

UVI Executive Committee Meeting
Tuesday, April 8, 2008
10:00 a.m. -11:30 a.m.

TED 213 St. Thomas/ EVC 302A St. Croix

Present:

UVISC Officers: Peggy Fahie, Moriah Jacobs, Diana Freas-Lutz, Ardrina Scott-Elliott, Julia Hardwick, Clarise Clarke, Verna Rivers, Inez Bartlett, Cleveland Tonge, Marthious Clavier

Meeting Objective: Committee updates on designated assignments; preparation for April 22, 2008 general meeting of the UVI Staff Council.

Minutes: After a brief discussion on the meaning of naming previous recordings of sessions "notes" rather than "minutes", the Committee agreed to review, revise and approve all minutes via e-mail prior to the general meeting.

Reports from the Sub-Committees:

UVI Staff Council Website: Ms. Clarise Clarke, Chair of the Communications Committee, briefed the Committee on the status of the UVI Council website. Ms. Clarke introduced Dr. Jozef Keularts (Cooperative Extension Service), who will develop the web page. Dr. Keularts said a prototype will be ready at the end of the week. Ms. Julia Hardwick questioned who will be responsible for monitoring and updating the web-page. Ms. Hardwick recommended whether the responsibility comes under the secretary as archive holder, or the chair of the Communications Committee, the duties should be written into the Council's by laws.

UVI Staff Council Group I & II Nomination forms: The Committee reviewed the amended nomination form put forth by Ms. Hardwick, Chair of the Nominations Committee, with correction to Mr. Cleveland Tonge's name and a statement of by laws affecting the nomination. Ms. Hardwick said she did not know how the nominations would be disseminated in St. Croix, due to failed attempts to reach Mr. Don Bailey, Chair of the Membership committee. It was recommended that the distribution list should come from payroll and not Human Resources. Ms. Hardwick said the committee will work on getting the forms distributed.

Completed Questionnaire: Ms. Verna Rivers, Chair of the Human Resources Committee, stated that questionnaires were distributed in St. Croix, with boxes placed at specific locations through out the St. Croix campus. Distribution and drops off locations will begin taking place on St. Thomas. Ms. Ardrina Scott Elliott advised that the boxes should be "visible." The Committee agreed to a Thursday, May 1, 2008 deadline to return a completed questionnaire prior to commencement. Ms. Elliott advised to put the deadline on the nomination form.

Motion passed: The Committee nominated Ms. Scott-Elliott as Interim chairperson to replace Chair, Ms. Raquel Santiago-Silver and Vice Chair Ms. Diana Freas-Lutz for the upcoming general meeting. Ms. Rivers seconded the nomination.

General Meeting agenda discussion:

- Mediation training-Ms. Peggy Fahie will discuss the training and status of mediation
- Consultancy and Business Policy/Standards of Behavior Policy-Ms. Scott-Elliott will discuss feedback from policy
- Shared Governance- Mr. Stevie Henry, Chair, will give presentation, updates
- Reports from the sub-committees
- UVI Staff Council Budget-presentation postponed until fund appropriation is confirmed

Meeting adjourned at 11:30 a.m.