

UVI Executive Committee Meeting
Thursday, March 13, 2008
10:00 a.m. -11:30 a.m.

B110 St. Thomas/EC#401 St. Croix

Present:

UVISC Officers: Raquel Santiago-Silver, Donald Bailey, Peggy Fahie, Verna Rivers, Moriah Jacobs, Miriam Osborne-Elliott, Diana Freas-Lutz

Meeting Objective: Update on designated assignments

Minutes to Tuesday, February 12th and Thursday, February 28th meetings were distributed to Committee for review and approval.

Formulating questions for presidential search committee: The Committee discussed whether the Council should formulate questions to the presidential search committee for University input in the selection of a new president; questions concerning restructuring, or the impact of student affairs, the offices of the campus executive administrator. Question that may be poised to the search committee was as follows:

1. What are candidates' view on current organizational structure; ideas for a university with two distinct campuses
2. Will candidates agree to forge ahead with a new mission or build on Vision 2012

Administrators-no response: Ms. Raquel Santiago-Silver, UVI Staff Council Chair, said she has yet to receive a response concerning staff representation on the presidential search committee, nor a response to her written request to Dr. Haldene Davies and Dr. LaVerne Ragster concerning revised documents.

Middle States Accreditation Team Visit: The Committee briefly discussed Dr. Noreen Michael's response that the Middle States Accreditation Team chooses University representatives to meet, not University administrators. Ms. Santiago-Silver said she would pursue further confirmation on that issue.

Budget: The Council agreed that the budget proposal should be reduced to \$10,000 from the original \$15,000 request. The council also agreed account classifications should be generalized. Ms. Santiago-Silver said she would work with Ms. Moriah Jacobs to revise the budget prior to submission.

Policy Development feedback questionnaire: Ms. Verna Rivers agreed to reformat the questionnaire forms and distribute to University staff. The Committee discussed ways to circulate the questionnaire and the possibility of allowing University staff access to blackboard. Committee members also stressed the need for blackboard training; not all University staff computer literate or have computer access.

Group II nominations: Ms. Santiago-Silver will contact Ms. Julia Hardwick, Chair of the nominations committee on the process for Group II nomination.

Employee of the year Award: The committee discussed dividing the employee award into three categories; staff, administration and professional. The nomination papers are due in Human Resources Friday, March 28, 2008. The employee of the year represents the University in the local government Employee of the Year ceremony. UVI can only select one person. The Committee agreed to address the situation next year and suggest to Human Resources of making the ceremony non-managerial.

Employee evaluation forms: The Committee would like a preview of evaluation forms from Human Resources; the format should be changed or improved.

Sub-committees: Discussion continued on the need to get sub-committees moving on assigned tasks. Questions ensued as to how the work was going to be divided and should all council be involved or sub-committee representatives. Ms. Rivers suggested a call for a meeting for all representatives.

Action item(s):

1. Group II election
2. Accomplishment List
3. Council and staff involvement
4. Creation of a staff forum

Ms. Santiago-Silver stated that she and Ms. Jacobs will work on the agenda for the next general meeting Tuesday, April 22, 2008. The Committee will review and approve minutes on the upcoming meeting Thursday, March 20, 2008. The Committee also agreed to compile a list of accomplishments.

Meeting adjourned 11:30 a.m.