

Administrative Liaisons: Sue Buckley, Vice President for Human Resources; and Kevin Ward, Assistant Vice President for Human Resources Administration

Guests: Vanessa Miller – Cedar Rapids Gazette

Welcome, Roll Call, and Minutes
Meeting called to order.

November minutes were approved without corrections.

Update on the Iowa Board of Regent’s TIER Efficiency Study; Laura McLeran - Assistant Vice President for External Relations - Office of the President
At the end of Phase 1, 17 opportunities were identified. During Phase 2, the ideas will be more fully developed. On Nov 14th, ITO 1-4, HR 01, Finance 01, and Facilities 03 & 04 were all approved. Several requests for proposals (RFPs) were submitted to the Board of Regents for the next phase.

Timelines:
Standardization of the Regents Academic Index will be done on December 15th. 
HR 10 will be ready to move forward on March 1st.
Creation of the web portal for student applications will be completed by June 1st.

The Regent’s institutions can provide their own institutional RFPs to be considered in place of an outside consultant or vendor. Institutional RFPs are due December 31st.

The sounding board continues to meet with the leadership of shared governance groups. The academic RFPs and work with AdAstra will be moving forward in the spring semester. Faculty will be included in the process.

Each institution has the opportunity to put forward a separate plan for the case RFPs. They will be due December 31st.
The request for proposals can be viewed on the Board of Regents website:
http://www.regents.iowa.gov/rfp/rfpcover.html

First Reading - Staff Council By-Law Change: John Downing - Chair of Staff Council By-Law Committee
The bylaws committee has proposed the following updates to be made to the Staff Council Bylaws.

Proposed Changes:
Article I - new
Name
The name of this organization shall be the University Staff Council of The University of Iowa, herein referred to as “The Council” or “Council”.
– Done for consistency throughout the document.

Article I - old
Name
The name of this organization shall be the University Staff Council of The University of Iowa. Herein referred to as “the Council”.

Article III - new
Organization
SECTION 2. Council representation will be re-evaluated every three (3) election cycles beginning in the 2018-2019 staff council year.
– Edited per Elections Ad Hoc Committee recommendations.

Article III - old
Organization
SECTION 2. Representation will be re-evaluated every three (3) years beginning 2014.
*Council Representation Structure was accepted on March 9, 2011. Between 4/1/11 and 4/1/14, there will be a transition period whereby members elected under the previous four-Category system will be placed in their Job Function Categories. Membership might exceed 55 during this period, whereby it is possible for the number of councilors in a Job Function to exceed the number of councilors needed to represent the given Category. Initiated by the Elections Committee and approved by the Executive Committee, currently elected councilors may temporarily fill an Organizational Unit Category vacancy or may remain as an additional Job Function representative until their elected term expires. Once an Organizational Unit Category elects a councilor, councilor placement by the Elections Committee for that given Category will not be an option.
- Need to remove this section entirely as it is no longer relevant.
Article VI - new

Council Nominees

SECTION 2. Council nominees should discuss their desire to be on Council with supervisor(s) to assure that time away from work will be allowed. A minimum of 3 hours per month should be expected to conduct Council activities, such as monthly meetings and committee assignments. Refer to Article IX for councilor duties.

- *Edited to allow for more time if needed, the main thing is to discuss with your supervisor(s) but we felt 3-4 hours per month was more of a minimum for many people and not the actual time spent on Council activities.*

Article VI - old

Council Nominees

SECTION 2. Council nominees should discuss their desire to be on Council with supervisor(s) to assure that time away from work will be allowed for approximately 3-4 hours per month to conduct Council activities, such as monthly meetings and committee assignments. Refer to Article IX for councilor duties.

Article VIII

Elections to the Council Membership

*During the transitional period of 4/1/11-4/1/14, the Elections Committee will consult with the Organizational Shared Governance Committees regarding their election processes.

– *Remove as it is no longer relevant.*

Article X - old

Officers

SECTION 4. If the office of President becomes vacant within the first six months of the operational year, a President shall be elected from the Councilors to serve the remainder of the term. If the office of President becomes vacant within the last six months of the operational year, the Vice President/President Elect shall become President for the remainder of that term and assume the office of President the following year.  

SECTION 5. If the office of Vice President/President Elect becomes vacant, a Vice President/President Elect shall be elected by the Councilors to serve the remainder of the term, and assume the office of President the following year. 

SECTION 6. If the Office of Secretary or Budget Officer becomes vacant, the President shall appoint a Secretary or Budget Officer from Council membership for the remainder of the term. 

SECTION 7. If the office of the Past-President becomes vacant, the President may appoint a Past-President from current or previous Councilors to serve for the remainder of the term. The appointed Past-President shall have completed at least one full term as President prior to the appointment.

- *Move Sections 4, 5, 6, and 7 to Article XV - Vacancies*
Article XII - old

Executive Committee

SECTION 3. Nominations for non-officer Executive Committee positions shall be made at the next to last and the last meeting of the operational year. Voting for these Executive Committee positions shall take place at the last meeting of the operational year, at the same time in which Officers are elected as stated in Article X.

SECTION 4. The term of office for elected, at-large, Executive Committee members shall be one year. At-large members elected to the Executive Committee for two consecutive years, must remain off the Executive Committee for one year. This does not apply to Officers of the Council.

SECTION 5. There shall be no restriction as to length of Council membership to be eligible for Executive Committee.

– remove this section – there is in effect a restriction of 1 year since the election for the Exec. Committee is held at the end of the SC year per SECTION 3 above.

The document with these proposed changes is available in the Staff Council shared drive. Votes to move forward with each change will be taken at the January meeting after the 2nd reading.

Alcohol Harm Reduction Advisory Committee Update: Susan Assouline, Professor of Education and Chair - UI AHRA Committee

The Alcohol Harm Reduction Advisory Committee was formed in 2009 by Vice President for Student Life Tom Rocklin. The current plan was intended to last 3 years. The back page is out of date, but the rest of the information is still relevant. The committee is hoping to hire for the coordinator role working with alcohol reduction on campus in spring 2015.

In 2009, 85.2% of students indicated that they used alcohol in the past 30 days. In 2013, that percentage dropped to 75.4%, and in 2014 it dropped even further to 72.6%. The number of students who engage in high-risk drinking in 2009 was 70.3%, now it is 54.1%. The average number of drinks the last time a student partied in 2009 was 7.43, and in 2013, it dropped to 5.3.

In 2009, there were 4 goals:
1. Attract more low-risk drinkers
2. More students remain low-risk drinkers/abstainers
3. More high-risk drinkers lower their drinking while at the University of Iowa
4. More high-risk drinkers are accountable for upholding community expectations

The 5th goal, institutionalize the commitment to evidence-based alcohol harm reduction efforts for long-term stability, was added in 2013.

The reason for the downward trend may be due to campus-wide efforts to change the culture on campus.

More information, including the 2010-2013 & 2013-2016 plans, can be found at the following site: http://vp.studentlife.uiowa.edu/initiatives/alcohol-harm-reduction/

Preparing for an Effective & Meaningful Employee Performance Review: Updates and Best Practices using the Online Employee Performance Evaluation Tool: Teresa Kulper - Director, UI Organizational Effectiveness/Organizational Development, Human Resources

Improvements were made on the My UI Career system including system usability, clear and flexible process steps, and more concise help/instructions.
The system was set up to help campus set goals, because it is helpful to make sure that employee effort, employee growth, and employee development are all meeting the needs of the organization. Most goals are aligned to the unit priorities and/or strategic plans. They can also be developmental goals, as well.

The My UI Career system is designed to support performance all year. Employees and supervisors are encouraged to talk about goals and performance quarterly to ensure that everything is on track. The essential elements of performance reviews includes: collaborative discussion, aspirations, development, resource needs, and support from supervisors.

Benefits of MY UI Career: priority work gets done, goals are met, better engagement, planning bench strength and development of employees for new roles, and easy to use tools including forms, reports, e-mail, reminders, and a writing assistant.

The 2015-2016 My UI Career plan has been streamlined, including the removal of the percent complete and weight for each goal. Any accomplishments achieved during the year can be captured in the goals section as a goal, or in support of a universal competency. Those will then feed into your performance review at the end of the year.

There is a new route map across the top of the My UI Career page, as well.

Training and guidance can be set up for departments and organizations. HR reps can be contacted to set those trainings up if your organization or department has interest. There is also online training on the My UI Career website: http://hr.uiowa.edu/myuicareer/goals

Human Resources Update: Sue Buckley, Vice President for Human Resources
The Board of Regents chose to not consider the Early Retirement Program at the December meeting. It is hoped that the plan will be considered at the February meeting. If it is passed by the Board of Regents, eligible employees will be notified the next day. UI Health Care employees will not be eligible for the early retirement program at this time. UI Health Care makes up half of the campus. Other colleges or departments are able to contact central HR if they have reason to opt out of the program.

At the February 4th and 5th Board of Regents meeting, the annual HR report will be presented, as well as the annual equal opportunity report.

The proposed early retirement program details will be presented in January at the all-council meeting.

Announcements
The HR Committee has put together a couple of brown bag lunch & learn events for the My UI Career review system. The events will be on January 8th from Noon-1pm in room 2189 MERF, and on January 28th from Noon-1pm in room 2520 UCC.

The Hawkeye Caucus shows legislators what the University of Iowa is doing for Iowa. The Hawkeye Caucus is on March 31st this year. Chuck Wieland, Hans Hoerschelman, and Randy Nessler will be present at that event. This event is usually well attended, and there is a waiting list this year for organizations and groups wanting to participate.

Alternative room ideas for Staff Council meetings: Bowen Science Building, 1117 UCC, and Oakdale. Any staff council members with additional meeting location suggestions should email Hans Hoerschelman.

Meeting adjourned.