

**All Staff Council Executive Board
January 16, 2008
Pomerantz Conference Room
1:30 P.M**

MINUTES

Present: Ericca Pollack, Susan Ladd, Gloria Lawless, Nancy Geiger, Kris Rossmiller

Report from Human Resources- Five year rule with salary has expired, was part of the initial phases. TIAA-CREF can look at Social Choice account to you choose to.

Report from Subcommittee – Communications- New hire/departures removed from group. Deb is meeting with Jeremy regarding HR website. She will follow-up on Portal.

Report from Subcommittee – Governance- Have finalized the following changes to the Governance Committee:

1) Removed Jacqueline DiGiacinto from the committee (has not attended a meeting in two years; did not respond to emails or phone messages about committee participation this year with only one response to a meeting notice in two years)

2) Replace Jacqueline with: Stephanie Howard Student Accounts, Student Loan Specialist x3174; stephanie.howard@drake.edu Term ends 5/31/09

3) Remove Kristi Cook from the committee (left the university)

4) Replace Kristi with: Kelli Franklin-Carter SOE Distance Learning Coordinator x4822; kelli.carter@drake.edu Term ends 5/31/09

There is one open position that was not filled with the last election. Asking for the approval of ASC Executive Council to offer three Governance positions for election with one member to serve for two years and two members to serve for three years.

Next meeting is January 31. We will review the by-laws and begin planning for the ASC election. Angie Embree will be a guest to discuss how to conduct the MyDUSIS survey we have used for the last two elections.

Motion for new members: First, Rossmiller. Second, Geiger. All in Favor.

Report from Subcommittee – Recognition- No report.

Report from Subcommittee – Special Events/Community Service- No January meeting. Next meeting February 14. One bin of hats, mittens and gloves to Dolph. Looking to having a Spring Fling instead of Valentine's Day and St. Patrick's Day event. Submitting budget to Deb.

Unfinished Business

- a. Membership Vacancies- Postponing election of one Governance committee member until next election.
- b. Executive Committee Chair-Elect
- c. Website/BlueView Channel and Group

New business

- a. Planning Council- Goals and objectives will be distributed to campus for feedback in February. Next step will be to assign tasks to objectives.
- b. Emergency Notification- Drake has purchased Emergency Notification system. A limited test completed today for 34 persons. If a staff member needs to change anything in their

Banner account, email drakehr@drake.edu. You can add your personal cell phone number. You will automatically receive the message to your office phone and Drake email account. Test will occur last week in January. There will be a test for the entire Drake community in February. Hope for the system to go live in February.

c. Elections- Governance will look at Election information at their upcoming meeting. Elections will occur in April.

d. Accreditation Visit- February 4-6- ASC is submitting minutes for documents needed. Please encourage staff to read accreditation documents prior to visit.

Next Meeting: Wednesday, February 20, 2008 1:30-3 pm Pomerantz Conference Room