

Staff Council Meeting Minutes
Wednesday, November 10, 2004, 2:30 - 4:30 p.m.
102 CDD

Present: Christine 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, Julie Gilmore, Mary Greer, Maggie Hogan, Lisa Marie James, Kristy Johnson, Hazel Kerr, Kathy Klein, Deborah Kohler, David Martin, Bonnie McIntosh, Mary Lee Neuberger, Janette Pettus, Cheryl Reardon, Sandra Reed, Helen Rittenmeyer, Keri Semrau, Julie Sexton, Sheri Sojka, Barbara Spence, Rachelle Stewart, Jennifer Tucker-Richman, Jeffrey Wasson, Jan Waterhouse, Rhonda Weaver, Michelle Wichman, Kathryn Wynes, Al Young

Absent: Nadira Ahmad, Jo Ann Franklin, Mark Long, Sara Nichols, Deb Pfab, Heather Schnoebelen, Rebecca Stamy, Duncan Stewart

Administrative Liaisons: Sue Buckley, Associate VP and Director of Human Resources; Kevin Ward, Senior Associate Director of Human Resources

The meeting was called to order at 2:31 p.m.

1. Approval and review of minutes

- a. Staff Council Meeting Minutes, October 2004. Approved.
- b. Staff Council Executive Committee Meeting Minutes, October 2004. Reviewed with no discussion.
- c. Staff Council Executive Committee Meeting with President Skorton, October 2004. Reviewed with no discussion.

2. Comments/Regents Report, Sue Buckley.

- a. **Board of Regents meeting at ISU.** HR Committee will meet. The annual diversity report will be presented by the Office of Equal Opportunity and Diversity. Other issues will be discussed but are not yet determined.
- b. **Open enrollment** ends Nov. 19 for staff in flex benefits program. Encourage colleagues to review the plan options, particularly health care plans, to determine what plan best meets their needs.

3. Staff Council Business

- a. **Coke Funds Allocation, Charlie Eastham.** Staff Council received \$50,000 in Coke funds for FY05. Executive Committee awards funds within each of the five categories. We have not received as many requests for funds in some of the categories this year, while in other categories the requests exceed the allocated funds. Therefore, Executive Committee asks the Council to allow the Executive Committee to allocate the remaining funds this year in excess of the percentages for the remaining categories (Outreach,

Recognition & Reward). A motion was made and seconded to approve this request. The motion carried with none opposed.

- b. By-Laws, Julie Gilmore.** Committees that haven't presented revisions to Bylaws are asked to submit revisions as soon as possible. By-laws Committee has submitted several proposed changes as reflected in the meeting packet, pertaining to the Elections Committee and adding the Budget Officer to Executive Committee. These changes were presented during the October Staff Council meeting.

The meeting packet handout contains a typo in Article XIV. "Scope of Concern" should not be struck.

Comments from the floor:

- Article VI, Section 1 should specify a date in January.
- Article VI, Section 3. Nominations should be presented "in writing."
- Article VII Section 2. Recount provisions should specify that the challenger will be notified of the results of the audit.

These comments will be reviewed by the Bylaws and Elections Committees and the changes will be presented again in December.

Elections Committee has created a document that contains procedures which will be maintained separately from the Bylaws. The destruction of ballots after an election (from Article IX Section 3) will be specified in the procedures document.

- c. Strategic Planning Process Update.** The subcommittee draft proposals have been submitted to Provost Hogan. The next step is to compile one document for review and comment on campus. Further discussion is planned for the January Staff Council meeting.
- d. Revisions to Operations Manual Chapter 28, Charlie Eastham and Michelle Wichman.** Staff Council has traditionally sought to have staff involved in review committees. Executive Committee has submitted to President Skorton some proposed revisions to Chapter 28 to add staff and student involvement on committees. President Skorton has committed to continue including staff on review committees while the changes are being reviewed. These revisions will be considered during a broader review of Chapter 28 by the Provost's Office, which should be finalized in the next few months.
- e. Staff Council Social Event** is planned to follow the December 8, 2004 meeting, at Atlas World Grill, lower level, 4:45 p.m. -7:00 p.m. All councilors are encouraged to attend.
- f. Announcements:**
- Councilors are invited to bring a guest to the December Staff Council meeting, to get people interested in Council before elections.

- Any comments about the Athletics Merger Review Committee should be forwarded to Cheryl, who has been invited to meet with the review committee
- Heather Schnoebelen had a baby boy on Nov. 1. Congratulations to Heather!

4. **Provost Michael Hogan.** Provost Hogan states that he would like to meet with Staff Council regularly. He has maintained positive relationships with staff in the various offices in which he has worked. He views staff as partners in carrying out the mission of the university. He has been aware of the University of Iowa's strong tradition of shared governance for many years, and he supports continuing that tradition to maintain a healthy relationship between faculty and staff concerning governance decisions.

Questions from the floor:

- What changes would he like Staff Council to consider?
 - He would be pleased to join the Executive Committee's meeting with President Skorton, or meet separately with the Executive Committee. Provost Hogan would appreciate regular lines of communication with Staff Council.
- How open will he be with information from the Joint Faculty/Staff Budget Committee?
 - Provost Hogan is willing to share all information with Staff Council. He expects to continue to consult with Staff Council regarding reallocation decisions.
- Who will make reallocation decisions each year?
 - Provost Hogan is meeting with the Deans and is still developing a plan. He tentatively plans to ask the Colleges to prepare budget plans that include reallocations of 2% of their current budgets. The details are not yet finalized but this is the general outline of the plan. The centrally held funds would be used to further the goals of the new strategic plan, and would be awarded based on application for specific proposals.
- Why is it important to raise faculty salaries when staff salaries may not be raised to the same degree?
 - A significant amount of the reallocated funds must be earmarked to replace lost faculty lines. The University has lost 85 faculty lines in recent years. We will have to replace lines where they have been lost and where they are needed to serve student populations. Provost Hogan believes in benchmarking salaries of all levels of faculty, based on salary and productivity, compared to their peer group.
- How would he encourage Deans to involve staff in decision-making processes?
 - Provost Hogan believes that staff should be involved in decision-making processes. Staff should be represented on all review committees. Staff in each college should meet regularly with the Dean of the college at least twice per semester. He personally has found staff to be very interested in the operations of the academic units, and to have very helpful ideas and suggestions. The Provost's Office is revising the Decanal review and college review process. Provost Hogan committed to ensuring staff representation on review committees.

5. **Office of the Ombudsperson Review Committee, Lois Geist, Chair.** The review committee has reviewed the office self-study, interviewed people who interact regularly with the office, and solicited survey responses. The Committee received 6,900 survey responses, mostly from staff. They are presently compiling all of that information and writing

the report which is due to the President around Thanksgiving. Comments/suggestions from the floor:

- Is the current office staff sufficient to deal with the issues that they face? The Committee believes that the current staffing seems to be sufficient, but if complaints continue to increase the other 50% of the 50% line may need to be filled.
- When will the recruitment process begin? Probably not until after President Skorton has an opportunity to review the review committee's report.
- What trends have been observed in the survey responses? The office's internal survey of clients has been fairly positive. Responses were more varied in the broader, anonymous survey conducted by the review committee. Some comments indicate that people are not aware of the office/service.
- Did survey responses indicate that people aren't sure when to use the Office? Some were unsure when to use the office, but more indicated that they didn't know the office existed.
- The office's annual report indicated an increase in incivility. Is there tracking of which departments are involved, and does that information go back to directors? Ombudspersons meet with appropriate administrators, including Human Resources, to discuss areas on campus that may need additional services. However, because the information is given to the Office confidentially, they cannot release some details.
- There was a suggestion to have an Ombudsperson position in the UIHC to increase visibility there.

6. **Office of Equal Opportunity and Diversity proposal, Charlotte Westerhaus.** EOD is proposing that all Executive, Administrative & Management positions at grade 12 and above should require applicants to demonstrate a commitment to or experience with fostering a diverse and inclusive community. This proposal would have effected about 20 P&S positions and 2 faculty positions during the last fiscal year. These positions are very influential on campus even though the numbers are relatively small.

Comments:

- Would EOD consider the same requirements for lower level positions? EOD would like to require these same skills at all levels. However, supervisory duties are less consistent at lower levels. EOD would consider expanding the requirement after a trial phase at grade 12 and above. In addition, departments are free to require these same qualifications at lower levels if the position warrants such requirements.

A motion was made and seconded to support the proposal as presented. Motion carried with 0 opposed, 0 abstentions.

Staff Council would like to invite Charlotte back after this proposal has been implemented for one year, to discuss how it has worked and the possibility of requiring this at lower levels.

7. **Report from Elections Committee, Barb Spence.** Staff Council will have 51 members next year, which is an increase of one from last year in Academic/Administrative category. There will be 9 openings next year: 4 in Prof/Research; 2 in MSEC; 3 in Academic/Administrative; 0 in Prof/Health Care.

8. **Jane Holland, Family Services.** Staff Council funding has been instrumental in making the Child Care Subsidy Program and the Elder Care Referral Program possible. Elder Care Guidance is operated in a partnership with Elder Services, Inc. to provide resources and assistance to people with elder care concerns. Handouts summarize the services that are provided. 53 individuals have been served to date. Feedback from participants has been very positive. Child Care Subsidy Program grants funds to lower income staff to assist with child care costs. The grant provides funds to pay for one month of child care. This program served 11 families last year.

The meeting was adjourned at 4:28 p.m.

Respectfully submitted by
Jan Waterhouse, Secretary