Summary of Staff Council Report to President Wilson
March 27, 2006
Expanded documentation available in companion document
Staff Council minutes available on web site at http://www2.iwu.edu/facresources/council/

At the Faculty and Staff Breakfast on August 26, 2005, President Wilson introduced the plan to establish a Staff Council with the primary responsibilities to serve as a means of communication and to provide a mechanism for staff to volunteer service on University committees. We quickly moved to solicit interest from the staff to serve on a number of standing committees, search committees, and Strategic Planning Work Groups.

Communications Tools
Shortly after our first meeting we established initial channels of communication both among members of the Staff Council and with the entire university staff.

Staff Council Working Draft
In the past few months we have been refining the working draft of the Staff Council document. At its February 17th meeting the council selected Patrick McLane and Mary Anderson to serve as Presiding Members (Convener and Co-convener / Secretary respectively.) The effectiveness of this structural organization of the presiding positions will be reviewed at the July, '06 meeting. The council set a deadline of May 1st to deliver the revised version of the Staff Council document to President Wilson.

Sub-committees
In an effort to maximize our time and effectiveness during Staff Council meetings, we have begun to establish some sub-committees of two or three members to work in the various areas.

First Campus Forum
On March 23rd the council convened the first of what we hope will become a series of opportunities for the staff to join together and share ideas regarding their vision of a Staff Council. A group of approximately 75 staff members joined in a lively discussion in a mix of both serious and humorous conversations that we hope mark a positive first step.
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At the Faculty and Staff Breakfast on August 26, 2005, President Wilson introduced the plan to establish a Staff Council with the primary responsibilities to serve as a means of communication and to provide a mechanism for staff to volunteer service on University committees. Over the course of the next few weeks a process was implemented by the Human Resources office to elect eight members of the staff to serve on the first Staff Council.

The Staff Council is comprised of eight staff members from departments/offices across campus and is constituted of:
1. three exempt staff (administrative staff and former technical staff who are being paid on a salary basis);
2. three non-exempt staff (physical plant, security, and support staff personnel and former technical staff who are now being paid on an hourly basis); and
3. two at-large staff (exempt and/or non-exempt).

Council members serve rotating terms and in order to begin this rotation, four of these eight positions were elected to a two-year term and four were elected to a three-year term for this election only.

On Friday, September 16th, the results of the election were announced:

Exempt Members (three-year term) Exempt Member (two-year term)
Tim McKeown Missy Smock
Patrick McLane

Non-Exempt Members (three-year term) Non-Exempt Member (two-year term)
Ken Detloff Mary Anderson
Jenny Hand

At-Large Members (two-year term)
Eric Gordon
Scott Seibring

First Meeting
This new council met for the first time on September 27, 2005 with President Wilson and Cathy Spitz. President Wilson welcomed the committee and outlined the following directives for the council:
- That if he was wrestling with an issue relating to staff, he would bring it to the council.
- That the council would be the eyes and ears of the staff and bring their issues to the table.
- That Cathy Spitz would be our point of contact to communicate between the council and himself.
That a long term project would be to review and update the working draft of the staff council document.

That the immediate goal of the staff council was to find staff to serve on the Strategic Planning Work Groups for 2005-2006. He would like to have names for these work groups by early October.

Communications Tools

Shortly after our first meeting we established initial channels of communication both among members of the Staff Council and with the entire university staff. For intra-council communications we developed both an email distribution list and a Luminis (Pipeline) Group. For external communication we created a Staff Council web site utilizing the new content management system, a staff council email account (staffrep@iwu.edu) and a staff council phone exchange (x1234).

Staffing Campus Committees

We quickly moved to solicit interest from the staff to serve on Strategic Planning Work Groups. We were also asked to fill vacancies on three campus committees. The council determined that the most equitable means of selection would be to have the entire staff elect one member to each committee / workgroup and to have the Staff Council select the others, ensuring fair representation from across the diverse mix of staff members. The following staff members were selected to serve on the SPBC work groups and committees listed below:

Strategic Planning and Budgeting Committee work groups:

Identity
Ann Aubry (University Communications) and Tony Bankston (Admissions)

Teaching & Learning
Stacey Shimizu (Development Office) and Suzanne Wilson (Ames Library)

Human Resources
Michele Darnell (Admissions), Gordon Ramey (Physical Plant)
and Kelly Ullom (Theatre Arts)

Student Development:
Kevin Clark (Hansen Student Center) and Annorah Moorman (Counseling)

Financial Resources
Dale Conover (Physical Plant) and Fred Miller (Information Technology)

Standing Committees:

Health Care Advocacy committee:
Randy Crow (Physical Plant) and Penna Evans (Health Services)

Faculty/Staff Child Care Committee:
Linda Biehl (Information Technology) and Kelly Lawton (Educational Studies)

Faculty-Staff Recognition Committee:
Sara Powell (Development Office)
Search committee representatives
On October 25th, Cathy Spitz convened a special meeting of the Staff Council at the request of President Wilson and asked the council to select staff representatives for the Provost/Dean of the Faculty search committee and the Vice President for Public Relations search committee.

After soliciting nominations from the entire staff and conducting an election the council announced on November 15th that Jeff Frick and Roy Bailey will serve on the Provost and Dean of the Faculty search committee and Rick Lindquist will serve on the Vice President for Public Relations search committee.

Work on the draft document
In the past few months we have been refining the working draft of the Staff Council document. At its February 17th meeting the council selected Patrick McLane and Mary Anderson to serve as Presiding Members (Convener and Co-convener/Secretary respectively) in lieu of four officer positions. The effectiveness of this structural organization of the presiding positions will be reviewed at the July, ’06 meeting. The council set a deadline of May 1st to deliver the revised version of the Staff Council document.

Sub-committees
In an effort to maximize our time and effectiveness during Staff Council meetings, we have begun to establish some sub-committees of two or three members to work in the various areas. We are in the early stages of this process and some changes may be needed, but the areas of interest include:

- preparing agendas and reports and maintaining rules of order
- posting Council minutes on group homepage and Staff Council Web site; monitoring Staff Council email, phone messages, group pages and websites
- determining Staff Council and University committee openings during March/April of each year for service the following academic year
- coordinating new Staff Council elections and University committee member nominations
- preparing the ballot and tabulating and announcing results
- contacting University committee associate members for reports due to the Staff Council (once per semester); maintaining an accurate database of committee positions held by staff members
- mentoring new Staff Council members and Staff Council Associates as to the responsibilities and limitations of a committee and how a committee assembles itself
- working with HR to design a thorough orientation to new staff members
- organizing Staff Council forums and departmental visits
- recommending Staff Council representatives for unrepresented constituencies (for example, Student Development, 2nd and 3rd shifts)
- maintaining an accurate database of current staff members, positions and organizational status
- maintaining a database of campus policies and procedures
designing and implementing a workshop / forum that would present an overview of said policies and procedures as well as staff organizational components and responsibilities
welcoming all new staff members to campus

**First Campus Forum**
On March 23rd the council convened the first of what we hope will become a series of opportunities for the staff to join together and share ideas regarding their vision of a Staff Council. A group of approximately 75 staff members joined in a lively discussion in a mix of both serious and humorous conversations that we hope mark a positive first step.