

Staff Council Meeting
Wednesday, March 10, 2004, 2:30-4:30 p.m.
S401 PBB

Present: Christine Annicella, Cheri Arneson, Ella Born, Vicki Brown, Kimberly Chamberlin, Jan Christensen, Charlie Eastham, Jo Ann Franklin, Julie Gilmore, Donna Hirst, Pamela Kacena, Hazel Kerr, Joy Kross, Dongwang Liu, Mark Long, Dave Martin, Bonnie McIntosh, Donna Muller, Sara Nichols, Deb Pfab, Cheryl Reardon, Sandra Reed, Duncan Stewart, Rachelle Stewart, Jennifer Tucker, Jeffrey Wasson, Jan Waterhouse, Michelle Wichman, Al Young

Absent: Matthew Anderson, Julee Darner, David Fitzgerald, Kathy Klein, Karon Kolek, Mary Lee Neuberger, Christine Remmert, Keri Semrau, Rebecca Stamy, Rhonda Weaver, Amy Welter, Kathryn Wynes

Administrative Liaisons:

Sue Buckley, AVP of Finance & University Services and Director of Human Resources (HR)
Kevin Ward, Senior 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 2:33 p.m.**
2. Staff Council President, Charlie Eastham introduced Keri Semrau, who has agreed to complete Anna Beadle's term on Council. Keri was unable to attend this meeting, but Charlie asked Councilors to extend a welcome to her, when they see her.
3. **Review/approval of minutes**
 - a. 2/11/04 Staff Council meeting minutes approved as presented.
 - b. Reviewed minutes from the 2/18/04 Executive Committee meeting. Charlie offered a brief explanation regarding 3.c. "Review of revised Conflict of Interest in Employment Policy." Since there were no material changes to the revised policy, the Executive Committee decided it would be most expeditious to approve the proposal without bringing it back to the full Council. It goes next to the Vice Presidents group for review.
 - c. There were no questions or comments regarding the minutes from the 2/23/04 Executive Committee meeting with President Skorton.

4. **Election of Staff Council Officers**

Mark Long, Elections Committee Chair, distributed ballots. After counting, Mark announced that Michelle Wichman would be Vice President/President-Elect and Jan Waterhouse would be Secretary.

5. Nominations for Executive Committee

Charlie explained there would be four available positions on Executive Committee. He opened the floor to nominations. The following current Councilors were nominated: Sandy Reed, Ella Born, Jeff Wasson, Hazel Kerr, and Chris Annicella. Charlie said that open nominations would continue at the April Staff Council meeting, in order to allow any newly elected or re-elected Councilors the opportunity to be nominated. The election for Executive Committee members will occur at that meeting, as well.

6. Peer Support Committee

Charlie again extended an invitation to Councilors to serve as a member of this committee. There are three vacancies on the committee. The committee has been very helpful to staff and Charlie asked that all Councilors consider serving. Dave Martin said that he has received two letters of application.

7. Comments/Regents Report—Sue Buckley

- a. The Board of Regents (BOR) is meeting today at Drake University in Des Moines. The main event with regard to the UI will be discussion of Kinnick Stadium. Sue said that another issue of direct interest to us would be discussion of three new job classifications in internal audit (Senior Auditor, Audit Specialist, and Internal Audit Manager).
- b. Sue mentioned a new initiative that could prove to be a major event when implemented: electronic applications for job opportunities. Initially, focus will be on staff only. Various other universities have already gone this route. One decision that needs to be made is whether to go with an external vendor for the program or if the UI should build its own. There are many issues to be considered yet, including communicating the value of this initiative in cost-savings and the need to address challenges, such as accessibility.

Sue asked if there were any questions. It was asked if this new initiative would include hospital employment opportunities. Sue said that it would.

A Councilor mentioned some recent news regarding a State early out program. Sue said the State has had an early out program for the past few years. She described a third possible early out program involving payout of sick leave over a five-year period of time and thought the value would be up to 75% of one's salary. Sue believes this would be attractive to a fairly narrow segment of the work force. It is not final yet. Sue did not indicate that this would be an option to UI employees.

Another Councilor inquired about the UI's phased retirement program. Sue said that about two years ago the program was renewed for seven years, so there are about five years to go in this program.

8. Staff Celebration Day—Nancy Noyer

Nancy said that May 25th has been set as the day to distribute fruit and the UI's "partners in fruit" will be UIHC's Food & Nutrition Services and Hy-Vee. Nancy passed around two sign-up sheets for Councilors to volunteer to help: a white sheet for UIHC employees and an

off-white sheet for non-UIHC employees. She said that distribution of fruit in the hospital would be in the first floor dining room or the Atrium Dining Room. They hope to have enough volunteers and wellness ambassadors to set up distribution points in the other campus buildings. Nancy also said they would be continuing the on-line contests with the following six categories for a staff member who: walks to work, has a positive attitude, coaches or mentors, volunteers for civic activities, acknowledges what others do, and performs outreach to the community. Winners will receive a \$25 gift certificate to the IMU. Nancy said that help from Staff Councilors is always appreciated.

9. Compensation Upon P&S Reclassification—Sue Buckley and Judie Hermsen

Sue explained that the Senior HR representative group has proposed some revisions to this policy. She said they would like to have Staff Council's input today. The revised policy will go to the Vice Presidents group next for consideration. Sue mentioned three reasons for pursuing these changes at this time: 1) The process for faculty promotions includes proposed compensation adjustments; 2) The pilot project since last fall that allows departments some leeway in adjusting salaries for Research Assistants; and 3) It was in 1999 when this policy was last reviewed and compensation amounts adjusted.

Judie went over the document, "Compensation Upon P&S Reclassification," that was included in the Staff Council meeting packets. Councilors raised a number of questions and there was considerable discussion. Charlie then asked Sue if she was looking for a vote of support. Sue said that she felt this would be necessary or the proposal could not go forward. Charlie asked for a motion to support the revised policy, it was so moved and seconded. The Council voted to approve the motion.

10. Proposal to extend emeritus status to retired Research Scientists and Engineers

Charlie said that his hope is to have Staff Council agree to establish an Ad Hoc committee to look into this proposal. A document that was included in the packet of materials for this Staff Council meeting lists some points that the Executive Committee thought would be good to consider as we discuss the proposal. Charlie mentioned that various ideas were expressed at the Executive Committee meeting. Charlie also said that Kathryn Wynes is interested in working on an ad hoc committee. He then opened the floor for discussion. Sue Buckley said there are a number of groups on campus discussing this proposal, including Research Council. Sue also said that she had a conversation with Lee Anna Clark about the Emeritus Policy since it is a policy of the Faculty Senate. Lee Anna indicated that it is meant to be used for persons in faculty positions. Librarians at many other institutions have faculty status, while this is not true here at the UI. It was also pointed out that Nancy Baker, Head Librarian for the UI, sits at meetings of the Deans. There was some additional discussion, with Councilors raising a few questions. Charlie suggested setting up an ad hoc committee and seeing no major objections from the Council, asked what Councilors besides Kathryn might be interested in participating. The following Councilors indicated an interest: Donna Hirst, Julie Gilmore, and Sara Nichols. Charlie also indicated that he would participate to some degree. Sue suggested that the group check with the Research Council. Cheryl Reardon asked who would ultimately make the decision on this issue. Sue said that each governance group would be asked for input, but that President Skorton and the Vice

Presidents would make the final decision. Charlie said the Executive Committee has not yet discussed this with President Skorton.

11. Bylaws amendment allowing for closed Council meetings—Michelle Wichman

A document was included in this meeting's packet of materials that lists the current Article that pertains to Staff Council meetings and the suggested revision. Michelle asked if there were any other questions or discussion regarding the proposed revision. Some concerns were expressed and some clarifications made. Sue Buckley suggested one correction to Section 2. (4): Change "Director of Human Resources and Senior Associate Director of Finance and Operations . . ." to "Director of Human Resources and Senior Associate Director of HR . . ."

Charlie pointed out the motion was made and seconded at February's Staff Council meeting to consider the proposal for this amendment. He now called for a voice vote. The motion was approved.

12. Report on GEF Task Force—Charlie Eastham

Charlie said there is still time to make comments or suggestions to the task force via email. The email address is available on the web site. There have been approximately 160 – 170 responses to the web site, with the majority coming from staff.

13. Outgoing Staff Council President's comments

Charlie acknowledged the current Councilors who would be completing their terms, mentioned the few who were seeking re-election, and thanked the Chairs of the various internal committees. He mentioned the importance of extending recognition to fellow staff through Staff Council's Longevity and Outstanding Staff Awards programs, and the BOR's Staff Excellence Awards. Charlie listed some of the events that he participated in such as Convocation, the BOR lunch, and changing the format of Staff Celebration Day. He feels that the switch this year to electronic elections has been worthwhile on two fronts: It will mean a cost savings in future years and the numbers of total voters was similar to last year. Charlie sincerely believes the UI administration is committed to shared governance and stressed the importance of staff participation in such activities as search committees, review of colleges and offices, and task force committees. He pointed out there are 47 staff members on Charter and Non-charter Committees. Charlie also listed a few of the issues and proposals that Staff Council considered over the past year.

Charlie then welcomed Cheryl Reardon as the next Staff Council President and passed the gavel to her. Cheryl thanked Charlie for his leadership this past year. She presented him with a few gifts and mentioned a thank you card that Al Young had prepared – Charlie would receive it once all current Councilors had a chance to sign it.

13. Adjourned at 4:07 p.m.

Respectfully submitted,
Ella Born, Staff Council Secretary