applications for staff openings are made available to all staff in February of each year. Some basic criteria used for staff selection includes the applicant's interest in serving on a selected committee, related experience, diversity of staff within the committee member make-up and diversity of representation within the entire UI community. The CoC is working to improve the tracking system for applicants to the committees. This information can be utilized in subsequent committee selections. President Skorton asked the Staff Council CoC to communicate with faculty to determine the feasibility of combining committees. A question was asked about assigning staff to task forces on campus. President Skorton stated that he asks elected leadership (i.e. Staff Council president) for ideas.

3. Senior Associate Director Ward's Comments:

- a. The Family Caregiving Accrual Policy was approved at the September Board of Regents meeting. The target date for implementation is January 1, 2006. For MSE/C staff an administrative code change will also need to occur. This information will be communicated to staff prior to implementation.
- b. Implementation of the criminal background check policy for faculty and staff is planned for December 1, 2005. Security sensitive positions will require a criminal background check for new hires. The department requesting the background check will pay the costs. UIHC is already doing background checks as mandated by the JCAHO.
- c. Sue Buckley will be discussing performance evaluations with senior leadership.

Respectfully submitted by,
Mary Lee Neuberger, Secretary