

## **Staff Council Meeting Minutes**

Wednesday, February 9, 2005

2:30 to 4:30 p.m.

S401 PBB

**Present:** Chris Annicella, Cheri Arneson, Lori Bassler, David Bergeon, Linda Bergquist, Ella Born, James Bradley, Kimberly Chamberlin, Lori Cranston, Julee Darner, Janet Duncan, Charlie Eastham, Nancy Fick, David Fitzgerald, John Forys, Jo Ann Franklin, Julie Gilmore, Mary Greer, Maggie Hogan, Lisa Marie James, Kristy Johnson, Hazel Kerr, Deborah Kohler, Mark Long, David Martin, Mary Lee Neuberger, Sara Nichols, Deb Pfab, Cheryl Reardon, Sandra Reed, Helen Rittenmeyer, Heather Schnoebelen, Keri Semrau, Julie Sexton, Sheri Sojka, Barbara Spence, Rebecca Stamy, Duncan Stewart, Rachelle Stewart, Jennifer Rucker-Richman, Jeffrey Wasson, Jan Waterhouse, Rhonda Weaver, Michelle Wichman, Kathryn Wynes, Al Young

**Absent:** Nadira Ahmad, Kathy Klein, Bonnie McIntosh, Janette Pettus

**Administrative Liaisons:** Kevin Ward, Associate Director of Human Resources

**The meeting was called to order at 2:34 p.m.**

### **1. Review and approval of minutes**

- a. Staff Council Meeting Minutes, January 12, 2005. Approved as submitted.
- b. Staff Council Executive Committee Meeting Minutes, January 19, 2005. Minutes reviewed. A question was asked about the Tuition Assistance Program appeal process. This will be discussed at the April 2005 Staff Council meeting.
- c. Staff Council Executive Committee Meeting with President Skorton, January 20, 2005. Minutes reviewed without comment.
- d. Staff Council Executive Committee Meeting with Provost Hogan, January 13, 2005. Minutes reviewed without comment.

### **2. Guests: Katherine Tachau, Faculty Senate President, and Lindsay Schutte, President of UI Student Government**

- a. **UISG presentation:** UISG governs 400 student organizations, including allocation of student fees to the organizations. Three separate senates – academic senate, activities senate, and graduate & professional student senate - meet monthly. All representatives are elected from within their discipline. Elections are held in March. In addition, there are at-large senate seats elected in the fall. The President and Vice President are elected at large in March, along with a slate of senators. UISG initiatives this year included internal rebuilding, advocacy (e.g., environmental, higher education funding), and civic engagement. UISG leaders are now

working with President Skorton to increase student voter turnout for UISG elections.

- b. Faculty Senate presentation:** The Senate's first initiative this year was registering support for colleagues who conduct research involving animals. A more recent issue concerns preserving faculty and staff benefits in times of economic austerity. The next challenge that the Senate plans to address is the Board of Regents' plan to consolidate business functions across all three institutions. The Senate is concerned about the prospect of consolidation of benefits, especially in light of the current negotiations with Wellmark. Faculty Council has been supportive of a campus-wide survey relating to gender equity issues for faculty. Staff Council may wish to consider conducting a parallel staff survey. The Faculty Senate worked to refine the Policy on Sexual Harassment, in particular the definition of academic or administrative officers who must report allegations. The Senate also provided input about the background check policy. The Senate would like to review all of the charter committees. The Senate officers have asked for all task forces and committees to be listed on the UI web site so that members of the University community have a point of contact for each group. The Senate is currently developing a study about guidelines for establishing new faculty tracks. The Senate will ask for staff input when the Senate has determined its preferences/interests.

Structure of Faculty Senate: The number of senators is based on the number of faculty members in each college. All faculty can nominate and vote for individuals from their college. The Faculty Council, similar to the Staff Council Executive Committee, is elected from the Faculty Senate membership. Senators are elected to three year terms. There are four elected officers with terms beginning in late April of each year.

A question was asked from the floor as to whether unions have contacted faculty relating to the possibility of organizing. President Tachau is not aware of any direct contact.

### **3. Comments/Regents Report, Kevin Ward.**

- a. The next Board of Regents meeting** will be held in March in Ames. The Human Resources Committee will meet, and they are expected to discuss the furlough option proposal.
- b. Collective bargaining process update.** Negotiations are ongoing with all three unions. HR is reviewing the proposed pay structure for the AFSCME contract.
- c. Workers Comp Redesign.** HR is undertaking efforts to redesign the work effort in workers comp cases, with the goal of meshing the workers comp process with disability accommodations, disability benefits, and other related benefits. HR is currently searching to fill an open position

that will act as a case manager for such cases. HR is also moving toward an on-line first report of injury.

#### **4. Staff Council Business**

**a. Cultural Diversity Day Festival, February 20<sup>th</sup>, Jennifer Tucker-Richman.**

This is an annual community event to celebrate the various cultures that are represented on campus. The Staff Council Diversity committee has decided to volunteer to assist vendors with moving items into the building. A sign-up sheet was passed around for all councilors to volunteer for 30 minute shifts.

**b. March 1<sup>st</sup> Open Forum with President Skorton.** A sign-up sheet was passed around for councilors to indicate their plans to attend.

**c. IPTV volunteer opportunity.** Iowa Public Television is seeking volunteers to work at a fund drive on March 5<sup>th</sup> in Johnston, Iowa. A sign-up sheet was passed around for councilors to volunteer. If there is enough interest, Staff Council may rent a UI vehicle and carpool.

**d. Emeritus policy.** The draft policy is provided in the meeting packets. The benefits of emeritus status are not listed in the policy, but will be listed on the Provost's website. A question was asked as to why there is no grievance procedure if someone is not granted emeritus status when it is permissive conferral. Permissive conferral is granted based on very unique circumstances when someone is not in the automatic conferral. A motion was made and seconded that Staff Council endorse the draft policy. The motion carried with 2 opposed and 2 abstentions.

**e. Elections Update, Mark Long.** Staff Council Elections commence tomorrow with emails to constituents. Elections close on Feb. 24.

**f. Outreach and Public Engagement Month.** The Year of Public Engagement starts on July 1, 2005. Staff Council Executive Committee has decided to set up a committee to spearhead public outreach projects for Staff Council. Volunteers will be solicited during the April Staff Council meeting.

**g. Ombudsperson nominations.** The Search committee has asked for Staff Council input. If anyone wishes to provide a nomination, please submit names to Cheryl or directly to the search committee.

**h. Adoption Benefits proposal, Diana Boeglin.** The Human Resources Committee reviewed a draft proposal relating to adoption benefits and responded with some questions and concerns. Ms. Boeglin appreciates Staff Council's willingness to remain open to further consideration as the proposal is developed and refined. Staff Council has suggested forming a committee to continue discussing and refining the proposal.

**i. Update on Executive Committee meeting with Provost Hogan.** Quarterly meetings have been scheduled for the next year. Provost Hogan expressed his strong commitment to shared governance and his interest in establishing a process for staff input at the collegiate level. Executive Committee will work on developing a proposal for his consideration.

**j. Nomination of Staff Council Officers.** The following nominations were made:

- a. Secretary: Mary Lee Neuberger.
  - b. Budget Officer: Lori Cranston.
  - c. VP/President Elect: Jan Waterhouse, Ella Born, David Bergeon.
- Nominations for these positions were closed.

- 5. Joint Faculty/Staff Budget Committee, Charlie Eastham.** Charlie provided an overview of the committee. Organization, processes, issues. Organization: The Committee is comprised of both Staff Council and Faculty Senate members. There are 7 Staff Council members with 3 year terms. Co-chairs of the Committee are the past presidents of Faculty Senate and Staff Council. The Committee charge is to advise the President about the use of GEF funds and other budgetary issues affecting faculty and P&S staff. Other bodies with input on budget issues include the Deans, UIHC Administration, and the Vice Presidents. The Committee made progress this year in establishing a time frame as to when important budgetary decisions are made each year. The Committee is trying to become more proactive in its approach. Staff members who serve on the committee need to develop informed opinions based on financial information, develop a scope of opinion that is wider than self-interest, and be willing to assert staff opinions within the Committee. Issues that the Committee currently is considering include the Board of Regents proposal to the state legislature to increase funding to the universities conditioned on specific criteria including internal reallocations of funds; reallocation guidelines; the tuition increase policy; the Board of Regents consolidation proposal; and the salary policy.
- 6. Discussion of Staff Council Accomplishments.** Cheryl will prepare a year-end report on behalf of Staff Council. The report will be presented to the Staff Council in March, followed by a report that will be sent via email to all constituents. Cheryl distributed questionnaires to all councilors and asked for input about individual, committee, and Staff Council accomplishments over the past year. This information will be included in the year-end report.

**The meeting was adjourned at 4:20 p.m.**

Respectfully submitted by  
Jan Waterhouse, Secretary