

Administrative Liaisons: Kevin Ward, Interim Vice President for Human Resources Administration and Josey Bathke, Director, University Employee and Labor Relations.

Guests: Knute Carter, College of Public Health

Welcome, Attendance and Announcements
Meeting called to order. Roll call taken. Minutes were approved from the December meeting.

Bylaws Update, Justin Rogers, Bylaws Committee Chair
Justin Rogers presented the following bylaws changes:

Article III (Approved 2nd reading/final approval)
Current: No current SECTION 3
Proposed: SECTION 3. Approximately one third of Council seats shall be elected each operational year. Organizational representation is on a fixed schedule of election; job function representation is on a static revolving three-year cycle of election. Vacancies and multiple-year officer positions do not affect election cycles. Refer to XI, XV, and Table 1.

Article X Section 2 (Approved 2nd reading/final approval)
Current: SECTION 2. Nominations for the officers of Council shall be made at the meeting two months prior to the operational year. The officers shall be elected by the Council at the following meeting.
Proposed: SECTION 2. Nominations for the officers of Council shall be open beginning at the meeting two months prior to the start of the operational year continuing through seven calendar days prior to the meeting one month prior to the start of the operational year. An individual may be nominated for multiple officer positions, in the event of election, their name will be struck from successive ballots. A nominee may also withdraw their name at any time prior to a given election. Officers shall be elected by the Council at the meeting one month prior to the start of the operational year.
Discussion: There was discussion about whether new members could be elected to an officer position. The decision was that new members cannot be elected to an officer position because they are not voting members until the beginning of the operational year (June). Elections of officers occurs before the June meeting; thus the new members are not eligible to run.
Article X Section 2a (Approved 2nd reading/final approval)
Current: No current section 2a
Proposed: In the event of a tied vote during the election of an officer, the Council shall conduct a second vote amongst the tied individuals. In the event that a tie continues in the second vote, the position shall be filled at random from the pool of tied individuals. The method of random selection shall be at the discretion of the Elections Committee.

Article XII Section 3 (Approved 2nd reading/final approval)
Current: SECTION 3. Nominations for at-large 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.
Proposed: SECTION 3. Nominations for at-large Executive Committee positions shall be open beginning at the meeting two months prior to the start of the operational year continuing through seven calendar days prior to the meeting one month prior to the start of the operational year. An individual may be nominated for multiple officer positions in addition to an at-large Executive Committee position. In the event of election to an officer position, their name will be struck from the at-large Executive Committee ballot. A nominee may also withdraw their name at any time prior to the at-large Executive Committee Election. The at-large Executive Committee members shall be elected by the Council at the meeting one month prior to the start of the operational year.

Article XII Section 3a (Approved 2nd reading/final approval)
Current: No current section 3a
Proposed: In the event of a tied vote during the election of an at-large Executive Committee position, the Council shall conduct a second vote amongst the tied individuals. In the event that a tie continues in the second vote, the position shall be filled at random from the pool of tied individuals. The method of random selection shall be at the discretion of the Elections Committee.

Article XVI Section 2 (Approved 2nd reading/final approval)
Current: 2. Open to: Current Council members not seeking reelection.
Proposed: 2. Open to: Current Council members not seeking reelection governed by the Elections Committee.

Article XV Section 4 (Approved 1st reading)
Current: SECTION 4. 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.
Proposed: SECTION 4. 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. If the vacancy in the office of Vice President/President Elect was not caused by a vacancy in the office of President, the elected Vice President/President Elect shall assume the office of President the following year.

Article XV Section 3 (Approved 1st reading)
Current: SECTION 3. If the office of President becomes vacant within the first six months of the operational year, a new 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.
Proposed: SECTION 3. If the office of President becomes vacant within the first six months of the operational year, a President shall be appointed by the Executive Committee 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 as well as the following year.

**Merit Supervisory, Exempt, & Confidential Presentation, Josh Smith, MSEC Committee Chair**

Josh Smith gave an overview of the differences between Merit Supervisory, Exempt & Confidential (MSEC) and Professional and Scientific (P & S) staff. All MSEC employees are covered under the State of Iowa Merit Work Rules.

Confidential employees are classifications contained in the bargaining unit, who work in a human resource office or who have access to information that may be used in negotiations.

Merit Supervisory, Exempt employees have been defined by their job classification as supervisory and are exempt from collective bargaining because their responsibilities typically require them to exercise supervisory responsibilities over other Merit staff.

They are like Merit employees who are paid hourly, get paid overtime for any time worked over 40 hours, get Merit step increases, have the same vacation accruals, and generally get a raise similar to the cost of living increases that have been negotiated by AFSCME. They are like Professional and Scientific employees in that they are covered by the P & S health insurance plans.

There are only 302 MSEC employees at the University of Iowa. There are shrinking numbers of MSEC employees throughout the state. There is some concern that this classification will go away. Many of the members have maxed out their “step” increases through the Merit system. Josh Smith is involved in the Regents Inter-Institutional Supervisory and Confidential Advisory Council.

**Funded Retirement and Insurance Committee Update, Nancy Davin, FRIC Committee Staff Co-Chair**

Nancy Davin gave the following update:

1. Since last report we have met each month since September as FRIC does not meet during the summer months or in January.

2. Diabetes pilot. UIHC will be conducting a pilot project offered to UI employees with Type 1 and Type 2 diabetes who receive care from a UIHC provider (potentially 700 people). The focus on the pilot study is on better self-care to reduce the burden of the disease through ease of testing. FRIC recommended to waive the co-insurance for glucose meters and strips for those enrolled in the plan. A report will be given following one year of the pilot. The anticipated savings of this project is $80,000.

3. Proposed health care premiums increased slightly for 2016 for the first time in three years and dental premiums did not increase. Premiums are based on usage in each group. The rate recommendations from FRIC were accepted by the administration in all cases except Employee/Child medical (not increased as much as recommended).

4. For 2016, the Health Care Spending Account contribution limit will be increased from $2,500 to $2,550 as allowed by the Affordable Care Act.
5. There have been ongoing discussions regarding VRSP (Voluntary Retirement Savings Plan) loans from TIAA-CREF. Currently there is a $1,000 minimum per loan with no limit on the number of loans one can take out, but the total of borrowed funds can amount to no more than 45% of one’s VRSP funds. Due to increased IRS scrutiny, it has been recommended that a limit of 5-7 loans be put in place. A motion was made and carried to limit the number of loans to 6 at any given time per employee.

6. Medically necessary transgender care coverage has been unanimously recommended by FRIC. Per standard process, this policy change recommendation is being reviewed and discussed by the Board of Regents.

7. Other items being discussed ongoing: UI Choice out of area coverage, dependent life insurance coverage amounts, dental plan frequency limitations, value-based health insurance.

There were 2 follow-up questions:

Q: What is “value based healthcare”?
A: Nancy explained that it was projects such as the diabetes project and other ways to keep employees healthy. These projects/initiatives help keep the cost of health care down.

Q: Explain the issue with the Voluntary Retirement Savings program?
A: There is an administration fee each time someone takes one of these loans. In order to keep costs down, there will be a cap of 6 loans at any given time per employee.

Dance Marathon/Bowl for Kids’ Sake, Sean Thompson, Outreach Chair
Sean Thompson gave an overview of February volunteer opportunities:

Dance Marathon is Friday, February 5/6, 2016. Dance Marathon is a student run initiative. The money raised goes to help pediatric cancer patients and their families at the UI Children’s Hospital. The goal this year is to raise $2.4 million. There are 3 different opportunities for staff councilors this year.

1. Friday, February 5: 4:00 p.m. – 6:30 p.m. Family room doing arts and crafts.
2. Friday, February 5: 6:00 p.m. – 8:30 p.m. Bag check
3. Saturday, February 6: 6:30 a.m. – 9:30 a.m. Serving a meal for the dancers

Bowl for Kids’ Sake is on Saturday, February 27th and Sunday, February 28th. Staff Council will have a team. If you are interested in bowling, let Sean Thompson know.

Healthcare Ad-Hoc Committee, Hans Hoerschelman, Staff Council President
Hans talked about a new ad-hoc committee forming. This committee will start out as an investigatory committee that will work to increase communication with healthcare administration. If it is determined that it should be an on-going committee, we will need to change the by-laws. Chair of the committee is Matt Watson. Nancy Davin will be pro-temp. See Matt or Nancy if you have questions or would like a specific topic brought to a full staff council meeting.
Staff Survey Results Update, Executive Committee
The Staff Survey was sent out at the end of November. There were 6800 emails sent and 445 responses. The Executive Committee has been going through the results and identifying themes. These need to be turned into a summary, with bulleted action items to give to administration.

Major categories: Employment at the University of Iowa, UI Healthcare, Parking, TIER, Office environment, Communication/Safety, Leadership/BOR/Administration, Sustainability/Facilities/Grounds.

There were many questions about the survey and data collected.

Q: How often do we plan to survey staff?
A: Unsure. We feel it is important to be able to feed into the questions being asked.

Q: Transparency? Can the raw survey results be looked at?
A: We will put out an executive summary. There are comments about specific people in the raw data that would have to be anonymized. There is concern that it would feed into a new news cycle and take away from actionable items.

Q: Is there a plan to communicate campus wide?
A: Once we get to actionable items, we can do more communication. There are 2 teams being setup at the higher administration level: Strategic and Operations. Staff Council will have representatives on both.

Q: Would we do it differently if we did it again?
A: Yes. We would have asked people to categorize their concerns.

Q: Overall huge themes?
A: Salaries and parking.

Q: Have we considered having a Biostatistician look at the data?
A: Not really. Heath Davis did say she has contacts in that area.

Q: Are we going to dovetail into the Working at Iowa survey?
A: We did not think about it at the time but we could do a comparison to that data. Hans will look into the possibility.

Q: Final statement of raw data?
A: We want to make sure we have our feel on it prior to handing out. It is clear that people are ready to engage. There is a lot of passion here at the University of Iowa.

Kevin Ward spoke specifically about the survey data and salaries. Human Resources did an analysis of the P & S compensation system and shared it with the Staff Council Executive Committee. The analysis showed that while people are concerned about salaries falling behind, the University is staying in sync for the zones. Human Resources created more flexibility in the system for salary adjustments outside of July 1 raises, including career advancements, career promotions and market adjustments. There are pockets of concern, which will be looked at. But overall, the data looks positive.

Human Resources Update, Kevin Ward, Interim Vice President for Human Resources
There is a January meeting for senior HR leaders. The topic is about how to use the data that is available when making hiring, career advancement, and career promotion decisions.

Q: Does the data look at amount of work?
A: No. the data is looking at a very general description of the job. The amount of work is a concern. This was clear in the staff survey. Performance data and salary data looked at with the data.
Q: How does information get passed along about high performers who are below market position?
A: Senior HR leaders are offered a spreadsheet with that information. Central HR has made it available the last 2 budget cycles. Part of the purpose of the January Senior HR meeting is to remind Senior HR leaders that this data is available.

Q: What recourse do those employees have who might fall into this area?
A: Talk to a senior HR leader. If a salary gap cannot be fixed now due to budget constraints, then a plan for advancement can be created. There are other things that can be done that are not necessarily monetary, such as job flexibility.

Q: Will there be any adjustments to the cap on career advancements?
A: Career advancements are now 5%. There are cases where a staff person may need to have multiple career advancements.

The next Board of Regents (BOR) is on February 24/25th in Ames.

Wellness announcements:
1. Flu shots are still available.
2. Live Healthy Iowa Teams are starting to form and begins January 25, 2016. The fee for signing up is reimbursable if you participate fully throughout the program.

Announcements
No announcements

Adjourn
Meeting adjourned

Respectfully submitted,
Laurie Hafner Dahms, Secretary