

**Staff Council Meeting**  
**Wednesday, November 12, 2003, 2:30-4:30 p.m.**  
**Rembolt Room, 115 CDD**

**Present:** Matthew Anderson, Christine Annicella, Cheri Arneson, Ella Born, Vicki Brown, Jan Christensen, Julee Darner, Charlie Eastham, Jo Ann Franklin, Julie Gilmore, Donna Hirst, Hazel Kerr, Kathy Klein, Karon Kolek, Joy Kross, Mark Long, Dave Martin, Bonnie McIntosh, Donna Muller, Mary Lee Neuberger, Sara Nichols, Deb Pfab, Cheryl Reardon, Sandra Reed, Rebecca Stamy, Duncan Stewart, Rachelle Stewart, Mary Maher Sturm, Jeffrey Wasson, Jan Waterhouse, Rhonda Weaver, Amy Welter, Michelle Wichman, Kathryn Wynes, Al Young

**Absent:** Anna Beadle, Julee Darner, David Fitzgerald, Wendy Ford, Pamela Kacena, Dongwang Liu, Christine Remmert, Jennifer Tucker

**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  
Judie Hermsen, Assistant Director of HR

1. **The meeting was called to order at 2:31 p.m.**
2. **Review/approval of minutes**
  - a. 10/8/03 Staff Council meeting minutes were approved as presented.
  - b. Reviewed minutes from the 10/15/03 Executive Committee meeting. There were no questions or comments.
3. **Announcements**
  - a. Charlie mentioned an email that he had sent out to Councilors inquiring if anyone would be interested in attending meetings with the Provost candidates. He wondered if any other Councilors were interested that had not yet responded to his email.
  - b. Charlie said that he had been given some dates to choose from for the next forum with President Skorton. Charlie also was wondering about possible locations for holding the forum. He encouraged Councilors to let him know of any ideas they had.
4. **Comments/Regents report—Sue Buckley**
  - a. The Board of Regents (BOR) is meeting right now in Cedar Falls. There are a number of items on the docket that might be of interest to Staff Councilors including approval of tuition and fees, the annual report on fringe benefits, and the regents' institutions discussing the FY04 budget reduction.

- b. Sue strongly encouraged Councilors to take this opportunity to look at online enrollment of benefits. Current selections will roll over if changes are not completed by the deadline. Sue also said it would be worthwhile to look at the benefits again, even if we are not planning to make any changes. There are some changes in the benefits being offered, such as the Vision Insurance is no longer available and there is a new option with the Delta Dental Plan.
- c. On another electronics note, Sue mentioned that beginning December 1<sup>st</sup> the entire campus will begin time reporting, for Professional & Scientific staff, via the web.
- d. Sue reported that the Health Fair on November 5<sup>th</sup> appears to have been a success. Over three thousand people attended, five hundred flu shots were given, thirty-seven pints of blood were collected and there were four hundred cholesterol screenings.
- e. Sue mentioned the recent budget reductions and that various colleges and units are communicating with the Provost's office and Human Resources. She asked Kevin Ward to address the effects on personnel. Kevin said that it is a good news/bad news situation. There likely will be some layoffs, but should be few in number and fairly isolated. HR is working hard at trying to find other opportunities for those whose positions have been eliminated. Sue talked about a recent news article referring to 90 layoffs: She wanted to explain that the article was not entirely correct in that it actually would be positions eliminated via attrition and possibly some true layoffs. Kevin also said that all furloughs are being honored and that HR is helping to support staff through the process.

**5. Anti-Harassment Policy—Judie Hermsen**

Judie reviewed the policy that the Dispute Resolution Committee has been working on. She explained that there seems to be a gap between the University's Sexual Harassment Policy and the Anti-Violence Policy. She said that at least one or two other Big Ten schools have this type of policy, but that she doesn't know if any of the other regents' institutions have a similar policy. This policy is laid out very much like the Sexual Harassment Policy. Councilors raised some questions, offered some comments, and asked for some clarifications. Charlie asked the Council if we should endorse the policy as is or if we should ask to see it again if it undergoes modifications. It was moved to endorse the policy with the caveat that it comes back to Staff Council for review prior to implementation. It was asked if the endorsement is for the draft of the policy or for the concept of the policy. The motion was seconded and approved. It also was asked who would be reviewing the policy next. Judie mentioned that it has yet to be presented to HR Unit Reps, DEOs and VPs, and the student group.

**6. Professional & Scientific (P&S) temporary appointments—Sue Buckley and Judie Hermsen**

Sue and Judie discussed a report and some recommendations that have been developed with regard to P&S temporary appointments. Sue provided an historical context. Approximately seven years ago Staff Council made a request of Central Administration to review the perceived overuse of temporary employees and the rationale behind the practice. A campus-wide task force was formed to investigate the concerns. The group focused their attention on salaried employees who were working at 50% or greater effort for up to a year. At that time, it would have been very difficult to analyze hourly employees. It is much easier to do so now with the use of People Soft.

The team that has recently examined the University's employment practices with regard to temporary P&S employees includes Judie Hermsen and Bob Millsap, in consultation with the

Senior HR Leadership Council, Richard Saunders, and Jennifer Modestou. Judie discussed their report and the recommendations they were suggesting for future employment practices. There were a few questions with regard to who all were considered in the investigation. That is, were retirees and P&S staff nurses considered? There was some additional discussion. Then Charlie asked if there was a motion to support the recommendations. It was so moved and seconded. The motion was approved.

**7. Diversity Administrative Review Committee recommendations—Charlie Eastham**

Charlie asked Councilors to consider if we should support the Review Committee's recommendations that President Skorton has not yet approved. Charlotte Westerhaus presented and discussed the committee's report at the October Staff Council meeting. At that time, Charlotte indicated that she would appreciate knowing if Staff Council would support the committee's efforts to have the additional three recommendations implemented. To this end, Charlie asked Councilors if there were any additional questions, comments, or reservations. A few comments were made regarding the need for hiring for a new position. It also was suggested, with regard to recommendation six, that perhaps it would be best to wait until after the new Provost is in place and thus allowing the new Provost's input.

Charlie then asked if there would be a motion to endorse the Review Committee's additional three recommendations. A motion was made to endorse, generally, recommendations 2, 5, and 6. The motion was seconded. Charlie asked for further discussion. A friendly amendment to the motion was offered; asking that a careful review be made as to the need for any additional positions based on the recommendations. Charlie asked for a vote to accept the motion with the friendly amendment. The motion was approved.

**8. Joint Budget Committee report—Dave Martin**

Dave said there was a lot of activity the week following Governor Vilsack's announcement of state budget reductions for FY04. Dave mentioned President Skorton's messages dated October 28, 2003 and November 3, 2003. There seemed to be consensus on the Joint Budget Committee that the University should avoid layoffs and furloughs as much as possible and that individual units, colleges, and organizations should be allowed as much flexibility as possible. Dave also mentioned that a lengthy report could be found on the Board of Regents web site that states how the regents' institutions are dealing with the budget reductions. There was a brief discussion. It was asked if there was speculation regarding any additional cuts yet this year. No answers were offered for this question.

**9. Adjourned at 4:15 p.m.**

Respectfully submitted,  
Ella Born, Staff Council Secretary