Present: Amanda Baker, James Bechtel, Apryl Betts, Heidi Bodensteiner, Wendy Brentner, Erin Brothers, Jessica Church, Joshua Cook, Travis Dillavou, Bruce Drummond, Matt Edwards, Kim Geguzis, Laurie Hafner-Dahms, Hans Hoerschelman, Carol Ives, Kimberly Keister, Wayne Kintz, Trisha Kreman, John Laverty, Shannon Lizakowski, Monica Griffin Madura, Sherri Marine, Brooke McInroy, Tom Moninger, Randy Nessler, Gayle Robertson, Angela Roemer, Justin Rogers, Kathy Rushlo Burrows, Glena Smith, Joshua Smith, Darrin Thompson, Sean Thompson, Brenda Van Dee, Katie Villhauer, Joan Welsh-Grabin, Lynne Westphal, Chuck Wieland, Mark Wilson, Michele Yacopucci, and Marsha Adolph.


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

Guests: Richard Saunders, Linda Bostian, Judy Brewer, Mike Fountain, Sharon Kutcher, Sue Licher, Pam Butler, Vanessa Miller – Gazette.

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

December minutes will be voted on electronically.

UI Early Retirement Program 2015: Richard Saunders
The Early Retirement Program is currently a proposal that needs to be approved by the Board of Regents. At present, it is hoped to be discussed by the board at the February 4th/5th meeting. They could change the contents of the proposal, including the eligibility requirements, as well as other parameters. They could also reject the proposal at that meeting.

This proposal is being submitted to help the university manage its budget. This is not a benefit right for the employee - they must apply within the application period. Early retirement must produce cost saving potential to departments or colleges, and be in the best interest of the university. There are approximately 1400 employees eligible for the program.

Eligibility:
• Must be at least 57 years as of January 31, 2015 - no maximum age
• Must be 50% or greater as of January 31, 2015
• Must have at least 10 years of continuous benefit eligible employment as of January 31, 2015
• May not apply if on phased retirement
• May not apply if a UI health care employee and/or an employee covered by SIEU bargaining agreement
• Must apply no later than March 6, 2015
• If approved, must retire no later than June 20, 2015.
• If approved, may not be reemployed into any benefit eligible position during participation period (after participation period, could compete for benefit eligible positions)
Incentives:
- Accrued vacation payout
- Accrued sick leave up to $2,000 maximum
- University contribution for employee selected health and dental plan coverage for 5 years; once Medicare eligible, retiree must also participate in Medicare. If after 5 years the employee is not eligible for Medicare, yet, they will have access to purchase UI health benefits
- Retirement contribution for both employer and employee for 3 years, and employer for 2 additional years, based on your base salary as of January 31, 2015

Approval Requirements:
- Approval for the program is required
- Employees are requesting consideration when applying
- Each department/unit must evaluate decision based upon cost saving potential and the best interest of the university

Process:
(If approved by the Board of Regents at the February 4th/5th meeting with no changes to the proposal)
- Eligible employees will receive information about the program from UI Benefits by email on February 5, 2015 that the workflow application is open and a home mailing will also occur
- Final reminder on February 16th, 2015
- Senior HR leader will receive a report of the number of eligible employees in their unit
- Representatives of the employer may not approach or encourage a potentially eligible employee regarding this program
- If an employee has 2 jobs in 2 different organizations, the request to participate will go to the primary org and coordination between the 2 orgs will occur to finalize a timely decision
- The deadline is 11:59:59pm on March 6, 2015 for the application to be completed in self-service by the employee. The employee will receive an automatic email response that the form has begun the workflow/review process.

Considerations in Decision Making:
- Cost savings - primary rationale
- Ability to fund
- Talent Retention/Management/Development
- Workforce Planning
- Unintended Consequences:
  - Workload for remaining faculty/staff
  - Morale of denied and remaining faculty/staff
  - Potential for disparate impact

For faculty requests, the dean has approval/denial rights for that org; must attest to savings - final approval by Provost

Final Steps:
- Once approved a contract will be forwarded to the Senior HR Leader to send to employee and unit leadership for signatures
- The employee has 45 days to make a decision to sign. Once signed, the employee has the opportunity to rescind within 7 days
- Senior HR leader is responsible for communication all denials to their Org employee
Appeals Process:
All requests for the Early Retirement option will be reviewed at both the department and college/division level.
Participation in the program is not a right of the employment and denial is not subject to other grievance or dispute procedures.

Key Proposed Dates:
March 6 - last date to submit request in workflow
March 27 - review at org level completed by this date
April 7 - employee who were initially denied must be notified no later than this date
June 30 - the last day employees participating in the program can work

Working at Iowa Survey Results: Kevin Ward, Asst. VP for HR Administration
The working at Iowa Survey is complete and the results are now in.
Where does engagement come from? Through the meaning of an employees work, the support they receive to do their jobs, and the competence to know what employees need to do to be successful (purposes, autonomy, mastery).

68% of over 16,400 eligible completed the survey, including 69% of faculty. The participation this year exceeds all previous years.

Select overall response from the survey:
95% know work expectations
95% know how they contribute to the mission of the university
93% recognize their units focus on customer service
89% think UI is a supportive environment for diversity
83% think supervisors acknowledge good work
80% receive feedback regularly
82% think their supervisor’s feedback is helpful
81% have professional development encouraged
90% think their supervisor treats employees with respect
86% have civil and respectful co-workers
84% think UI treats faculty and staff with respect
92% would recommend UI for employment
85% have great things to say about their unit

Expectation for org/dept. results:
• Share results broadly, acknowledge participation
• Talk with faculty, staff, and ord/dept leadership
• Identify strategic priorities to improve/prepare for the future

Unit HR Reps and senior HR reps can be contacted by employees for further information about their organizations/departments.

Central HR will be meeting with the HR leaders across campus to discuss the expectations for getting the results out and having further conversations about the results specific to their area.

The results are very similar to previous reports. The survey results can be found on the UI Human Resources website: http://hr.uiowa.edu/working
IowaNow article: http://now.uiowa.edu/2015/01/2014-working-iowa-results-are
Second Reading - Staff Council By-law change: Justin Rogers - Chair of Staff Council By-Law Committee

1. Vote passed to approve Article I 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”.

2. Vote passed to approve Article III changes.

**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.

3. Vote passed to approve Article VI changes.

**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.
4. Vote passed to approve Article VIII changes.

**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.

5. Vote passed to approve Article X changes.

**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

6. Vote passed to approve Article XII changes.

**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.

All changes were approved by the Council. The Bylaws Committee will make the appropriate changes to the Staff Council Bylaws.

**Call for Nominations for a Research Function Representative: Laurie Hafner-Dahms/Erin Brohers - SC Elections Committee**

The Research Function Representative function has 1 opening for a 1.5 year replacement term.

Nominations from the Council: Sharon Seydel, Meng Wu, Brett Wagner (Radiation Oncology), Isabella De Soriano.
Any additional recommendations can be submitted to Laurie Hafner-Dahms and/or Erin Brothers. The Elections Committee will bring 2 nominees to the Executive Committee to decide upon.

UI Dance Marathon: Erin Larson
Dance Marathon is a student run organization on the University of Iowa campus that provides year-round support to youth cancer victims and their families. The University of Iowa Dance Marathon organization is the 3rd oldest Dance Marathon organization in the US and is the 3rd highest donation raising Dance Marathon organization in the nation. Last year the UI Dance Marathon organization raised $1.8 million. $500,000 over 10 year span is being donated to the Children’s Hospital. That donation will fund an entire floor of the hospital. There are events throughout the year, but the biggest event of the year is the first full weekend of February. Students dance for 24 hours (no sleeping, lying down, caffeine, etc.). Every dancer has to raise at least $400 in order to participate. There are currently over 2500 UI students registered to participate in the February 2015 Dance Marathon event. This year’s event is February 6th & 7th. More information can be found on their website: http://dancemarathon.uiowa.edu

Human Resources Update: Sue Buckley, VP for Human Resources
The Board of Regents meeting will be on February 4th & 5th. The annual HR and Diversity reports will be discussed, in addition to the proposed Early Retirement program.

TIER: There were 3 requests for proposals (RFPs) issued by the Board office. The Academic RFP is still in progress. They are still accepting responses for that RFP.
The RFP for Sourcing and Procurement RFP was awarded to Huron Consulting.
The RFP for the Delivery of Services (HR, Finance, IT) was awarded to Chazey Partners.
The Board also gave the 3 Regent’s institutions an opportunity to submit proposals in relation to the Delivery of Services. Each institution submitted one. The Board accepted the institution proposal as written. In Human Resources and Information Technology, the University of Iowa indicated they did not need assistance from an outside consultant. There was some assistance requested in the Finance area of the recommendation.

It is highly recommended to Staff Council members, as well as staff across campus, to review the University of Iowa RFP. All proposals are on the Board of Regents website: http://www.regents.iowa.gov/TIER/implementationrfps.html

Announcements
The Community Outreach Committee has the following opportunities:
Big Brothers Big Sisters Bowl for Kids’ Sake: Feb 28/March 1: Colonial Lanes: 80’s theme: 6 volunteers needed to raise $600+ collectively to participate.
Dance Marathon: Financial contributions needed, as well as volunteers for the February 8th shift from 6-8pm.
Anyone interested in participating in either event should contact Sean Thompson

UI has been designated as a “Bike Friendly Campus: Silver Level.”
UI also received an ICAP grant to start up a bike-share system on campus.
Staff Council will donate $4000 to represent staff and encourage staff to be involved with the utilization of the bikes. Additional funding will come from the City of Iowa City and other areas of campus.

Meeting adjourned.