

UVI Executive Committee Meeting
Thursday, February 28, 2008
10:00 a.m. -11:30 a.m.
B110 St. Thomas/EC#401 St. Croix

Present:

UVISC Officers: Raquel Santiago-Silver, Donald Bailey, Inez Bartlett, Peggy Fahie, Verna Rivers, Moriah Jacobs, Miriam Osborne-Elliott, Ardrina Scott-Elliott, Diana Freas-Lutz, Cleveland Tonge

Meeting Objective: Minutes/Update on designated assignments

Minutes to Tuesday, February 12th meeting was not distributed to Committee for review and approval.

Comments on faculty rejection of faculty policy manual: Committee members were informed that faculty voted to reject the faculty policy manual, although some sub-sections of the document were approved. Ms. Santiago-Silver informed the Committee that she has prepared a letter to be submitted to Dr. LaVerne Ragster, President, on the need for more communication with as well as the involvement of staff council in matters of policy development. The letter will be e-mailed this afternoon to members' for perusal and comments.

ACTION: R. Silver has sent e-mail with template re policy development (this issue was incorporated in email sent re Employee Manual on 3/3/08).

UVI Staff Council budget appropriation: Ms. Santiago-Silver said she is in contact with Ms. Velma Abramsen, Executive Assistant to the President, regarding the status of the council's budget; Ms. Santiago-Silver asked the Committee to identify by line item the budget being requested.

ACTION: R. Silver sent e-mail to H. Davies re budget request. Will be part of meeting discussion on Thursday's meeting – March 6.

Blackboard training: Diana Freas-Lutz will do blackboard training on St. Croix, Thursday, March 6, 2008, 1:00 p.m. to 3:00 p.m. in the Northwest Wing, Room #131. St. Thomas Committee members agreed to Tuesday, March 4, 2008 the first option 9:00 a.m. to 11 a.m., the second option 2:00 to 4:00 p.m. in a room to be announced.

Raquel read to the Committee the draft requesting information on the development of the employee handbook.

ACTION: R. Silver sent e-mail re this policy along with policy development on 3/3/08.

Reports:

Ardrina Scott-Elliott informed the Committee that materials were collected and collated last week for the Board of Trustees meeting March 2008. Ms. Scott-Elliott said she did not know the status of the amended employee manual. The faculty manual on whole was rejected; UVI faculty has to complete a revised document by May 2008 to present to the Board of Trustees in June 2008 for adoption. Should the deadline pass, UVI administration will revert back to the existing faculty manual.

Ms. Scott-Elliott sent a letter of request to Yvonne Lawrence, Acting Director of Human Resources for a list of St. Thomas employees classified as administrative staff and has yet to receive a reply.

ACTION: R. Silver sent employee listing to all UVISC officers on 2/29/08

Verna Rivers asked designated Human Resources sub-committee members on what they regarded as immediate concerns but received no response. Ms. Rivers advised the Council that a general questionnaire should be developed and circulated for responses from University staff' on top issues. The questionnaire may be sent via- e-mail.

Preparation for upcoming Tuesday, April 22, 2008 general staff meeting: Ms. Rivers stated to the Committee that UVI needs a policy on the process of policy development by the next Board of Trustees meeting Saturday, March 8, 2008. Faculty input has to be elicited. The Committee must develop a rationale for why there is a need for developing a process for policy-making.

The Committee discussed the upcoming Group II nomination and election of officers to the Staff Council as stated in the by-laws. The Committee agreed to request from the general staff an extension of time in order to complete assignments. The justification for the extension would be that the first year was a year in transition, and it would be in the best interest of the body as a whole to extend the term limits until work is completed. A motion will be made on the floor at the next general meeting .The Committee agreed to inform Julia Hardwick, chair of the selection committee, ask for further suggestions.

The Committee agreed that the staff council as well as ad hoc shared governance committee should be formally recognized and represented on the presidential search committee. Ms. Santiago-Silver said an agenda should be prepared with a list of well-defined questions. A request of the presidential job description should be sent to Gail Steele, Administrative Assistant to the Board of Trustees, copying Dr. Haldene Davies.

ACTION: [R. Silver sent email to Gail Steele requesting job description of President on 2/28/08](#)

Action item(s):

Develop rationale to general staff for Group I Officers' request for the extension of term.
Obtain president job description from Board of Trustee's Administrative Assistant
Revise employee handbook
Develop questionnaire for staff feedback on major issues – V. Rivers/M. Osborne Elliott
Blackboard training.

Meeting adjourned at 11:30 a.m.