Present: Marsha Adolph, Barbara Barrows, Apryl Betts, Erin Brothers, Collin Davis, Michael Hesseltine, Jeri King, John Laverty, and Matt Watson

Absent: Brenda Van Dee

Review/Approval of Minutes

- September 18, 2017 – Staff Council Executive Meeting with President Harreld
  - First Motion to Approve – Apryl Betts
  - Second Motion to Approve – Barbara Barrows
  Approval of minutes passed by majority vote with no changes

- September 20, 2017 – Staff Council Executive Meeting with Interim Provost Curry
  - First Motion to Approve – Matt Watson
  - Second Motion to Approve – Apryl Betts
  - Abstained – Erin Brothers, Michael Hesseltine, and Jeri King
  Approval of minutes passed by majority vote with no changes

- September 20, 2017 – Staff Council Executive Meeting
  - First Motion to Approve – Apryl Betts
  - Second Motion to Approve – Erin Brothers
  Approval of minutes passed by majority vote with changes second page, second paragraph, change “form” to “from”

Discussion to eliminate minutes from meetings except full Staff Council and Executive Committee monthly meetings

Discussion regarding whether to continue formal meeting minutes for Staff Council Executive Committee meetings with President Harreld, and with Interim Provost Curry. These minutes are not a requirement as these are not open meetings, and Staff Council does not make policy as it is in an advisory capacity. It was suggested that if we are eliminating these minutes, that we also remove all past minutes for these meetings from the website to avoid confusion as to why there are no future minutes.

- A motion was passed to eliminate the minutes discussed in the above paragraph
  - First Motion to Approve - Jeri King
  - Second Motion to Approve – Erin Brothers
  Approval of motion was passed by majority vote.

Additionally, it was agreed that more abbreviated minutes from the Staff Council and Staff Council Executive Committee meetings may be more effective to communicate the presentation of ideas and exchanges.

If minutes are not taken nor distributed for these meetings, information will need to be conveyed possibly through content on the website in the form of a summary. The Communications Committee is currently discussing the content originator for the website, and maybe some new approaches to draw the interest of the reader.

Updates on Staff Council Coca Cola Fund Budget, Matt Watson, and Office Budget, Marsha Adolph

Staff Council Budget Officer, Matt Watson, presented two requests for Staff Council Coca Cola Funds.

- Request from Spiritual Services, Midweek Meditation Facilitators Appreciation Luncheon, $350, was denied
• Request from University of Iowa SAS Users Group for $300, was denied. They will be referred to the Staff Appreciation Grants Program for consideration. If not funded through Staff Appreciation Grants, they are encouraged to revisit their original request from Staff Council.

Marsha Adolph presented some options for budget reports to the Staff Council Executive Committee. The conversation addressed what the Executive Committee might want to see reported each month. There will be a meeting set up with Terri Hein, Matt Watson, John Laverty, Marsha Adolph, and Karen Shemanski to review reporting options.

Campus Meetings Updates/Comments:
Meeting with University Archivist, David McCartney
Erin Brothers summarized the meeting this morning with University Archivist, David McCartney. The meeting was called to review options for preserving Staff Council historical materials and reduce storage needs for Staff Council files. Staff Council will look at possibly hiring a Library Science student to assist with the sorting of the materials from the files. Items of interest for preservation are meeting minutes, meeting agendas, annual reports, photos, newsletters, etc.

Employment Practices Committee
Erin reported on the recent Employee Practices Review article in the Cedar Rapids Gazette. There is no information to report at this time regarding a firm that may be hired.

Letters of Support from President Harreld to supervisors/department heads of councilors
Recently, some councilors have reported difficulty attending Staff Council related meetings due to work constraints. Discussion with President Harreld regarding this subject was encouragingly supportive of shared governance within the university. Anyone requiring additional support to attend Staff Council meetings and activities, should contact Staff Council President John Laverty to assist with that conversation with the President's Office.

Staff Council Longevity Certificate Program Criteria:
Explanation of the program to the Executive Committee, and conversation regarding discrepancy between criteria of our program and the longevity program through the hospital when determining years of service based on breaks of service. The Staff Council program allows up to a 12-month break in service when considering longevity date, and the hospital does not allow for any break in service when considering longevity date. At this time, Staff Council will maintain its current policy allowing up to a 12-month break.

Discuss proposed change to Community Outreach Committee name:
The Community Outreach Committee has proposed to change their name to “Outreach and Appreciation Committee.” Questions were raised as to whether the name change and possibly the purpose of the committee should be changed, or maybe an additional committee should be added for the purpose of staff appreciation. At this time, the committee will remain with the current name of “Community Outreach Committee.”

UI Staff Council Bylaws Committee updates, H Pedelty
Staff Council Bylaws changes were discussed as outlined in the attachment at the end of the minutes.
Minors on Campus Policy changes:

The Minors on Campus Policy has new policy recommendations. Staff Council President John Laverty asked the Executive Committee to review and provide any feedback or concerns by this Friday.

Adjournment
Apryl Betts Motioned to adjourn
Erin Brothers Seconded the motion to adjourn
All in favor, Meeting Adjourned

Next meeting: Wednesday, November 15, 2017 – 2:30-4:30 PM – 2520B UCC
Bylaws Information for Executive Committee Meeting 10/18/2017:

1. Ad-Hoc Committee Recommendations:
   a. Sustainability Committee – There is nothing to remove from the bylaws and no current committee members, Ad hoc appointments are at the discretion of the President and Goals Committee according to the bylaws. If there are no more members appointed to the committee the committee is effectively done. If there is no intention of appointing more members or pursuing standing committee status then the entry on the website should be removed and an FYI to the Council.
   b. Health Care Ad-hoc Committee – Currently not included in the bylaws. Bylaws Committee suggests the ad-hoc committee draft an entry for the Health Care Committee including a name, purpose, scope of concern, and membership information and submit it to the Executive Committee for review. An approved draft can be introduced and given first and second readings at the next Council meeting after the draft is approved.
      i. Watson/Davis will draft with goal of 1st reading for November UISC meeting

2. UISC Policies & Procedure Manual:
   a. Language within the bylaws seems to indicate the required existence of a policies and procedures manual?
      i. Article XVIII, Policies and Procedures Manual, There shall be a Policies and Procedures Manual. Inclusion/revision/deletion of policies and procedures will be brought to the Bylaws Committee which will be submitted to Executive Committee for recommendation.
      ii. Article XVI, Section 1 Committee Chair Shall, number 3: Document and maintain policy and procedure information. This should contain information not only of what is done, but how it is being accomplished.
      iii. Article XVI, Section 2, Bylaws Committee
         1. Purpose: To review and make recommendations regarding bylaws and associated policies and procedures.
         2. Scope of Concern: 3. Serve as the conduit for Council policies & procedures to be reviewed annually for updates.

3. Other Bylaws Changes:
   a. Community Outreach Committee to Outreach and Appreciation Committee
      i. Need to ID any and all places this appears in the bylaws, which I think is only one but would appreciate a second look
   b. Article XII Section 3a, In the event of a tied vote during the election of an an at-large Executive Committee position.
      i. Remove extra “an”
   c. Clarify use of “Merit” in Article III, Section 1. “The Council represents regular employees of the University, who are classified as Professional & Scientific or Merit staff and are not represented by an exclusive bargaining agent.”
      i. Check with Cheryl Reardon or Kevin Ward if necessary?
   d. Add Language to Article XI, Duties of Offices Section 3. The Secretary Shall about serving on the MJS selection committee
      i. Add, “Serve on Mary Jo Small Awards Committee”
      ii. Also a UISC President duty? Brenda clarify?