

Staff Council Executive Committee Meeting
Meeting Minutes
April 16, 2008, 2:30 p.m.
603 JB

Present: Lori Bassler, Mark Fullenkamp, Kathy Klein, Mary Lee Neuberger, Martha Greer, Duncan Stewart, Sarah Tallman, Marsha Adolph,

Absent: Diane Hauser, George Hospodarsky

The meeting was called to order at 2:30 p.m.

1. Attendance and Introductions:

- a. This is the first meeting of the Staff Council Executive Committee for 2008-2009. Some members are returning to the Executive Committee as officers and some members are new to Staff Council and the Executive Committee. Duncan Stewart, Staff Council President for 2008-2009, introduced himself and invited everyone to introduce themselves.

2. Review/Approval of Minutes:

- a. Staff Council Executive Committee meeting minutes from March 26, 2008, were reviewed and approved with a change to correct the date in the header to reflect the correct date of the meeting.
- b. Staff Council Executive Committee Meeting with President Mason minutes from March 26, 2008, were approved with no change.
- c. Staff Council Executive Committee Meeting with Interim Provost Lopes minutes from March 5, 2008, were reviewed and approved with a change to correct the date in the header to reflect the correct date of the meeting.

3. Salary letter/spread sheet:

- a. Staff Council President, Duncan Stewart, presented the annual salary letter that he will present to Susan C. Buckley, Associate Vice President for Finance and Operations. Possible changes to the letter were discussed.
- b. Changes to the letter include:
 - i. Removal of parenthesis from section 4.
 - ii. Several percentages were corrected.
 - iii. Correct font within fifth paragraph.
- c. Kathy Klein complimented Duncan Stewart on the letter. He will make changes to the letter and forward it to Kathy Klein and Martha Greer to approve it before sending it.

4. Retreat, May 19, 2008, 8:30-12:00 pm, South Room, IMU:

- a. Duncan announced that the annual Staff Council Retreat will be held on May 19, 2008 in the South Room in the IMU from 8:00 am-12:00pm. Food has been catered from IMU Catering for the event.
- b. Duncan reviewed activities from last year, and discussed activities for this year as well as possible speakers, or if a speaker was needed. A theme regarding the current Comp and Class discussions was mentioned. Duncan would like to initiate a new list of goals for the Staff Council in the upcoming year. He indicated he would like to focus on three specific goals for the year rather than a broad list of goals. Committee preferences may also be discussed at the retreat.
- c. Mark Fullenkamp agreed to take pictures of Staff Councilors for use on the Staff Council Website.
- d. A list of supplies needed will be provided to the Staff Council Office Manager, Marsha Adolph, prior to the event.

5. Buck Study/Benefits:

- a. Duncan has been asked to identify two people who can serve on the Buck Study Committee. This position will be a two year time commitment, and individuals must have a broad outlook. Duncan has requested information regarding the charge to the committee. The individual does not need to be on Staff Council; however, he would look to the Council first. Discussion regarding individuals who would possibly be interested followed. Duncan may send a message to the whole Staff Council to find out who would be interested in these positions, and encouraged all present to check with anyone they think may be interested.
- b. Three Brown Bag Discussions regarding the Buck Study/Comp and Class were held earlier this year. It was noted that these were well attended, and there were many questions. It was also noted that the Oakdale Campus also included Ankeny and DesMoines locations in the discussion. It is agreed it is important to get the word out, and also to hear how this will be initiated. Conversation regarding the frequency of the Brown Bag discussions continued, and it was mentioned that it is important to include Oakdale Campus in these discussions.

6. FRIC/Flex Benefits:

- a. It is unclear if FRIC has made its recommendations as there are not minutes online for FRIC, and it is unknown when they will be announcing their recommendations.
- b. The Flex Benefit System Guiding Principles sheet was provided by Duncan to the committee. Kevin Ward indicated at the previous Staff Council meeting that any changes will not change the cost to the University; it will change the allocations. It was noted that there are only two schools in the entire country that have flex benefits. Can we ask that Staff Council and Staff in general be informed of these decisions as soon as possible to assist staff and their families in their own personal financial planning? This is a good solid reason to have this to our constituents as soon as possible. Discussion regarding conversation with Faculty Senate was considered. The Hewitt Study was mentioned, and an interest was expressed to request Sue Buckley and Richard Saunders to present this information and answer questions at a Staff Council Executive Committee meeting.
- c. It was concluded that Duncan will talk to Faculty Senate regarding benefit information, and request Richard Saunders and Sue Buckley to come to a meeting next week to share as much of the recommendations as they are able.

7. Role of Executive Board Members:

- a. Duncan would like to share attendance at events needing Staff Council presence. It was indicated that this has usually been the Staff Council President as a constant for the year to provide consistency with the same person being present to represent Staff Council at each event rather than several different people representing the group.
- b. Duncan requested agenda items to include in meeting with Pres. Mason next week. He will send a call to the Staff Council Executive Committee members and possibly committee chairs for agenda items.

8. Other Business:

- a. Coke Funds:
 - i. Sarah Tallman, Staff Council Budget Officer, explained the Coke Funds that Staff Council allocates annually. They receive \$50,000 to allocate, and currently has a \$7,500 carryover from prior years.
 - ii. She shared a recent Coke funds request. This request was denied, and they will be referred to possible additional sources of funds to which they may apply.
 - iii. She also briefly explained the budget for the Staff Council office.
- b. Elections committee may be contacted to send a mass e-mail to all staff regarding the final results of the elections.

The meeting adjourned at 4:15 p.m.

Respectfully submitted, Lori Bassler, Secretary