

**Staff Council
Meeting Minutes
April 13, 2005 2:30-4:30
Rembolt Room (CDD)**

Present: Nadira Ahmad, Chris Anderson, Chris Annicella, Lori Bassler, David Bergeon, Linda Berquist, Ella Born, Nancy Davin, Nancy Fick, David Fitzgerald, John Forys, Jo Ann Franklin, Julie Gilmore, Mary Greer, Mary Heath, Lisa James, Kristy Johnson, Deb Kohler, Mary Lee Neuberger, Sara Nichols, Yiannis Papelis, Jan Pettus, Deb Pfab, Cheryl Reardon, Sandra Reed, Kathleen Renquist, Helen Rittenmeyer, Heather Schnoebelen, Keri Semrau, Julie Sexton, Sheri Sojka, Anne Sopher, Barb Spence, Rebecca Stamy, Duncan Stewart, Sarah Tallman, Rhonda Weaver, Michelle Wichman, Michelle Wiegand, Kathryn Wynes, Al Young

Absent: Kim Chamberlin, Lori Cranston, Janet Duncan, Hazel Kerr, Kathy Klein, David Martin, Rachele Stewart, Jeff Wasson, Jan Waterhouse,

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

Guests: Robert Millsap, Trevor Glanz, Nancy Noyer, Maureen McCormick

The meeting was called to order at 2:42 p.m.

- 1. Introductions:** Newly elected councilors were welcomed and all councilors briefly introduced themselves.
- 2. Review/Approval of Minutes:**
 - a.** Staff Council Meeting Minutes, March 9, 2005 were reviewed and approved as written.
 - b.** Executive Committee Meeting Minutes, March 24, 2005 were reviewed. A question was asked about the salary policy discussion at this meeting. Cheryl Reardon provided clarification.
 - c.** Executive Committee Meeting with President Skorton, March 29, 2005. Minutes were reviewed with no comments.
- 3. Elections:**
 - a. Executive Committee.** Nominations were made during the March meeting. The floor was opened for continued nominations and the following additional nominations were made: Yiannis Papelis and Nancy Davin. Nominees made brief statements. The Elections Committee distributed, collected, and counted the ballots. Ella Born, Nancy Fick, Sherry Sojka and Nancy Davin were elected to the Executive Committee.

- b. **Vacant Staff Council Positions.** The Executive Committee will select a new member to fill one vacancy in Academic/Administrative. The floor was opened for nominations. Barb Bennett and Connie Peterson were nominated.

4. Comments/Regents Report, Sue Buckley:

- a. The career status furlough option proposal was passed at the March Board of Regents meeting. This will be a one year pilot program.
- b. **The Board of Regents will meet May 4-5 at the Iowa Braille and Sight Saving School.** The agenda includes discussion of the Flexible Pay Program for P & S employees.
- c. **Flexible Pay Program for P & S Employees.** Sue Buckley provided a history of this program. It was originally written in 1999 and the current proposal was written in February, 2004. The goal of this program is to allow recognition of staff for extraordinary performance with lump sum payments to staff. This payment will not be added to the staff member's base salary. Departments will be required to develop Flexible Pay Guidelines that will be reviewed and approved by University Human Resources. This allows flexibility at the department level. There was a motion and a second to approve the Flexible Pay Program for P & S Employees. The motion was approved.
- d. **P & S Salary Survey.** One question that was raised with the FY '06 salary policy discussion at the March meeting was how do the P&S classifications at the University that were not included in the survey compare to the survey averages for their respective P&S pay grades. Bob Milsap and Trevor Glanz summarized the University salary data and included any classifications that they reported 50% or fewer of the incumbents in the survey. It is important to note that Mr. Milsap and Mr. Glanz are essentially comparing "apples" to "oranges" with this data. They are comparing classifications to a survey average that did not include any information about that specific classification. The comparison of classification salary to pay grade should be taken with a "grain of salt". They stated this information does have some value but should not be considered a major factor in a review. A few items to note are the comparisons made in grades 5, 18 and 98. These comparisons were only able to include information from one classification in grade 5, so any comparisons made to other classifications are even less likely to be accurate. Classifications in grade 18 are typically single-incumbent positions and are therefore more easily influenced by factors such as market, experience and education. Grade 98 classifications include a wide variety of positions including Deans, Vice Presidents, Assistant Coaches, Coaches and many others. These comparisons tend to be the least accurate. If you have any questions concerning this data, please contact Trevor Glanz at 335-1848.

- e. **FY '06 Salary Policy.** No new information to report since the March meeting. The state legislature has yet to make final decisions about budget.

5. Staff Council Business:

- a. **Staff Appreciation Week.** Nancy Noyer described the event which is May 18-25, 2005. This year Staff Council and Work Life are offering grants up to \$200 for departments that do not have funds to plan an event for their staff during Staff Appreciation Week. Money will come from Coke funds. Information about Staff Appreciation Week including ideas regarding celebration activities and applying for grant money can be found on the UI WorkLife website.
- b. **Tuition Assistance Program.** Maureen McCormick described the different tuition assistance programs on campus. The various programs were consolidated in Spring, 2005 to streamline to application process for staff. Online applications are available. \$77,364 was awarded to 101 applicants for the spring; 2/3 of this money was awarded to P & S staff and 1/3 to Merit staff. P & S staff at UIHC are directed to Hospital Human Resources for tuition assistance.
- c. **Committee on Committees recommendations for charter committee membership.** The list of recommendations to fill vacancies on the charter committees was reviewed. There was a motion and a second to approve the list of recommendations. The motion was approved.

6. Family Caregiving Leave Accrual Policy, Cheryl Reardon:

- a. Under the current policy absences which can be charged to family caregiving leave are limited to 5 days per calendar year. Any absence in excess of this amount must be charged to vacation or reported as absence without pay. The proposed policy change will allow staff to carry over up to 40 hours of unused family care leave to the next year for a total of 80 hours for one year. This will create a consistent policy for all university employees (Faculty, P & S, MSE/C, and AFSCME). There was a motion and a second to approve the Family Caregiving Leave Accrual Policy. The motion was approved.

7. Homecoming 2005:

- a. Sarah Rood from the UI Homecoming 2005 committee discussed options for participation in homecoming events. This includes entering the parade, banner competition or judging the Iowa Shout/Banner competition. More information is available on the UI Homecoming website. In 2004 Staff Council participated in Homecoming by making a banner which was displayed in a downtown business and decorating a convertible which was driven in the parade.

The meeting was adjourned at 4:30.

Respectfully submitted by,
Mary Lee Neuberger, Secretary