

**Staff Council  
Meeting Minutes  
November 9, 2005 2:30 to 4:30  
S401 PBB**

**Present:** Chris Anderson, Chris Annicella, David Bergeon, Linda Bergquist, Ella Born, Lori Cranston, Janet Duncan, Nancy Fick, John Forys, Jo Ann Franklin, Mary Greer, Mary Heath, David Johnson, Hazel Kerr, David Martin, Mary Lee Neuberger, Sara Nichols, Cheryl Reardon, Kathleen Renquist, Heather Schnoebelen, Julie Sexton, Sheri Sojka, Rebecca Stamy, Duncan Stewart, Rachelle Stewart, Sarah Tallman, Jeff Wasson, Jan Waterhouse, Rhonda Weaver, Michelle Wichman, Kathryn Wynes, Al Young

**Absent:** Nadira Ahmed, Lori Bassler, Kim Chamberlin, Nancy Davin, David Fitzgerald, Julie Gilmore, Lisa James, Kristy Johnson, Kathy Klein, Deb Kohler, Yiannis Papelis, Janette Pettus, Deb Pfab, Sandra Reed, Helen Rittenmeyer, Keri Semrau, Anne Sopher, Barb Spence, Michelle Wiegand

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

**Guests:** Robert Millsap (Human Resources), Trevor Glanz (Human Resources), Joni Troester (Organizational Effectiveness), Ginny Miller (Engineering Staff Council), Carla Clark, Jeff Dodd, Mark Erlandson, Ann Farland, Carlette Waxytin-Hoagland, Linda Rubenstein, Amber Seaton, Cindy Smith, Eileen Sullivan

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

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

- a. Staff Council Meeting Minutes, October 12, 2005 were reviewed and approved as written.
- b. Executive Committee Meeting Minutes, October 19, 2005 were reviewed with no comment.
- c. Executive Committee Meeting with President Skorton, October 26, 2005. Minutes were reviewed with no comment.

**2. Comments, Sue Buckley:**

- a. The Board of Regents will meet for a half day on December 6 at the University of Northern Iowa. The primary focus will be tuition. The next full session BOR meeting will be February 1-2, 2006 at Iowa State University. Annual benefits, retirement, salary and merit system reports will be submitted and reviewed at the February meeting.
- b. Sue is forming a small work group to discuss the question of P & S probationary periods. The core issue is the variability (2-4 years) of the

probationary period. The Executive Committee will recommend a Staff Council representative to this group.

**3. Comprehensive Wellness Initiative, Joni Troester:**

- a. The wellness program at the University of Iowa started in 1999. For the past year UI Wellness has been developing and organizing a comprehensive wellness program on campus, liveWELL. 30-40 personnel from departments across campus were involved in developing this program. Initially liveWELL will be available to approximately 10,000 eligible faculty, P & S and MSE/C staff employed 50% or greater. This group will be asked to voluntarily complete a Health Risk Assessment (HRA). Target date to begin the HRA is April 1, 2006. Each participant will consent to participate in the program and all information will be confidential.
- b. Benefits to the Individual:
  - Improve health
  - Feel better at home and at work
  - Support to make healthy lifestyle changes
  - Improve communication with primary care physician
  - May qualify to work 1:1 with a health coach or other professional to work towards the individual's personal health goals
  - Financial incentive for completing the HRA
- c. Benefits to the Organization:
  - Collaboration with campus experts/internal resources
  - Individual faculty and staff health improvement
  - Improved recruitment and retention
  - Cost savings through management of health care utilization and health care costs
  - Reduced absenteeism
  - Improved performance
  - Collaboration with campus experts/internal resources
- d. Goals and Outcomes:
  - Individual health improvement
  - Culture that supports faculty/staff as the most important asset
  - Shift in UI faculty/staff population from high risk to low risk; maintain at low risk
  - Return on investment—health care expenditures, reduced absenteeism and increased productivity

**4. Compensation/Classification, Kevin Ward, Robert Millsap and Trevor Glanz:**

- a. **Compensation Principles:**
  - A salary program that is consistent, equitable, and understandable
  - Policies that are flexible and adaptable and which support recruitment and retention of top performing staff
  - Policies and practices that are compliant with all applicable federal and state laws and regulations

- Salary policies and practices that do not discriminate with regard to age, ethnicity, marital status, national origin, race, religion, sexual orientation, veteran status, creed, gender identity or associational preferences.
  - The Iowa Code 70A.18 (compensation based on comparable worth) was passed in 1986 and is applicable to public employees of Iowa.
- b. Ranking by Point Factor System** has been used to rank job classifications since 1972. It was last revised with the implementation of “Comparable Worth” in 1986. Thirty-six factors are used to evaluate job responsibilities and each factor has a numeric score/value associated with it. Each pay grade at the University has a numeric point value range. Based on the numeric point value the classification is placed in a pay grade. The majority of P & S staff fall between pay grades 4-10.
- c.** Comparable worth and the point factor system do not consider market differences. Broader pay ranges have been used to accommodate differing markets for jobs within a single pay grade.
- d.** Specialty pay ranges are used for recruitment and retention in limited job classifications. This addresses specific market challenges and hard to recruit positions. It typically combines advanced start rates and higher maximums.
- e. Quartiles** (minimum, first quartile, and midpoint) are used primarily to determine hiring/starting salaries and were not intended to be a marker of progression (how individuals move in relation to the movement of the pay range itself). With pay scale movement either the minimum, maximum or both move which changes the midpoint of the range.
- f. Initial Salary Offers:**
- University employers have flexibility to make salary offers based upon prospective employee’s education, experience, special knowledge, relevant certifications, licensures, etc.
  - University employers may offer a starting salary up to the first quartile without approval from Compensation and Classification.
  - Salary offers above the first quartile may be requested.
- g.** Salary adjustments result from reclassifications, equity analysis (internal/market) and counter offers.
- **Reclassifications may occur at any time throughout the year.** They take effect the first day of the month following the review/approval. There is an appeal process in place for reclassifications that are denied.
  - **Equity analysis** is a comparison between employees that function in a similar capacity. The standard comparison group is incumbents in the same classification. Equity analysis typically looks at groups within a college or organization, depending on the specific situation.
  - **Counter offers** are used for the retention of key staff members. Counter offers are evaluated on an individual basis, based upon actual job offers as evidenced by offer letters. The University may or may not match the actual offer.

- h. Merit Overlap** is the extension of upper level pay ranges into the P & S pay ranges. It raises the question of equity between job classifications performing similar or related duties.
- i. Internal Campus Equity** is the variance in salaries of like job classifications in different organizational units in the University. It may relate to differing job markets and/or funding resources. It raises the question of how much variance in salaries is too much; what is the spread of minimum to maximum with average salary in classifications found in different colleges and organizations across campus.
- j.** A priority of the University leadership is the ability to recognize performance throughout the year. The Flex Pay pilot program was developed to address this concern. The Flexible Pay Program for P & S employees is a one-year pilot that was implemented on July 1, 2005. All colleges and departments will adhere to the central elements of the program but also created very specific guidelines for their college/department. The program provides monetary awards for extra meritorious performance. The lump sum payments are not added to base salary.

**The meeting was adjourned at 4:30.**

Respectfully submitted by  
Mary Lee Neuberger, Secretary