

Administrative Vice Chair Report

ISI Board of Officers Meeting

Sunday, March 29, 2017

Old Business:

- A. Revised Language to Employee Handbook. I have revised language to the Outside Employment and Conflict of Interest section of the ISI Employee Handbook. I propose it for adoption by the Board.
- B. Board of Directors Handbook. I am currently working on a Board of Director Handbook. My goal is to have it completed by September 1, 2017.
- C. ISI Administrative Office Task Force. The ISI Administrative Office Task Force has met several times since our March Board meeting. The committee consists of me, Jason Horas (ACAC), Don Spellman (ICE), Bobby Kelley (LMST), Marie Koenigsfeld, Emily Goodman (Athlete PSC) and Meirav Flatte (Athlete ICE). The first part of the Task Force's work is complete. It has:
 - Discussed and decided to forgo and type of sharing of services with other LSCs because no other immediate contiguous LSCs were interested in sharing services, we want to give our two-person ISI Admin. Office a chance to succeed.
 - Conducted a survey to assess what the ISI Admin. Office can improve upon while we are considering the hiring of a second office employee. A copy of the complete survey results are provided for your review.
 - Revised Job Descriptions for our two employees. The major changes consist of: averaging the hours worked to 25 hours per position, splitting responsibility of maintaining times and handling registration issues, emphasizing the need to work collaboratively on all other ISII Administrative Office Tasks.

The second half of the tasks force's purpose is to solicit resumes and interview candidates for the Registration Coordinator. This will begin immediately after this meeting if the Board approves the two recommended Job Descriptions.

New Business:

Action Items:

1. Approval of revised Employee Handbook language for conflict of interest;
2. Approval of Revised Job Descriptions

Task List

My task list still consists of:

1. External Audit. Investigating the cost and procedure for conducting an external audit of our financial statements and accounting procedures.
2. Governance Committee. Investigating the use of a governance committee for our LSC. The governance committee works with the board to make sure items are getting done on a timely basis and committees are doing their respective jobs.