

**Staff Council Meeting Minutes**  
**Wednesday, October 13, 2004 , 2004 2:30 - 4:30 p.m.**  
**S401 PBB**

**Present:** Christine Annicella, Lori Bassler, David Bergeon, Linda Bergquist, Ella Born, James Bradley, Janet Duncan, Charlie Eastham, Nancy Fick, David Fitzgerald, John Forys, Julie Gilmore, Mary Greer, Maggie Hogan, Hazel Kerr, Kathy Klein, Deborah Kohler, Mark Long, David Martin, Bonnie McIntosh, Mary Lee Neuberger, Sara Nichols, Janette Pettus, Deb Pfab, Cheryl Reardon, Helen Rittenmeyer, Keri Semrau, Julie Sexton, Sheri Sojka, Barbara Spence, Rebecca Stamy, Rachelle Stewart, Jennifer Tucker, Jeffrey Wasson, Jan Waterhouse, Rhonda Weaver, Michelle Wichman, Kathryn Wynes

**Absent:** Nadira Ahmad, Cheri Arneson, Kimberly Chamberlin, Lori Cranston, Julee Darner, Jo Ann Franklin, Lisa James, Kristy Johnson, Sandra Reed, Heather Schnoebelen, Duncan Stewart, Al Young

**Administrative Liaisons:** Sue Buckley, Associate VP for Finance and Operations; Kevin Ward, Senior Associate Director of HR

**The meeting was called to order at 2:33 p.m.**

- 1. Introduction of New Councilor.** Welcome to Helen Rittenmeyer, Department of Urology, new councilor in the Professional Health Care/Nursing category.
- 2. Approval and review of minutes.**
  - a. Staff Council September 2004 meeting minutes were approved as submitted.
  - b. Executive Committee September 2004 meeting minutes were reviewed with no discussion.
  - c. Executive Committee June 2004 meeting minutes were reviewed with no discussion.
- 3. Maile Sagen & Lon Moeller, Office of the Ombudsperson. Summary of annual report.**
  - a. The annual report is available on-line. The office saw a significant increase in incidents of incivility in the workplace. This trend is continuing into this fall. The office is discussing with HR how to address the trend.
  - b. Due to budgetary constraints, there are fewer people being asked to do more work on campus, which raises concerns about the amount of time to complete work and staff members' qualifications to do the work. Staff can use the administrative review process to address these concerns.
  - c. The office has completed an internal self-study, which has been submitted to the review committee for further consideration.
  - d. Discussion points raised by Councilors:
    - i. Whether there is a possibility of having an ombudsperson position in the UIHC. The Ombudsperson's Office is flexible in terms of scheduling appointments outside of regular hours, meeting with people in the

hospital as needed. The Ombudsperson's Office review committee is still meeting and this type of suggestion could be taken to that committee. About ¼ of last year's complaints were from that side of the river.

- ii. The office has made efforts to publicize its services, especially to students. This could account for some of the increase in complaints.

#### **4. Comments/Regents Report, Sue Buckley.**

- a. **The November Board of Regents meeting** will be at UNI.
- b. **Academic credentials.** On Friday, Oct. 15, 2004 all staff will receive an email from Central HR informing them that they can enter their academic credentials on the HR self-service web site. This option will be open for one month. After that time period, HR administrators can enter new information. Entering information gives the UI permission to validate that information. HR would like to have entered all degrees, licenses, and certifications relevant to each staff member's profession.
- c. **GEF Task Force update.** Central HR has made its final recommendations to the President and Vice Presidents. Central HR recommended:
  - i. Flex allocation for dual-employed spouses/partners: defer the recommendation. If it is pursued, do so in a broader review of the entire flex credit system.
  - ii. TIAA/CREF vesting: implement as a 2 year vesting program with a provision to allow for short breaks in service.
  - iii. Vacation accruals: do not implement the recommendation.
- d. **New Option for Staff Furloughs.** (discussion continued from September meeting) A revised proposal is included in the meeting packet. Discussion points:
  - i. The 90 day period may be too short to secure a new position. Staff members have the choice to decline this option, but there is concern that their declination may negatively impact their working environment. If that would happen, the HR representative should be asked for assistance. The key is that the employee controls the decision. HR realizes this option won't work for all situations, but there are many circumstances in which both the department and the staff member are better off to separate sooner. The employee does not have the right to request this option, but the department must be able to make the initial decision as to whether they can offer the outlay of the lump sum.
  - ii. There are 2116 P&S staff members in career status. 68% are in academic/admin; 12% in professional/health care; and 20% in research group.
  - iii. The staff member loses furlough rights if he/she declines a position that is offered, unless there is a compelling reason to decline the position.
  - iv. A councilor suggests extending the time for the staff member to accept or decline from 2 weeks to 3-4 weeks.
  - v. There was a suggestion to give the staff member the option to terminate anytime during the 90 day period and receive the lump sum payment to allow more flexibility. The current proposal does not address termination during the 90 day period.

- vi. There would be an increased incentive to find a new job sooner if the staff member were not giving up the lump sum by doing so.

A motion was made and seconded to support the proposal to add a second furlough option with the following amendments:

- extend the period for a staff member to accept or decline to 3 weeks, and
- allow for the lump sum payment if staff member terminates before the 90 day period expires.

Vote: 10 in favor; 18 opposed; 6 abstentions. Motion did not carry.

A motion was made and seconded to endorse the recommendation as written as a pilot program, with a request to have a report at the end of the pilot. Vote: 19 in favor; 9 opposed; 7 abstentions. Motion carries. Sue asks for those who voted against the proposal to email Sue or Judie with their reasons.

## 5. Staff Council Business

- a. **Staff Council Service Award.** Executive Committee presented a proposal to President Skorton to establish a new Staff Council Service Award to recognize staff service to the UI. President Skorton has indicated his support and offered to provide some funds for the award (\$500/year for 4 years). The cash award is intended to go to the individual, but that will exclude merit staff from being eligible. Board of Regents Staff Excellence Award money goes to the department for use by the individual, and it carries over from one fiscal year to the next. If the cash goes to the individual, it is taxable income so would reduce the amount actually received. Recognition and reward of staff is one of Staff Council's most important roles. A motion was made and seconded to adopt the proposal to establish the award as presented in the packet attachment. Motion carried with 0 opposed, 1 abstention.
- b. **Staff Council Budget Officer Proposal.** Executive Committee has created a proposal to establish a budget officer position on the Executive Committee. The draft proposal is attached in the meeting packet. The past practice has been for the past president to handle Coke Funds (\$50,000) and the president to handle GEF funds (\$10,000). The new position would spread out the work and improve the financial planning and administration of Staff Council. There was a suggestion to extend the term beyond one year so the position would benefit from experience and memory. Alternatively, the term could be renewable for 2-3 consecutive years. The proposal could state qualifications for the budget officer, or this position could be intended to be a training/development opportunity for someone who doesn't have budgeting experience. There was a suggestion for the past president to have voting rights on Executive Committee if this position is created (to avoid the possibility of a tie vote). The By-laws committee would need to incorporate this suggestion into by-laws. A motion was made and seconded to create the position with further discussion of the details (including the term of position). Motion carried with 0 opposed, 0 abstentions.
- c. **Bylaws Changes, Julie Gilmore.**

- i. Committee chairs have been asked to provide information to the By-laws Committee about possible revisions to the by-laws for each committee.
  - ii. By-laws Committee proposes an amendment to delete the Web Advisory Committee from Article XIV. The work of this committee has been assumed by the Executive Committee and office manager. A motion made and seconded to amend Article XIV by deleting the Web Advisory Committee. Motion carried with 0 opposed, 0 abstentions.
- d. Homecoming Report, Kathy Klein.** The UI Homecoming Committee was very impressed by the Staff Council banner which was placed in the Vito's window downtown. Staff Council was in the parade, handing out candy with Staff Council stickers on it. A replica of the banner was placed on the parade car, which was a black and gold convertible. The Alumni Association donated 100 pom-poms to pass out during the parade. A photo of the banner could be put on the web site and/or in News & Views. The committee recommends that Staff Council participate again next year.
- e. Attendance policy reminder.** The By-laws indicate that if a councilor misses more than 3 meetings, Cheryl will send an email reminder to the councilor; and if a councilor misses more than 5 meetings, the Executive Committee has to review the councilor's attendance. Please review the meeting minutes each month to make sure that your attendance is recorded accurately. If you arrive late to a meeting, please make sure to sign-in, or send an email to let us know that you're there so your attendance is recorded.
- f. Staff Council Social Event, Chris Annicella.** An event is being planned for after the Dec. 8 Staff Council meeting. All are invited to go downtown and socialize. Door prizes will be available. The goal is to get to know one another better.
- g. Strategic Planning Process update, Cheryl Reardon.** There will be open forums tomorrow and on Oct. 18 to provide feedback to the Strategic Planning Committee. Five subcommittees have been formed: diversity, undergraduate experience, public engagement and outreach, research and post-baccalaureate education, and organizational vitality. The draft plan will be presented to Staff Council for feedback. The plan may influence the budget reallocation planning process.

## 6. Announcements

- a. CSW liaison.** Executive Committee selected Barb Spence to be the Staff Council liaison to the Council on the Status of Women for this year.
- b. Sign-up for Forum with President Skorton** was passed around to indicate plans to attend.
- c. Sign-up for volunteers** to help place pom-poms on seats at Ohio State football game was passed around.
- d. Sign-up for volunteers** to serve on VP Research grant review committees was passed around.

## 7. FRIC Report, Dan Holub.

- a. GEF Task Force recommendations.** FRIC made the following recommendations relating to the Task Force benefits recommendations:
  - i. Flex credit allocation for dual-employed couples: FRIC recommended against this reduction.

- ii. TIAA/CREF 3 year vesting: FRIC supports this proposal.
  - iii. Vacation accrual maximum: FRIC recommended against this proposal.
- b. Insurance rates.** The UI Care out of pocket maximum will be raised next year. That maximum has not been increased since 1995. There will be an average increase (in premiums) of 12% next year. Increases for individual plans range greatly depending on the claims experienced last year, from 0 to 25% (which is the maximum increase). UI Care will increase 25% except for family coverage. Flex credits will also increase on average 12%. The goal is for the UI to pay 100% of the single coverage and 75% of the family coverage.

**The meeting was adjourned at 4:19 p.m.**

Respectfully submitted by  
Jan Waterhouse, Secretary