

FINAL
Staff Council Executive Committee Meeting
Meeting Minutes
December 17, 2008, 2:30 p.m.
603 Jefferson Building

Present: Martha Greer, Diane Hauser, Kathy Klein, Mary Lee Neuberger, Laura Prince, Amber Seaton, Sarah Tallman, Marsha Adolph

Absent: George Hospodarsky, Glenn Kell

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

1. Approval of Minutes:

- a. The meeting minutes from the Staff Council Executive Committee Meeting with Provost Loh on November 5, 2008 were reviewed. It was noted that Laura Prince's last name was misspelled as Price. Amber Seaton made a motion to pass the minutes with the noted change, and Kathy Klein seconded the motion. The minutes approved.
- b. The meeting minutes from the Staff Council Executive Committee Meeting with President Mason on November 18, 2008 were reviewed. No changes were noted. Sarah Tallman made a motion to pass the minutes, and Laura Prince seconded the motion. The minutes were approved.
- c. The meeting minutes from the Staff Council Executive Committee Meeting on November 19, 2008 were reviewed. Changes were noted as follows:
 - i. Page 1 changing the phrase "Election Committee met with Bob Millsap" to "Election Committee spoke with Bob Millsap" since they did not actually have a meeting.
 - ii. Page 2 regarding Merit Supervisory Exempt Confidential "(SVV)" will be changed to "(SSV)".

2. Mary Jo Small Awards:

- a. Mary Lee Neuberger reported that appointing members to the Mary Jo Small Awards Committee is the responsibility of the Staff Council Committee on Committees (CoC). Mary Lee and Kathy Klein met with Barb Simon and Sean Hesler from Human Resources to review the selection process for the Mary Jo Small Awards. Mary Lee will work with the chair of the CoC next year to clarify the process for appointment to this committee. In the past, the Staff Council Secretary has been a member of the Mary Jo Small Committee; however it is unclear why the secretary was appointed. This will be discussed by the Staff Council Executive Committee in the future.

3. Brainstorming Executive Committee Organization:

- a. Discussion of future organization of the Staff Council Executive Committee included the introduction of additional duties to this committee's members as follows:
 - i. Communication – This would involve individuals committing to work on the web page, help with the Daily Iowa ad, and the possibility of a newsletter – maybe by e-mail. These duties would probably not be one individual, but would be divided among committee members.
 - ii. Internal Communication – This would involve an individual to help to communicate more information within Staff Council.
 - iii. UI Lead – Martha would like to have the Staff Council VP/Elect participate in UI Lead prior to their presidency.

- iv. Local Shared Governance Liaison – This individual would go to the meetings of Local Staff Advisory Councils to observe and assist with their organization.
- b. Currently there is a buyout of the Staff Council President's position where the individual's department is compensated for 25% of the Staff Council President's time. Discussion whether this should or can be increased followed.
- c. A suggestion was made to request suggestions each year from Staff Councilors regarding what they think Staff Council should be working on in the upcoming year.

4. Other Business:

- a. Amber Seaton reported that she met with Mary Greer and Marsha Adolph earlier today, December 17, regarding the Web surveyor program used for elections.
- b. Laura Prince discussed I-9 forms will need to be filled out electronically. There will be training sessions. Discussion followed with suggestions on how the Staff Council can assist in communication of this information.

Meeting Adjourned

Respectfully submitted by,
George Hospodarsky, Staff Council Secretary