

UVI Executive Committee Meeting  
Thursday, March 20, 2008  
10:00 a.m. -11:30 a.m.

B110 St. Thomas/EC#401 St. Croix

Present:

UVISC Officers: Raquel Santiago-Silver, Peggy Fahie, Moriah Jacobs,, Diana Freas-Lutz, Ardrina Scott-Elliott

Meeting Objective: Update on designated assignments

**Minutes:** Minutes to Thursday, March 13, 2008 meeting was approved.

**Human Resources Sub-Committee meeting on Wednesday, March 19, 2008:** Ms. Diana Freas-Lutz briefed the Committee on the Human Resource sub-committee meeting. The meeting was well attended, a list of human resource issues was compiled to present to staff. The issues selected were tuition remission, accumulated leave, testing and health insurance. Staff will be asked to prioritize most important. A one page questionnaire will be sent to staff via e-mail and drop boxes for feedback. The questionnaire will be tallied by April 7, 2008 and a meeting held April 9, 2008 to analyze results.

**New HR software:** Ms. Raquel Santiago-Silver read the e-mail Ms. Yvonne Lawrence, Acting Director of Human Resources (HR) sent to University staff on the new "PeopleAdmin" HR software. Ms. Ardrina Scott-Elliott stated she had reservations about HR assigning more responsibility to components in terms of administering personnel applications and requisitions; will HR reduce staff with the advent of software that promises to streamline the hiring process. The Committee discussed problems they are having with the advent of approval queues and non-sufficient budget checking initiated in Accounting. Ms. Elliott stated that the University is bogging down the system with too much technology.

**Group II elections:** Ms. Raquel Santiago-Silver, UVI Staff Council Chair, announced that Mr. Marthious Clavier, stated he would not seek re-election because of work overload, which resulted in his lack of participation in council meetings. Ms. Santiago-Silver said Mr. Don Bailey, Chair of the Membership Committee, needs to address whether Mr. Clavier's action is viable. Ms. Scott-Elliott advised the council to become updated on issues so that newly elected Group II Officers will not begin their term without a continuum.

**Blackboard Training for University staff:** Ms. Freas-Lutz said she has contacted Ms. Susan Darrow, Blackboard Administrator/IT Supervisor, concerning blackboard accessibility and training for University staff and has not yet received a response.

**Budget/Budget Requests:** Ms. Santiago-Silver said Ms. Miriam Osborne-Elliott is currently investigating release time for council members; funds will be earmarked for off-island travel for UVI staff council representative (2) to attend regional meeting. Ms. Scott-Elliott proposed funding for a tape recorder, computer-printer hardware, file cabinet and office space to archive documents in a secure place and where members have a place to access blackboard and write/read documents in privacy. The Committee agreed that Ms. Tina Koopmans, Chief Information Officer is responsible for virtual repository; however the St. Thomas and St. Croix campus executive administrators (Mr. John D'Orazio, Ms. Monique Guillory, respectively), are responsible for physical space. Ms. Santiago-Silver said she would be in contact with the campus executive administrators and Ms. Jacobs (later today) regarding budget.

**Presidential Search Committee hearings:** The Committee briefly offered their reactions to the presidential search committee meetings last week. The Committee agreed that the new president and administration has to amend Vision 2012 when necessary and must address issues of accountability, transparency and trust.

**Mediation Training Status:** Ms. Santiago-Silver said Dr. Haldane Davies informed trainees that he would be in touch regarding the next step in the mediation training process. Ms. Peggy Fahie questioned whether Dr. Davies was in the process of selecting another round of staff for mediation training by the trainers. Ms. Scott-Elliott said that additional training must be done for the first group; two days training does not certify a mediator. Ms. Scott-Elliott also stressed there is a need for obtaining clarification on the duties of staff council, grievance and ad hoc shared governance committees; staff will be confused about which committee to address when confronted by an issue.

**Re-establishment of University Deans:** The Committee talked briefly about Dr. Al Hassan Musah's e-mail announcement that the title of Administrative Chair would be replaced by Dean.

**Employee Policy Manual:** Ms. Scott-Elliott has received a list from the Human Resources of the sub-committee and their respective representatives on the Employee Policy Manual Committee:

Employee Benefits Committee

Ms. Valena Richards (Chair)

Ms. Cynthia Richards

Ms. Ardrina Scott-Elliott

Ms. Sharleen Fahie (Assistant Chair)

Time & Attendance Committee

Ms. Lili Mae Durant, Chair

Dr. Frank Mills, Co-Chair

Mr. Charles Martin

Personnel Policy Committee (Faculty & Staff)

Dr. Sunday Odezah

Dr. Doris Battiste

Ms. Utha Williams

Dr. Lynn Rosenthal

As Acting Director, Ms. Lawrence sits on all committees. Ms. Scott-Elliott informed Ms. Lawrence that Ms. Scott-Elliott's position on the Employee Policy Manual Committee is not representative of the UVI Staff Council; there is still a need to have a staff council representative on the committee.

**April 22, 2008 general staff meeting:** Ms. Silver said she is still working on the agenda under "old business" and will solicit the general body on new business in the upcoming meeting.

**Action item(s):**

Meeting adjourned 11:30 a.m.