

All Staff Executive Council Meeting Minutes – August 30, 2011

Present: M. Laughlin, K. Fuller, D. Wiley, R. Setsodi, J. Peterson, C. McCrea, P. Dunham

Absent: J. Scavo, B. Stone-Miller

- I. Elect Co-Chair:
 - a. Michelle mentioned the role of the co-chair and the need for the ASC Exec Committee. There was no volunteer as of yet but the committee members are asked to consider before the next meeting.
- II. Role of the Executive Committee:
 - a. Meetings – will not necessarily meet every month. More likely to be every other month.
 - b. Communication is getting better. Communication is very important from President on down.
 - c. Budget – ASC has no specific budget but money comes through HR budget. There needs to be process or protocol on how to initiate projects that cost money.
- III. Communication – Liaisons
 - a. Who is who? – James McNab and Nancy Geiger assigned to Governance Committee; Kristi Fuller and Johanna Determann assigned to the Recognition Committee; Josh Bertocki and Sofia Turnbull assigned to the Special Events/Community Service Committee; Phil Dunham assigned to attend ASC Executive committee and take minutes.
 - b. Is this working? So far the process seems to be working fine
- IV. What do we want to accomplish this year?
 - a. Goals – Discussion of challenges of getting members commitment to attend committee meetings and ways to encourage attendance and participation
 - b. Activities – Had mini-golf in July / October – pumpkin palooza / November canned food drive / December – Coat, had, mitten drive / Feb 2012 – Book drive or Big brother big sister event / April & May 2012 – Awards recognition; Cinco DeMayo / June 1 2012 – possible new event ‘Happy New Fiscal Year’ ice cream social
- V. Discussion Item: Work Life Balance – Deb W. mentioned focus groups discussing work life balance issues at Drake. Below is feedback from ASC Exec members:
 - a. What is good about Drake?
 - i. Some of the answers to the question from the group were; the people we work with / students and other professions we interact with / flexibility of scheduling / development opportunities / assistance received from others / new community leave option / opportunities to donate to charity causes (i.e., recent school supplies donations) / use fitness center for free
 - b. How to make Drake better?
 - i. Some discussions were: some workers don’t have opportunity for flexible schedules / not consistency in management standards in various departments / exit interviews not consistent in being required to learn why people leave Drake / what about 360 evaluations – ability to evaluate supervisors / silo issues – like departments that don’t feel a part of the campus community as much as others departments
- VI. Action Item:
 - a. Michelle will send an email out to all ASC Committee members to cover the role of and the expectations of membership. Michelle will present the role of the specific

committees as well. Members will be encouraged to contact the chairs of their committee if they are unable to attend a meeting.

VII. Next Meeting

- a. Look at setting up an ASC Exec meeting toward end of September

VIII. Assignment

- a. Invited Deb W. and Michelle L. to future sub-committee meetings to allow them to discuss the topic of Work/Life Balance.