

**Staff Council Executive Committee
Meeting Minutes
November 16, 2005 2:30-4:30
603 Jefferson Building**

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

Absent: Michelle Wichman

The meeting was called to order at 2:30.

1. Review/Approval of Minutes:

- a. Executive Committee Meeting Minutes, October 19, 2005 were reviewed and approved with one correction.
- b. Executive Committee Meeting with President Skorton, October 26, 2005. Minutes were reviewed and approved as written.

2. Budget Update/Issues, Lori Cranston:

- a. **Coke Fund Request:** After receipt of an itemized budget from Marcella David the EC approved \$2,500 for the Celebrating Cultural Diversity Festival.
- b. **Update of Funds:** \$8,329.72 remains in the Staff Council budget (10/31/05).

3. Issues for Discussion:

a. Communication within Executive Committee:

- Executive Committee members are encouraged to share our thoughts and opinions about issues and questions with all EC members when communicating by email (use “reply to all”)
- As a Staff Council awareness promotion it was suggested noting our membership on Staff Council in our electronic signature when appropriate.
- Mary Greer will set up a sharepoint to help the EC with document collaboration.

b. News & Views Topics: The goal is to publish the next issue in January or February.

- CIC APSC update—Ella Born
- Staff Council salary proposal—Michelle Wichman
- Member profiles—suggested choosing one SC member from each unit (Academic/Administrative, Professional Healthcare/Nursing, Professional—Research and Merit Supervisory Exempt/Confidential)
- Staff Council committees—provide information about the work of each committee
- President Skorton’s open forums—include photos from the forums

c. Committee Representatives:

- The Executive Committee will send Sue Buckley our recommendation for Staff Council representation of the Human Resource Committee looking at the variability in the probationary periods for P & S staff.
- The Executive Committee will send Provost Hogan recommendations for staff representation on the Interdisciplinary Master's Program Committee.

d. Staff Council Open Forums:

- Staff Council will hold three open forums in December. Flyers will be sent to advertise the forums. Executive Committee members will moderate the forums.

e. Flexible Pay Program for P & S Employees:

- The Executive Committee (Michelle or Mary) will contact Robert Millsap in January for a report on the utilization of this program.
- Colleges/organizations need to be encouraged to participate in this program which is a one year pilot implemented on July 1, 2005.

The meeting was adjourned at 4:30.

Respectfully submitted by
Mary Lee Neuberger, Secretary