

Staff Council Executive Committee Meeting
May 21, 2008
603 Jefferson Building, 2:30 pm-4:30 pm

Present: Lori Bassler, Mark Fullenkamp, Martha Greer, Diane Hauser, George Hospodarsky, Glenn Kell, Kathy Klein, Mary Lee Neuberger, Sarah Tallman

Absent: None

Bruce Drummond from Organizational Effectiveness spoke about New Faculty and Staff Orientation.

The average class has 40-50 new faculty and staff, and meets 14 times a year. The meetings are from 8-3:30. Everyone wants information on benefits and payroll. They are going to try a six months trial with a face to face presentation condensed to just the morning. Currently 13 separate groups make a presentation in the morning. They will be increasing the amount of information out to new employees on CD. This is given out at orientation. You get invited to orientation three times. If not responding is signing up for benefits for you. Taking morning presentation and putting it on a CD. This will have more information from faculty & staff disabilities services which was previously from brochures but will now be on CD. Audio visual 3 minute presentation on the CD and on web— break will now be ½ hour so that 12 tables will have the people who previously made the morning presentations. Donuts at the end that they have to pass tables to get to them. They need to create a 3 minute presentation. He will meet individually with the people from SC who will be helping him. <http://myweb.uiowa.edu/bdrummon>

The rest will be packaged in the CD which will be mailed with the invitation to the orientation. SC will still have a table during the orientation.

Deadline for this: The audio should have been recorded last week. The CD has to be done by July 1 for mailing for August orientation. SC needs a script and an appointment to cut audio within two weeks. We need to get the visuals together. Bruce is here to help with the script. HE will e-mail script to Martha Greer to edit for initial draft for CD. We need to get the audio cut. Flash presentation. He will help put together the visuals. Activities – homecoming parade, other visuals/pictures for SC.

Old Capital is the only one that is completely done. Over ½ have audio done, and are sending their graphics. Changes? Tell them. It will start out on a CD that will be loaded onto the web. After the initial load, they will keep the web updated, and when they need a new CD, it will be pulled off the web onto CD. Power Point is for them to see how it works, then he converts it to Flash.

Gary Sanborn-Education Committee will receive the current Power Point to create script for editing. How to move forward with education committee – get a script together? Old

script needs to be adapted to the new format. The script could include a personal story of a SC member, and could be changed periodically.

Someone suggested that maybe this could become part of the yearly charge for the Education committee. They will still need to be at the tables.

Who will be the voice for the audio? Perhaps some volunteers for voice. Kathy Klein can get together with Gary Sanborn possibly on Friday or next week to get started.

Goals committee will discuss selections and placing people on committees. Clear up confusion regarding when new internal committees take over.

Learning and Development new person is Lauren McCowsky – she did the SC logo square.

Interesting things out of that meeting. Where do we see holes. How can we advocate for Shared Governance. This particular issue is a good one to think about. Shared governance. SG meets once a month – goes into August. Secretary and Budget officer go to those meetings. Past president is considered ex-officio. The agenda/leadership is rotating. Faculty 1st, Staff 2nd, and Students next year 08-09

- They talked about the arming issue, smoking policy, asked the chairs of various councils to come and speak. KK is disappointed in attendance at these meetings. They need to sit down and write bylaws, goals based on climate on campus. They do not have a lot of sense of direction.
- Local shared governance vs. shared governance as in leadership
- Charter Committees presenting at Staff Council meetings. These committees should be invited to SC meetings per President Mason.
- More information is needed on the website.

Ideas for end of year spending were discussed with these priorities identified:

Trifold brochure

Skirt for the table

Bulletin board for table

Pens

Bags w/sc logo – recyclable bag that could be used (grocery store)

Open forums – table could be set up there.

Containers for hauling things around.

Printing out a few pictures to put on our board.

Flash drive

Digital frame

Tubs for hauling things

Flash drive - 2gig best buy

Table skirt and display – Sometimes rental places sell used displays

Pens, cards, canvas bags

Diane Hauser will look at table skirts and displays to get back to us with information

George makes a motion to approve the April meeting minutes. Minutes approved.

There was a discussion of open forums about benefits. It was discussed that this was best sponsored by Shared Governance.

Mentoring Program – Trying to make things more clear for new members – Happy that people were willing to go with this. Would like to take time at next SC meeting to match up those who were not in attendance at the retreat. Please come up with some ideas about one might do as a mentee.

Follow up to new councilor orientation – who doesn't have notebooks and orientation – Meet one-on-one with those that were not able to attend. At the orientation, they go through the handbook and have people talk about various things. There are going to be 4 new people. Martha needs a list of those who did not attend the orientation. Marsha will bring a couple extra new notebooks to next SC meeting for those who did not receive them.

We need to change the roster on the SC website.

Guest cancelled for SG so will put in sharing reports from charter committees

Jonie Troester – looking at regional wide policies. What does this mean for UI (smoking law) and our campus, staff –
SC endorsed the policy

Motion to adjourn

Respectfully submitted,
Lori Bassler
Secretary