

**Staff Council  
Meeting Minutes  
Wednesday, August 10, 2005 2:30-4:30  
102 Conference Room (CDD)**

**Present:** Chris Anderson, Chris Annicella, Lori Bassler, David Bergeon, Linda Bergquist, Ella Born, Kimberly Chamberlin, Nancy Davin, Janet Duncan, Nancy Fick, David Fitzgerald, John Forys, Jo Ann Franklin, Julie Gilmore, Mary Greer, Mary Heath, David Johnson, Hazel Kerr, Kathy Klein, Deb Kohler, David Martin, Mary Lee Neuberger, Sara Nichols, Yiannis Papelis, Sandra Reed, Kathleen Renquist, Heather Schnoebelen, Keri Semrau, Julie Sexton, Sheri Sojka, Anne Sopher, Barb Spence, Rebecca Stamy, Duncan Stewart, Sarah Tallman, Jan Waterhouse, Rhonda Weaver, Michelle Wichman, Michelle Wiegand, Kathryn Wynes, Al Young

**Absent:** Nadira Ahmed, Lori Cranston, Lisa James, Kristy Johnson, Janette Pettus, Deb Pfab, Cheryl Reardon, Helen Rittenmeyer, Rachelle Stewart, Jeff Wasson

**Administrative Liaisons:** Sue Buckley, Associate Vice President and Director of Human Resources

**Guests:** Provost Michael Hogan, Chris Ruckdaschel, Office of Equal Opportunity/Diversity, Ginny Miller, Engineering Staff Council

**The meeting was called to order at 2:35.**

**1. Review/Approval of Minutes:**

- a. Staff Council Meeting Minutes, July 13, 2005 were reviewed and approved with no revisions.
- b. Executive Committee Meeting Minutes, July 20, 2005 were reviewed with no comments.
- c. Executive Committee Meeting with President Skorton, July 27, 2005. Meeting minutes reviewed with one correction.

**2. Comments, Sue Buckley:**

- a. **The Board of Regents will meet September 13-14 at the University of Northern Iowa.**
- b. The Human Resources committee did not meet at the August BOR meeting. They will meet in September.
- c. Positions have been filled in the Office of the Ombudsperson. Cynthia Joyce has been appointed the office's full-time professional staff person. Dr. Craig Porter has been appointed to a half-time three-year term.
- d. Charlotte Westerhaus is leaving the Office of Equal Opportunity/Diversity. Sue encouraged Staff Council to be actively involved in the search process.

**3. Provost Michael Hogan:**

- a. Provost Hogan discussed the importance of the University of Iowa's national ranking and noted we are among an elite group.
- b. The University will continue to face challenges in the years ahead. Areas to pay "special attention" to include a shortage of resources which is an ongoing concern and moving forward with shared governance in all colleges and departments on campus.
- c. The biggest issue facing all public institutions is a shortage of resources. These resources must be used wisely. We must strengthen the "good" areas and maintain already "strong" areas of the University. It is also imperative the University recruit and retain the best faculty and staff. Long-term downsizing of faculty may occur if the University is unable to generate money for faculty salaries. Downsizing may provide an opportunity to focus resources but still be very good at what we do.

**4. Staff & Faculty Budget Committee Update, Charlie Eastham:**

- a. The committee was consulted on six important topics: Board of Regents budget request for FY 2006, proposed health care plan rates for 2005, proposed mandatory fees and tuition increases for FY 2006, policies on sick leave conversions, salary policy for FY 2006 and issues relating to implementing annualized salary increases.
- b. The committee was kept apprised of the following matters: proposed reallocation processes, periodic review of the status of current revenues, legislative developments (worked with UI lobbyist), status of collective bargaining negotiations and agreements, status of the Wellmark contract, and exclusive contracts with outside providers.
- c. The committee for the first time this year had the immediate past presidents of the Staff Council and Faculty Senate as the co-chairs. The committee discussed the value of this approach and concluded this was beneficial. The co-chairs met with Vice President Doug True prior to committee meetings.

**5. Nominations for Joint Staff/Faculty Budget Committee (two seats available):**

- a. Nominations for the committee are Hazel Kerr and Mary Greer. Each nominee was asked to send a statement regarding their candidacy to Michelle Wichman.

**6. Staff Council Business:**

- a. **Committee on Committees, Dave Fitzgerald and Hazel Kerr:** Dave and Hazel answered questions on how applicants are chosen for the University committees. The committee will try to keep better historical data on applicants.
- b. **Diversity, Yiannis Papelis:** The committee is discussing increasing participation in diversity activities on campus.
- c. **Human Resources, Mary Greer:** Most inquiries to the committee have been about the types of leave offered by the university and the leave policies.

- d. MSE/C, Heather Schnoebelen:** The committee held 2 Brown Bag lunch sessions at the end of May and discussed the history of MSE/C, contract updates, vacation accruals, SEIU organizational effort, benefit plans, release time to attend such events as Brown Bags & Open Forums, early retirement, and the Family Care Giving Leave carryover. There is a need to boost attendance at these events and the committee brainstormed ideas to do so. A flyer will be sent to Staff Council as the events are planned and we ask your assistance in advertising the events in your area and encouraging staff to attend. Several committee members attended the RISCAC meeting hosted by UNI. Janet Duncan was elected RISCAC president for the coming year. Items discussed at this meeting included:
- Family Care Giving Leave carryover—there seemed to be consensus that all institutions would like to see this implemented for all levels.
  - MSEC fringe rate tracking began July 1 at the University of Iowa. MSEC benefits more closely resemble P & S benefits rather than Merit therefore requests to reassign this have resulted in a tracking via Institutional accounts.
  - Discussed the MSEC committee scope and function on campus. The UI has more access to top administration with support for shared governance from administration.
  - Reviewed each institution's performance appraisal process.
  - Discussed the Board of Regents and other staff awards at the institutions. UI has some concern with increasing the number of staff nominated and the number of staff receiving awards, particularly staff in the MSEC classification.
- e. UIHC Ad Hoc, Mary Lee Neuberger:** One goal for this year is to increase visibility of Staff Council within UIHC and the COM. The committee plans to schedule a meeting with UIHC and COM administration in October and again in the spring.
- f. University/Governmental Relations, Julie Gilmore:** The committee plans to produce a procedure manual for scoring and determining the recipients of the BOR Staff Excellence Award, the Staff Council Award for Excellence in Service and the U of Iowa Outstanding Staff Award. They will also be reviewing composition of the selection committee.
- g. Peer Support, Ella Born:** Members will meet with the new Ombudspersons. Peer Support has had 2-3 contacts the past year requesting information about resources available to staff.
- h. Elections Committee, Barb Spence:** There have been no scheduled meetings for the committee.

**7. Recruitment Ambassadors, Chris Ruckdaschel:**

- a.** The Recruitment Ambassadors Program was designed as part of the University strategic plan. The program, jointly sponsored by the Department of Human Resources and the Office of Equal Opportunity and Diversity, supports the University's strategic goals for increasing the diversity of our faculty and staff. Recruitment Ambassadors are current or former faculty and

- staff members who volunteer to help recruit diverse prospective employees.
- b.** Recruitment Ambassador activities include personal contact with potential employees and participating in campus-sponsored activities such as Job Fairs. Participation in the program and all release time from work for Recruitment Ambassador activities must have the approval of the staff member's immediate supervisor. Orientation and training is provided for participants.
  - c.** Questions about the Recruitment Ambassadors Program should be sent to the University of Iowa Recruitment Ambassadors Coordinator, [jane-monserud@uiowa.edu](mailto:jane-monserud@uiowa.edu).

**The meeting was adjourned at 4:15.**

Respectfully submitted by,  
Mary Lee Neuberger