

**Staff Council Meeting Minutes**  
**May 12, 2004, 2:30 – 4:30 p.m.**  
**S401 PBB**

**Present:** Christine Annicella, Lori Bassler, David Bergeon, Linda Bergquist, Ella Born, James Bradley, Lori Cranston, Janet Duncan, Charlie Eastham, Nancy Fick, David Fitzgerald, Jo Ann Franklin, Julie Gilmore, Mary Greer, Steven Long, David Martin, Bonnie McIntosh, Mary Lee Neuberger, Sara Nichols, Deb Pfab, Cheryl Reardon, Sandra Reed, Heather Schnoebelen, Sheri Sojka, Rebecca Stamy, Duncan Stewart, Rachelle Stewart, Jennifer Tucker, Jeffrey Wasson, Jan Waterhouse, Kathryn Wynes, Al Young

**Absent:** Nadira Ahmad, Cheri Arneson, Kimberly Chamberlin, Julee Darner, John Forys, Lisa James, Kristy Johnson, Hazel Kerr, Kathy Klein, Deborah Kohler, Mark Long, Keri Semrau, Julie Sexton, Barbara Spence, Rhonda Weaver, Michelle Wichman

**Administrative Liaisons:** Sue Buckley, AVP of Finance and University Services and Director of Human Resources; Kevin Ward, Senior Associate Director of Human Resources and Director of Employee and Labor Relations

1. **The meeting was called to order at 2:34 pm**
2. **Introduction of New Councilors**
  - Loretta (Lori) Bassler, Academic/Administrative
  - James Bradley, Special Services/MSEC
  - Janet Duncan, Special Services/MSEC
3. **Review and approval of minutes.** The Staff Council meeting minutes from the April 14, 2004 meeting were reviewed and approved with an amendment to the minutes section. The minutes from the Executive Committee meeting on April 19, 2004, and the Executive Committee meeting with President Skorton on April 20, 2004 were reviewed.
4. **Elections/Call for Nominations.**
  - a. Nominations were taken for two vacant Professional-Research positions. The following individuals were nominated: Janette Pettus, Deborah Feddersen, Brett McCormick, Gilbert Falcon, Marlys Dunphy, Judy Heilman, and Mary Margaret Hogan. Nominations were closed.
5. **Staff Council Business.**
  - a. **Report on GEF Task Force.** Cheryl described the process utilized by the Task Force. The Task Force started meeting in late January 2004 and met more than weekly. President Skorton gave charge as stated in the Task Force report. The Task Force was examining only General Education Funds in non-academic programs, based on the President's charge which

flowed from a directive from the Regents. The Task Force developed criteria to evaluate non-academic programs. Subcommittees met with Vice Presidents and various directors to gather necessary information about the programs under review. The Task Force solicited and considered suggestions via email, many of which were from staff, and which were quite helpful. Open meetings were also held to create opportunities for staff members and others to voice their opinions. Then the Task Force reviewed program budgets and formulated recommendations.

Cheryl met with the other constituency presidents and President Skorton on Monday. The Vice Presidents are now trying to make decisions for the FY05 budget. Some recommendations, if implemented, could result in elimination of staff positions, but for sound reasons that were not related to individual performance. Some of those units may be able to obtain external funding to reduce the number of positions actually eliminated.

\$2 million will be cut in FY05. Any additional feedback about priorities for FY05 needs to be given by the end of this week.

The following comments were offered by councilors: Cutting some of the services recommended for cuts might mean that units will have to pay more to purchase services outside of their department or outside of UI. The Task Force did a good job of spreading the cuts broadly so that no single unit is hit significantly harder than others.

- b. **Report from Ad Hoc Committee.** Charlie Eastham, Sara Nichols, Julie Gilmore, Kathryn Wynes, and Donna Hirst are committee members. The committee has met twice to discuss the proposal to extend emeritus status to retired research professionals. The committee will provide a written summary with recommendation for the June Staff Council meeting. The proposal includes assistant/associate research scientists and research engineers. The committee seems to agree with the rationale in the proposal for extending emeritus status to these groups. They are still discussing whether it may be feasible to provide database access and other benefits (e.g. parking) upon conferral of emeritus status. The Council may want to consider a recommendation that benefits be granted only based on the availability of those benefits. The other classifications discussed in the proposal seem different and probably should not be included in the granting of emeritus status. One concern was noted by a councilor about whether granting access to UI databases may lead to usurpation of UI work product.

The emeritus status policy is a faculty policy, so any recommendation will need to be reviewed by the faculty senate and then would go before the Vice Presidents for consideration.

- c. **Peer Support Committee Update.** Dave Martin, Mary Lee Neuberger, and Jeff Wasson are the new Peer Support Committee Members. Ella Born is the new committee chair. Training will be coordinated and provided in conjunction with Human Resources.
- 6. **Comments/Regents Report,** Sue Buckley and Kevin Ward.
  - a. **P&S Salary Market Survey.** President Skorton asked HR to conduct a salary market study for staff in the Big 10. The Provost's Office was asked to conduct a salary market study for faculty. P&S positions are described differently by each university, which made it challenging to compare positions. Other institutional differences also affect the comparison, such as geographical location, size of metropolitan areas, cost of living, presence of a health center, and whether the institution has a system-wide salary scale. The survey provides a snapshot of data at one point in time, from the 2002-2003 fiscal year. HR also looked at other peer institutions outside of Big 10. The survey examines salary only, without consideration of benefits. Positions were included only if there were matches for that position at 3 or more other schools.

FY05 salary policy letters directed colleges to pay attention to results of survey in making salary decisions.

Overall, the results show we're close to the market average in most classifications. Some classifications will need further study if the UI average does not seem to fit with the market information.

This topic will be included on the June meeting agenda so that councilors have an opportunity to review it in detail and formulate questions. Sue and Kevin invite questions by email to Kevin so that they can prepare to address those questions.

- b. **Policy on P&S reclassification** has been approved, effective July 1, 2004. If the reclassification is 1 grade higher, the salary adjustment will be \$2500 or 5%; 2 grades higher will provide an increase of \$3000 or 6%; 3 grades higher will provide an increase of \$3500 or 7%. When a reclassification occurs, if the new salary after adjustment isn't at the first quartile of the new grade, the department can ask the org/college to raise the salary to the first quartile. Orgs/colleges will evaluate salary equity within the department and make a recommendation to central HR for final decision.
- c. **FY05 Salary Policy.** The salary policy has been released, providing guidance to colleges/orgs relating to salary increases for FY05. Colleges/orgs are to have average increases of 1-2.5% regardless of the source of funds. If the average is lower or higher than this stated range,

the college/org must get prior approval from the Provost and HR. The increase of 1.7% is being distributed to colleges/orgs from UI money. The UI was given no increase in salary money from the state legislature. Any salary money from the legislature would have to be used for salary. Since the money is coming from the UI, that limitation does not apply. Therefore, colleges/orgs could give less in salary increases and use the extra money for other purposes. The salary policy provides guidance to give extra salary increases to RA I's, RA II's, and RA III's if appropriate and funding permits that flexibility. The P&S pay scales were raised 0% at the minimum, 2% at the maximum. This may cause more overlap between the merit and P&S scales but should reduce the perception of P&S staff falling back within their grade. Individual increases below 0% or above 8% will require HR approval.

On the merit side there is no July 1 increase. Normal step increases will be given throughout year. There will be a 2% increase in the scale on January 1, 2005. The top of scale will increase an additional 2%. Salaries will also be adjusted (reduced) to reflect a reduced number of work hours in FY05, but those reductions are minor and will be more than offset by increases.

A question was asked about whether HR tracks increases by department to see if there are any patterns with departments giving higher or lower than average raises. Sue recognized that some colleges have access to more external funds, so in the current environment they may have the ability to give higher raises.

A question was asked whether it is true that RAs get reclassified more often than other P&S staff. Sue agreed to present more information on that topic at a future Staff Council meeting.

## 7. **Committee Reports**

- a. **University/Governmental Relations Committee**, Sara Nichols. The committee received 38 nominations for the outstanding staff award and 13 nominations for Regents award. The committee will make selections this month, and can give 6 of each award. These awards help staff to be acknowledged and appreciated. Other plans for this year include increasing staff outreach to community organizations to inform the community about the role staff performs for the UI. The committee also wants to jointly sponsor a Chamber of Commerce reception with the Faculty Senate.
- b. **Education Committee**, Rachele Stewart. The committee is selecting recipients for tuition scholarships for the summer. Applications for fall semester are due July 19. Michelle will be submitting a proposal to revise the UI's Tuition Assistance program. Mary Jo Small Fellowship

applications are due June 1; the maximum award is \$1500. Recipients are announced in August. The new councilor orientation was held in April. The committee also provides a presentation for the new faculty/staff orientations. They plan to update that presentation, and give similar presentations to other units/organizations.

- c. **Joint Faculty-Staff Budget Committee**, David Martin. The committee meets monthly with Vice President True, Sue Buckley, and the Provost to discuss budget issues. Co-chairs meet separately with Vice President True to set the agenda for meetings. The committee receives updates about Regents meetings, federal budget issues in the fall, and state legislative updates in the spring. This year the committee has discussed flexible pay options, GEF Task Force recommendations, enrollment management and tuition, fringe benefit rates, salary/benefits policy, and early retirement policies. The committee will have one opening; nominations will be taken in June and the Executive Committee will select the new member in August.
8. **Survey on Sexual Harassment**, Nancy Hauserman. The task force was appointed by the Council on the Status of Women. Nancy is on Task Force but is not a member of CSW. The survey is designed to repeat a similar survey done 10 years ago, but will be broader. This is being done based on a recommendation of a task force appointed by Interim President Boyd. Nancy asks that we not release the survey so as not to skew the final results. This survey will go to all UI faculty, staff, and students with a cover letter from President Skorton. A pretest is planned for July, and the final survey will be run online in September. The task force plans to offer the survey to other schools after we've run it, so that we could compare results. The task force invites comments by email. Most people who have taken the survey so far have spent 10-15 minutes to complete it. The cover letter will explain how long it should take.
9. **The meeting was adjourned at 4:19 p.m.** to allow committees time to meet.

Respectfully submitted by  
Jan Waterhouse, Secretary