

**Staff Council
Meeting Minutes
September 14, 2005 2:30 to 4:30
S401 PBB**

Present: Nadira Ahmed, Chris Anderson, Chris Annicella, Lori Bassler, David Bergeon, Linda Bergquist, Ella Born, Lori Cranston, Nancy Davin, Janet Duncan, Nancy Fick, David Fitzgerald, John Forys, Julie Gilmore, Mary Greer, Mary Heath, Lisa James, David Johnson, Hazel Kerr, Kathy Klein, Deb Kohler, David Martin, Mary Lee Neuberger, Sara Nichols, Janette Pettus, Kathleen Rehnquist, Julie Sexton, Sheri Sojka, Anne Sopher, Barb Spence, Rebecca Stamy, Duncan Stewart, Rachelle Stewart, Sarah Tallman, Jeff Wasson, Jan Waterhouse, Rhonda Weaver, Michelle Wichman, Michelle Wiegand, Kathryn Wynes, Al Young

Absent: Kim Chamberlin, Jo Ann Franklin, Kristy Johnson, Yiannis Papelis, Deb Pfab, Cheryl Reardon, Sandra Reed, Helen Rittenmeyer, Heather Schnoebelen, Keri Semrau

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

Guests: Pat Cain, Cynthia Joyce, Craig Porter, Jane Holland, Valerie Garr, Ginny Miller (Engineering Staff Council)

The meeting was called to order at 2:35.

1. Review/Approval of Minutes:

- a. Staff Council Meeting Minutes, August 10, 2005 were reviewed and approved as written.
- b. Executive Committee Meeting Minutes, August 23, 2005 were reviewed with no comments.
- c. Executive Committee Meeting with President Skorton, August 31, 2005. Meeting minutes reviewed with one correction.

2. Comments, Sue Buckley:

- a. **The Board of Regents will meet November 2-3 at the University of Iowa.**
- b. The Human Resources Committee will meet with the September BOR meeting and discuss the Family Caregiving Accrual Policy.
- c. A working group that includes Senior HR representatives and Staff Council appointees will address the issue of job security for P & S term employees. Bob Millsap will chair this group. The Executive Committee has recommended staff for this group.

3. Comments, Kevin Ward:

- a. SEIU—PERB will not accept another petition until one year from certification of the August election.
- b. It is very important not to lose sight of the issues raised in the August election. We must make certain there are mechanisms for concerns to be heard and acted upon. Issues identified included salary, benefits, budget decisions and career advancement.

4. NCAA Certification Self-Study, Pat Cain: A University of Iowa Steering Committee has been doing a self-study of the athletics programs. The study is part of the NCAA's Division I athletics certification program. This program is designed to ensure that Division I institutions meet high standards of integrity in athletics. Specific areas of study are academic integrity, governance and rules compliance, and commitment to equity and student-athlete welfare. The certification program is similar to being accredited in any University department. It began in 1993 and is now on a 10-year cycle for renewal. The University of Iowa's self-study is due October 15 and will then be reviewed by the NCAA. A peer review team will be on campus in February, 2006.

5. Eldercare Program, Jane Holland: Jane thanked Staff Council for their continued financial support of the Eldercare Program. The program is available to faculty and staff who care for an aging parent, relative or friend. The Eldercare Program assists by helping faculty and staff discuss their concerns, problem-solve and access services and resources. Seventy-two University employees were served during fiscal 2005.

6. Ombuds Annual Report, Cynthia Joyce and Craig Porter: The Ombudsperson's office offers informal dispute resolution for students, faculty and staff. The office provides a confidential, safe place to discuss any concerns about the University or its policies or procedures, and will direct employees to the appropriate office for answers to their concerns.

- a. The office received a total of 400 contacts the 2004-2005 year, a slight decrease from the previous year. The office was pleased to see a considerable decrease in the number of incivility complaints this year.
- b. The number of merit staff complaints decreased 31% in 2004-05. These complaints primarily involved job conflicts.
- c. The number of P&S employee complaints increased 5% in 2004-05. The overwhelming majority of these complaints involved job conflicts.
- d. The number of undergraduate student complaints increased 13% in 2004-05. As in years past, the largest number of undergraduate student complaints involved academic issues, such as conflicts with faculty or teaching assistants, grade appeals and charges of plagiarism.
- e. The number of graduate student complaints increased 20% in 2004-05. The majority of graduate student complaints involved academic issues including grade disputes, difficulties with dissertation advisors and/or committee members, problems with supervising faculty as part of an RA or TA

assignment and conflicts with other graduate students in a lab or academic department.

- f. Faculty complaints decreased 8% in 2004-05. The faculty complaints generally broke down along the lines of job conflicts, conflicts involving teaching/research, difficulties with promotion/tenure and questions concerning benefits/retirement.

7. Staff Council Business:

- a. **Staff Council Award for Excellence in Service** was awarded to Kathy Klein (Graduate College Admissions) and Valerie Garr (Admissions Office).
Congratulations to Kathy and Valerie!
- b. **Staff Council Website, Mary Greer:** The website is being revised with the goal of improving its functionality. It will include an individual page for each Staff Council committee and a page for awards and recognition. The plan is to have the updated website available in October.
- c. **Homecoming Committee, Kathy Klein and Nadira Ahmed:** The Homecoming parade is September 30. This is an opportunity to increase Staff Council visibility in the University and the Iowa City community.
- d. **Staff and Faculty Budget Committee:** It is important for Staff Council to begin discussing salary issues for FY 2007 soon. The Executive Committee discussed asking a compensation specialist to present at a Staff Council meeting and felt this would be helpful in understanding the compensation process.
- e. **Shared Governance, Jan Waterhouse:** The shared governance proposal was presented to the Vice President's group. They asked that the proposal clarify how policies will be implemented in each college/organization. They also asked for a list of principles to be achieved in the shared governance models. The principles/goals discussed in the Staff Council shared governance proposal include maximizing participation of non-bargaining staff in decision-making processes at the collegiate and organizational level, facilitate communication between constituent staff and administration and provide a forum for staff concerns to be heard. The Vice Presidents will discuss the proposal at their next meeting and then contact Staff Council.
- f. **Research Representatives Meeting, Janette Pettus and Ella Born:** A second meeting with research representatives and administration was held in September. Career and term status and the furlough process and educational opportunities were discussed. A committee chaired by Bob Milsap will address the issue of job security for P & S term employees. Maureen McCormick met with the Executive Committee in August to address developing professional development opportunities specifically oriented to research staff.

The meeting was adjourned at 4:30.

Respectfully submitted by,
Mary Lee Neuberger