



Staff Council

Your Voice

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Staff Council Agenda
Wednesday, December 13, 2006
2:30 to 4:30 p.m.
S401 PBB

- | | |
|---------|---|
| 2:30 PM | Attendance |
| 2:35 PM | Review/Approval of Minutes (attached) <ul style="list-style-type: none">• November Staff Council Meeting• November Staff Council Executive Meeting |
| 2:40 PM | Staff Council Committee Reports |
| 2:45 PM | Funded Insurance Retirement Committee Update (D. Holub) |
| 3:00 PM | "Be Remarkable" UI Marketing Campaign (S. Ketelsen) |
| 3:30 PM | Bylaws Committee Proposals (D. Martin) |
| 4:10 PM | Regents' Report (Sue Buckley) |
| 4:25 PM | New Business |
| 4:30 PM | Adjourn |

FYI-Reminders:

- Next Staff Council Meeting – Wednesday, January 10, 2:30 p.m., Shambaugh Auditorium, UI Main Library

**Staff Council
Meeting Minutes
November 8, 2006 2:30-4:30
102 CDD**

Present: Chris Anderson, Lori Bassler, David Bergeon, Linda Bergquist, Kimberly Chamberlin, Nancy Davin, Gerene Denning, Janet Duncan, Jennie Embree, Nancy Fick, David Fitzgerald, John Forys, Jo Ann Franklin, Martha Greer, Mary Heath, David Johnson, Kathy Klein, David Martin, Virginia Miller, Marian Muste, Steven Nelson, Mary Lee Neuberger, Sara Nichols, Janette Pettus, Deb Pfab, Sandra Reed, Helen Rittenmeyer, Gary Sanborn, Mark Schmidt, Heather Schnoebelen, Julie Sexton, Karen Shemanski, Sheri Sojka, Anne Sopher, Barbara Spence, Duncan Stewart, Eileen Sullivan, Carlette Washington-Hoagland, Rhonda Weaver, Michelle Wiegand

Absent: Stacy Coffman, Lori Cranston, Matthew Gilchrist, Mary Greer, George Hospodarsky, Lisa James, Deborah Kohler, Kathleen Renquist, Sarah Tallman, Jeffrey Wasson, Al Young

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

Guests: Maureen McCormick, Human Resources Specialist III, Cynthia Joyce, Office of the Ombudsperson, Craig Porter, Clinical Professor, Office of the Ombudsperson

The meeting was called to order at 2:30.

1. Review/Approval of Minutes:

- a. Staff Council Meeting Minutes October 11, 2006 were reviewed with one change in Section 4(a).
- b. Staff Council Executive Committee Meeting Minutes, September 20, 2006 were reviewed with no comment.
- c. Staff Council Executive Meeting Minutes with Interim President Fethke, September 26, 2006 were reviewed with no comment.

2. Vice President's Comments, Kathy Klein:

- a. Staff Council President, Mary Greer, is attending the Board of Regents meeting at ISU.

3. Regents' Report, Sue Buckley:

- a. The Board of Regents meeting on December 11 and 12 will be at the University of Iowa. Attendance is encouraged. Discussion will include salary and benefit changes.
- b. Human Resources did not meet at the BOR meeting in November. Collective bargaining will be discussed in executive session at the November meeting.

- 4. Ombuds Annual Report:** Cynthia Joyce and Craig Porter spoke regarding responsibilities and duties of the Office of the Ombudsperson.
 - a. Confidentiality
 - i. Confidentiality resides with the office with regard to agencies outside of the University.
 - ii. Confidentiality can not be waived by the visitor or involved parties.
 - iii. The Office of the Ombudsperson offers information for the employee to decide what avenue they may choose to take and what their options are.
 - b. The annual report is on their website which includes information on a range of topics.
 - i. The Office of the Ombudsperson received 256 new cases in 2005-2006. This represents a 36% decrease from the previous year.
 - ii. Primary staff concerns were job conflicts; student concerns were academic; and faculty concerns were job conflicts, salary, tenure, post-tenure review, academic, scholarship and teaching.
 - iii. General concerns across campus included workplace behavior; campus reports on sexual harassment, diversity and gender equity; mental illness; summer programs.

- 5. United Way, Martha Greer:** Martha is a volunteer on the Campaign Committee for United Way. The committee is currently working to better inform the University of Iowa community about their activities and contributions.
 - a. Any University of Iowa employee wishing to contribute to United Way may do so by signing up on the Employee Self Service web site. Contributions can be made to United Way, Iowa Shares and Community Health Charities of Iowa.
 - b. Individuals may indicate that they would like to be recognized as a University of Iowa community member.
 - c. The focus is on participation rather than setting a dollar goal promoting the idea that everyone's contribution is important regardless of the level of donation.

- 6. Performance Review Committee Recommendations, Maureen McCormick:** Maureen presented an overview of the performance review process and recommendations for improvement. The Performance Review Committee was responsible for making recommendations that will lead to improvement in five key areas in the current performance review process. These recommendations will serve as key talking points for University leaders in communicating expectations. Maureen reported that compliance rates are improving and they are continuing to evaluate the performance review process to make it more meaningful to the individual and the supervisor.
 - a. Suggestions from council members include:
 - i. Since individuals tend to focus on the number they are given as their "rank", there may be another way to address their level of work.
 - ii. Instead of completing all reviews within a specified time period during the year, perhaps the reviews could be completed around the individual's anniversary date to highlight their accomplishments.

**Staff Council Executive Committee
Meeting Minutes
November 15, 2006 2:30-4:30
603 Jefferson Building**

Present: Lori Bassler, Linda Bergquist, Nancy Davin, Nancy Fick, Mary Greer, Kathy Klein, Mary Lee Neuberger, Sandra Reed, Sarah Tallman

Absent: None

Guest: David Martin

The meeting was called to order at 2:30.

- 1. Staff Council President Comments, Mary Greer:** Mary invited everyone to share ideas on what to include in a congratulatory letter that will be sent to Iowa Governor-Elect, Chet Culver and Lieutenant Governor-elect, Patty Judge.
- 2. Issues for Discussion:**
 - a. Bylaws Committee, David Martin:**
 - i.** Staff Council officer duties (Article IX, Sections 1-5) were reviewed. Suggested changes by the SCEC and the Bylaws Committee were discussed. David will discuss these changes with the Bylaws Committee and present the updated "Duties of Officers" at the next SCEC meeting.
 - ii.** The Bylaws Committee's recommended amendment to include roll-call voting (Article XII) was presented at the November Staff Council meeting. David answered questions and concerns regarding roll-call voting from the SCEC.
 - 1.** Mary Greer expressed her preference that the voting should be by written ballot for resolution of any discrepancies.
 - 2.** The recommended amendment for roll-call voting will be voted on at the December Staff Council meeting. Three options exist: no change to bylaws, verbal vote, or written vote.
 - b. Coke Funds Requests:** Requests for Coke funds were reviewed. Due to time constraints, all the requests were not reviewed. SCEC will meet in early December to review Coke Fund requests.
 - i.** SCEC approved \$1500 for the 2007 Cultural Diversity Festival.

The meeting was adjourned at 4:30.

Respectfully submitted by,
Mary Lee Neuberger, Secretary

**Staff Council Executive Committee
Meeting Minutes
December 5, 2006 11:30-12:45
624 MRC**

Present: Lori Bassler, Linda Bergquist, Nancy Davin, Mary Greer, Kathy Klein,
Mary Lee Neuberger, Sarah Tallman

Absent: Nancy Fick, Sandra Reed

The meeting was called to order at 11:30.

- 1. Coke Fund Requests Review:** Due to time constraints at the November Staff Council Executive Committee meeting, the committee met today to review Coke Fund requests. The following requests were approved:
 - a. \$15,000 for the Mary Jo Small Fellowships.
 - b. \$20,000 for the Tuition Assistance program.
 - c. \$5,000 for the Learning Online with Skillsoft/Books 24x7 program.
 - d. \$1,500 for the UI Wellness/Well On Our Way program.
 - e. \$2,500 for the Family Service Elder Care program.
 - f. \$1,200 for the UI Wellness Winter Games.
- 2. SCEC will discuss ways to increase awareness of these programs including more advertising. Staff Council is a strong supporter of each of these events/programs.**

The meeting was adjourned at 12:45.

Respectfully submitted by,
Mary Lee Neuberger, Secretary

Resolved, That Article XII of the Bylaws of Staff Council be amended to read:

Quorum/Voting

SECTION 1. In order to transact business **that requires a vote**, a quorum of one more than one half the Council members must be present.

SECTION 2. To carry a motion, affirmative votes must be cast by one more than one-half of those voting.

SECTION 3. All voting in meetings of the body of the whole will be done by voice or by hands except for votes in elections, which will be performed by secret ballot. Upon the request of any Council member, and with the approval of 20% of the Council members present, a roll-call vote shall be taken on the pending motion, and the minutes shall record the names of those voting aye, nay, and present.

Staff Council Roster 2006-2007

Name	Phone	Department	Address	Email:	Term Ends
ACADEMIC/ADMINISTRATIVE					
Chris Anderson <i>Diversity Committee Chair</i>	335-0152	Business Office-Grant Accounting	B5K JH	christine-m-anderson	Mar-08
Lori Bassler <i>Executive Committee</i>	335-6947	Internal Medicine	616 MRC	loretta-bassler	Mar-09
David Bergeon	353-2498	Employee Relations	120 USB	david-bergeon	Mar-07
Linda Bergquist <i>Executive Committee</i>	356-3798	Hospital Human Resources	C110 GH	linda-bergquist	Mar-07
Lori Cranston	335-0253	Office of the Provost	111 JH	lori-cranston	Mar-07
Nancy Davin <i>Executive Committee</i>	335-8219	Student Health	4189 WL	nancy-davin	Mar-08
Jennie Embree	335-6351	Nursing-Bone Health Center	12 LSB	jennie-embree	Mar-09
Nancy Fick <i>Executive Committee</i>	335-0016	Liberal Arts & Sciences Administration	240 SH	nancy-fick	Mar-07
David Fitzgerald <i>Committee on Committees Chair</i>	335-1023	Career Center	24 PH	david-fitzgerald	Mar-07
John Forsys	335-6047	Library Admin. & Gen.	2006 LIB	john-forsys	Mar-07
Matthew Gilchrist	335-0188	Rhetoric	110 EPB	matthew-gilchrist	Mar-09
Martha Greer	335-1436	International Programs	1111 UCC	martha-greer	Mar-09
Mary Greer <i>Executive Committee</i>	353-6055	Health Care Information Systems	BT1000	mary-greer	Mar-07
David Johnson	384-4034	Registrar	30C CALH	david-a-johnson	Mar-09
J. David Martin <i>Bylaws Committee Chair</i>	335-3078	Dpt. Lib. Admin. & Gen.	C320 PBB	j-martin	Mar-07
Ginny Miller	335-5646	Civil-Environmental Engineer	4105 SC	ginny-miller	Mar-09
Kathleen Renquist	335-8917	Surgery	1504 JCP	kathleen-renquist	Mar-08
Gary Sanborn	335-1156	Hancher Auditorium	HA	gary-sanborn	Mar-09
Karen Shemanski	335-5091	CIO Office	300 USB	karen-shemanski	Mar-09
Anne Sopher	335-0378	Purchasing	202 PCO	anne-sopher	Mar-08
Barbara Spence <i>Elections Committee Chair</i>	335-7935	Microbiology	3-403C BSB	barbara-spence	Mar-07
Duncan Stewart <i>University/Governmental Relations Chair</i>	356-5075	Library and Administrative	CCU Main Library	duncan-stewart	Mar-08
Sarah Tallman <i>Executive Committee</i>	353-4354	Research Administration	340 CMAB	sarah-tallman	Mar-08
Carlette Washington-Hoagland	335-5868	Library Administration & Gen	LIB	carlette-w-hoagland	Mar-09
Rhonda Weaver <i>HR Committee Chair</i>	384-3711	Business Services	116 MBSB	rhonda-weaver	Mar-09
Michelle Wiegand <i>Education Committee Chair</i>	335-2361	Political Science	334 SH	michelle-wiegand	Mar-08
Al Young	335-2679	Benefits	120-40 USB	allan-young	Mar-08
PROFESSIONAL HEALTH CARE/NURSING (non-union)					
Kimberly Chamberlin	356-7770	Nursing	4JCW	kimberly-chamberlin	Mar-07
Stacy LC Coffman	384-9030	CL Outcomes & Res Mngmnt	C516 GH	stacy-coffman	Mar-09
Deborah Kohler	356-3550	Nursing Services	6JCW JCP	deborah-kohler	Mar-07
Lisa Marie James	335-8397	Student Health Services	4199 WL	lisa-james	Mar-07
Mary Lee Neuberger <i>Executive Committee</i>	356-8123	Nursing Services	4555 JCP	mary-neuberger	Mar-09
Helen Rittenmeyer <i>UIHC Ad Hoc Committee Chair</i>	356-2934	Nursing Services	UROL RCP	helen-rittenmeyer	Mar-07
PROFESSIONAL - RESEARCH					
Gerene Denning	335-8961	Emergency Medicine	3115 ML	gerene-denning	Mar-07
Jo Ann Franklin	335-9238	Psychiatry	1-160 MEB	joann-franklin	Mar-07
George Hospodarsky	335-1957	Physics & Astronomy	616 VAN	george-hospodarsky	Mar-09
Kathleen Lilli	356-0575	Internal Medicine	361 MRF GH	kathleen-lilli	Mar-07
Marian Muste	384-0624	Institute Hydraulic Research	307 HL	marian-muste	Mar-09
Steven Nelson	335-4877	Pediatrics	A146 MTF	steven-nelson	Mar-07
Sara Nichols	384-0517	Nursing	112 LSB	sara-nichols	Mar-08
Janette Pettus	335-7877	Physiology	6-473 BSB	janette-pettus	Mar-09
Deb Pfab	356-3240	Internal Medicine	C33 GH	debra-pfab	Mar-09
Sandra Reed <i>Executive Committee</i>	356-3240	Internal Medicine	C33 GH	sandra-reed	Mar-09
Mark Schmidt	335-7905	Clinical Hospital Pharmacy	S438 PHAR	mark-schmidt	Mar-09
Jeffrey Wasson	335-4500	Hygienic Laboratory	H101 OH	jeffrey-wasson	Mar-08
SPECIAL SERVICES (Merit Supervisory Exempt/Confidential)					
Janet Duncan	384-5466	Public Health	E101 GH	janet-duncan	Mar-09
Mary Heath <i>MSE/C Committee Vice Chair</i>	335-5361	College of Education	N310 LC	mary-heath	Mar-08
Kathy Klein <i>Executive Committee</i>	335-3492	Graduate College	205 GILH	kathy-klein	Mar-08
Heather Schnoebelen <i>MSE/C Committee Chair</i>	335-0537	Admissions	C110 PC	heather-schnoebelen	Mar-07
Julie Sexton	384-5094	Neurology	2155 RCP	julie-sexton	Mar-07
Sheri Sojka	335-1438	International Programs	227 IC	sheri-sojka	Mar-07
Eileen Sullivan	335-1051	Biological Sciences	143 BB	eileen-sullivan	Mar-09
OFFICERS					
	President	Mary Greer	353-6055	mary-greer	
	VP/President Elect	Kathy Klein	335-3492	kathy-klein	
	Secretary	Mary Lee Neuberger	356-8123	mary-neuberger	
	Budget Officer	Lori Bassler	335-6947	loretta-bassler	