

Staff Council Meeting
Wednesday, May 14, 2003, 2:30-4:30 p.m.
S401 PBB

Present: Matthew Anderson, Christine Annicella, Ella Born, Vicki Brown, Jan Christensen, Charlie Eastham, David Fitzgerald, Jo Ann Franklin, Julie Gilmore, Donna Hirst, Pamela Kacena, Hazel Kerr, Karon Kolek, Joy Kross, Mark Long, David Martin, Donna Muller, Mary Lee Neuberger, Sara Nichols, Deb Pfab, Cheryl Reardon, Sandra Reed, Christine Remmert, Janice Simmons-Welburn, Rebecca Stamy, Rachelle Stewart, Jennifer Tucker, Jan Waterhouse, Rhonda Weaver, Amy Welter, Michelle Wichman, Al Young, Heather Weber

Absent: Cheri Arneson, Anna Beadle, Julee Darner, Susan Felker, Wendy Ford, Mary Freitag, Kathy Klein, Dongwang Liu, Bonnie McIntosh, Jeffrey Wasson, Jeanette Wigim, Kathryn Wynes

Administrative Liaisons:

Sue Buckley, AVP of Finance & University Services and Director of Human Resources (HR)
Kevin Ward, Interim Associate Director of HR and Director of Employee and Labor Relations

1. **The meeting was called to order at 2:34 p.m.**
2. **Review/approval of minutes**
 - a. 4/9/03 Staff Council meeting minutes were approved as presented.
 - b. Minutes from the 4/10/03 Executive Committee meeting and the 4/22/03 Executive Committee meeting with President Skorton were reviewed. There were no comments or questions.
3. **University Safety and Security Charter Committee Report—Duane Lown and Chuck Green**

Duane Lown, a staff representative on and current Chair of the University Safety and Security Charter Committee gave a brief annual report of the committee's activities. Some works in progress that he mentioned include the following: developing a web page on safety, developing an outreach training program for second shift custodians, consideration of various signage issues and campus lighting issues.

Chuck Green gave a brief report on the use of the Taser. He mentioned that safety and security has always had a "use of force" protocol. The use of the Taser has been added to that protocol. Chuck said that a year-end report was presented to the Board of Regents (BOR) earlier this year. He also described three incidents that have occurred in which the Taser was used. In only one of these incidents was the Taser actually fired. The Taser was in a touch/stun mode for the other two incidents. It was asked how many of the University officers carry the Taser. Chuck said that all sworn University police officers carry the Taser.
4. **Comments/Regents report—Sue Buckley**
 - a. The Board of Regents (BOR) will meet next week, in Vinton on the 21st and in Iowa City on the 22nd. Sue said that the meeting will take place in the Wayne Ritchie Ballroom at the Iowa Memorial Union (IMU) on Thursday morning. The University will be presenting the annual

childcare report and will be seeking approval for some P & S classification changes. Charlie Eastham, as Staff Council President, also will be given an opportunity to address the BOR.

- b. Sue mentioned that the FY04 budget and salary policy is quite close to being completed. President Skorton is putting the final touches on his statement and is having some final consultations. A mass email will very likely be distributed on Monday, May 19th. Sue said that hopefully by mid week, everyone will have a much clearer picture of what will be happening with regard to the FY04 salary policy.

5. **Staff Celebration Day—Nancy Noyer**

Nancy first mentioned that the recent Iowa award reception was wonderful and that award recipients received a certificate suitable for framing and a pin. Nancy then thanked the Councilors who had volunteered to help with Staff Celebration Day events. She asked Councilors to post flyers that provide information about the event in their areas. She also asked Councilors to please let her know of any coworkers that might be willing to demonstrate their art during the event. Nancy also discussed the on-line drawing that will be one feature of this year's event and said that quite a few nominations have already been submitted. Nancy said that she would be contacting the Councilors who had volunteered to help with this year's event.

6. **Funded Retirement and Insurance Committee proposals—Dan Holub and Dorothy Persson**

Dan and Dorothy discussed a few things that the FRIC committee has been working on.

- 1) The first item they discussed had to do with long-term disability. The committee is hoping that administration will approve a plan to have the employer cover the cost of coverage for at least a single person.
- 2) For the second item that they discussed, Dan and Dorothy provided a handout entitled "Draft of early retirement incentive plan" and dated 4/2/03. Herb Hethcote and Richard Borchard, members of FRIC, have worked on this proposal. It would have the University continue paying the same flex benefit contribution towards medical insurance premiums that the retiree would have received if the retiree were a full-time employee and the retiree would receive a paid up life insurance policy equal to the amount that they would have received at age 65. Employee eligibility for the program would be based on age and years of service, and the benefit would continue until the employee reaches the age of 65. This plan would be very costly to the University. FRIC, however, has approved this proposal for an early retirement incentive plan and they hope that it will be recommended to the BOR next February.
- 3) The hospital has made a request to adopt a three-tier drug plan for the UI Care and UI Select health plans. FRIC has approved this request and will present its recommendation to University administration. If approved by administration, the new rates would be effective as of January 2004. There would be three levels of out-of-pocket costs in this plan: For generic medications the cost would be \$7.00 or 25%; for formulary (recommended) the cost would be \$15.00 or 30%; and for non-formulary the cost would be \$25.00 or 50%. Sue Buckley mentioned that we are the only Big 10 School that currently does not have this three-tier approach to the drug plan.

Dan mentioned that the committee has on its agenda to look at the vision insurance and hearing insurance plans. He also said that they continue to monitor the University contribution toward health insurance costs. University administration has promised to not lose ground, but the

committee would like to work toward increasing employer's contributions so that they would be more in line with other Big 10 Schools.

7. Conflict of Interest in Employment (Nepotism) Policy—Sue Buckley

Sue encouraged discussion of revisions to the policy that were included in the meeting packets. She briefly gave some background on the policy and on the University-wide committee that she co-chairs along with Lee Anna Clark. The responsibility of the committee, which includes four faculty and three staff, is to review situations where there is a potential advantage or disadvantage due to relationships (blood, marriage, adoptive, or other close relationships) in a supervisory employment context. The goal is to make sure that everyone is treated fairly and to make it clear that there is a place for any employee in the relevant work to go and express concerns. Sue drew attention to three specific changes in the policy

- a. Section 8.1: This is a general statement of policy and serves as a preamble. It makes clear the objective of fair and equitable treatment of all employees.
- b. Section 8.2: Changes in this section try to make it more clear to the entire campus that the hiring process itself might be part of the overall management plan.
- c. Section 8.7: This makes clear that there is a financial threshold. This threshold was adjusted, taking inflation into account, to make it more current.

Sue also distributed a handout, "Conflict of Interest in Employment Management Mechanism Template." This is a plan that must be prepared by the first neutral supervisor and submitted to the Committee on the Conflict of Interest in Employment after routing through the college or division office.

Staff Councilors raised a few questions regarding the possibility of discrimination in the hiring process, the difficulty in determining "amorous" relationships, the reliability of third party complaints, and the level of activity of the committee.

A motion was made and seconded for Staff Council to endorse the revisions to the policy. There was no additional discussion. The motion was approved.

9. Announcements/Adjourn

Charlie Eastham announced that Mary Freitag has resigned from Staff Council. Charlie also mentioned that he has been asked to supply names of some staff members to serve on various committees: Jana Wessels will be serving on the Committee on the Conflict of Interest in Employment; Donna Hirst, chair of Staff Council's Diversity Committee, will also be serving on the University's Diversity Committee; and Pat Arkema has been asked to serve on a flex pay study group. Sue Buckley said that she hopes to present the charge of this flex pay study group at the next Staff Council meeting.

The meeting adjourned at 3:55 p.m. to allow newly formed internal committees to meet briefly.

Respectfully submitted,
Ella Born, Staff Council Secretary