



Staff Council

Your Voice

606 Jefferson Building

Iowa City, IA 52242

319-335-3600 Fax 319-353-2273

e-mail: staff-council@uiowa.edu

www.uiowa.edu/~staff

Staff Council Agenda
Wednesday, March 21, 2007
2:30 to 4:30 p.m.
S401 PBB

- 2:30 PM Attendance
- Welcome New Staff Councilors
- 2:35 PM Review/Approval of Minutes (attached)
- February Staff Council Meeting
 - February Staff Council Executive Meeting
 - February Staff Council Executive Meeting with UI Interim President
- 2:45 PM Speakers
- P & S Salary Survey Results (S. Buckley/B. Millsap/T. Glanz)
- 3:15 PM Staff Council Reports
- Elections (B. Spence)
 - Bylaws (D. Martin)
 - Salary Proposal (K. Klein)
- 4:00 PM End of Year Report
- Farewell to: David Bergeon; Kimberly Chamberlin; Lori Cranston; Gerene Denning; David Fitzgerald; Jo Ann Franklin; Lisa Marie James; Deborah Kohler; Kathleen Lilly; J. David Martin; Steven Nelson; Helen Rittenmeyer; Sheri Sojka; Barbara Spence
 - Passing of the gavel
- 4:25 PM New Business
- 4:30 PM Adjourn

Reminders:

- Next Staff Council Meeting: Wednesday, April 11, 102 CDD

**Staff Council
Meeting Minutes
February 14, 2007 2:30-4:00
102 CDD**

Present: Chris Anderson, Lori Bassler, Linda Bergquist, Kimberly Chamberlin, Stacy Coffman, Nancy Davin, Gerene Denning, Janet Duncan, Jennie Embree, Nancy Fick, David Fitzgerald, John Forys, Matthew Gilchrist, Martha Greer, Mary Greer, George Hospodarsky, Mary Heath, David Johnson, Kathy Klein, David Martin, Virginia Miller, Marian Muste, Steven Nelson, Mary Lee Neuberger, Sara Nichols, Janette Pettus, Deb Pfab, Kathleen Renquist, Gary Sanborn, Mark Schmidt, Julie Sexton, Karen Shemanski, Anne Sopher, Barbara Spence, Duncan Stewart, Eileen Sullivan, Sarah Tallman, Carlette Washington-Hoagland, Jeffrey Wasson, Rhonda Weaver, Al Young

Absent: David Bergeon, Lori Cranston, Jo Ann Franklin, Lisa James, Deborah Kohler, Sandra Reed, Helen Rittenmeyer, Heather Schnoebelen, Sheri Sojka, Michelle Wiegand

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

Guests: Scott Ketelsen, Assoc Director, University Relations; Joni Troester, Human Resources Specialist III

The meeting was called to order at 2:30.

1. Review/Approval of Minutes

- a. Staff Council Meeting Minutes, January 10, 2007 were reviewed without comment.
- b. Staff Council Executive Committee Meeting with Interim President Fethke, January 17, 2007. Meeting minutes were reviewed without comment.
- c. Staff Council Executive Committee Meeting Minutes, January 17, 2007 were reviewed without comment.

2. LiveWell Update, Joni Troester:

- a. Joni provided informational flyers, the LiveWell newsletter and pamphlets regarding the program. She provided information about the location of the survey within the Self-Service website, incentives, benefits, and information regarding previous survey results. She encouraged everyone to participate if you have not already done so. Any comments or questions may be sent to Joni at joni-troester@uiowa.edu.

3. Be Remarkable Campaign, Scott Ketelsen:

- a. The "Be Remarkable" campaign was launched on September 1, 2006. Scott provided information about the timeline and history of this campaign

including surveys performed and responses to those surveys. Various ads were shared and future activities were discussed. Comments about the campaign are encouraged and can be sent to scott-ketelsen@uiowa.edu.

4. Staff Council Reports:

- a. Smoking Policy Committee Report:** Mary Greer made a motion to endorse the report presented at the January SC meeting and send that recommendation to Interim President Fethke. Sara Nichols seconded the motion. The motion was passed with two opposed and no abstentions.
- b. Elections, Barb Spence:** Officers will be elected at the March Staff Council meeting. Nominees will give a short statement about their candidacy prior to voting. Voting will be by paper ballot. Additional nominations can be made prior to the March meeting. Write-in candidates will also be accepted at the March meeting. Nominations are as follows:
 - i.** Vice President/President-Elect: Duncan Stewart
 - ii.** Secretary: Nancy Davin
 - iii.** Budget Officer: Lori Bassler and Heather Schnoebelen
- c. Bylaws Committee, Dave Martin:**
 - i.** Dave presented changes to Article XII, Section 3 at the January meeting. He made a motion to accept Article XII Quorum/Voting, Section 3. Duncan Stewart seconded the motion. The motion passed with no opposition and no abstentions.
 - ii.** Other discussion included:
 - a.** Article VIII, Section 4: Past-Presidency Vacancy.
 - b.** Article XVI: Parliamentary Authority/Robert's Rules of order wording.
 - c.** Article IX, Sections 1-5: Duties of Officers
 - d.** Staff Council will vote on the proposed changes at the next meeting.

5. Regent's Report, Sue Buckley:

- a.** Due to the weather, Sue was unable to attend the February BOR meeting at Iowa State University. She shared information from this meeting regarding benefits, salary, retirement, flex pay, tuition assistance program and the merit system.
- b.** The Staff Performance Review was presented to the Deans and faculty and approved.

- 6. New Business:** The March meeting has been changed to the 3rd Wednesday due to Spring Break. The meeting will be on March 21 in S401 PBB and will include year end activities.

The meeting was adjourned at 4:30 pm

Respectfully submitted by,
Mary Lee Neuberger, Secretary

DRAFT

**Staff Council Executive Committee
Meeting Minutes
February 28, 2007 9:00-10:00
205 D Gilmore Hall**

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

Absent: Sandra Reed

The meeting was called to order at 9:00.

1. Review/Approval Minutes:

- a. Staff Council Executive Committee Meeting Minutes January 17, 2007 were reviewed and approved.
- b. Staff Council Executive Committee Meeting with Interim President Fethke, January 17, 2007. Meeting minutes were reviewed and approved.

2. Bylaws:

- a. Dave Martin was unable to attend the meeting. SCEC reviewed the proposed changes presented at the February Staff Council meeting.

3. Salary Proposal:

- a. Information will be presented to Staff Council at the March meeting. Many issues including the structure of the proposal must be included in this discussion.

The meeting was adjourned at 10:00.

Respectfully submitted by,
Mary Lee Neuberger, Secretary

**Staff Council Executive Committee Meeting with Interim President Fethke
Meeting Minutes
February 28, 2007 8:00-9:00
101 JH**

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

Absent: Sandra Reed

Administrative Liaisons: Kevin Ward, Executive Associate Director, Human Resources

1. Interim President Fethke's Comments:

- a. The University is reviewing the employee benefit package. The review committee will ask for input from Staff Council.
- b. Interim President Fethke is receiving feedback from employees regarding the Smoking Policy. It is still in "investigative" mode until April. An increased problem with littering has been identified and will be addressed.
- c. Reorganization of UIHC, the Carver College of Medicine and the physician practice plan is ongoing. The emphasis must be on patient care and the services provided.
- d. Interim President Fethke reiterated it is important for all staff, faculty and students to have a voice in the operation of the University.

2. Staff Council President's Comments, Mary Greer:

- a. Staff Council elections have concluded. New officers will be elected at the March meeting and members of the Executive Committee will be elected at the April meeting.
- b. Salary proposal—Mary Greer and Kathy Klein have been discussing the Staff Council salary proposal with Sue Buckley. Kathy will introduce information to Staff Council at the March meeting. Many issues must be considered when formulating the proposal.

3. Associate Director Kevin Ward's Comments:

- a. The AFSCME contract has been ratified. It includes an across the board 3% raise plus the 4.5 % step increase when applicable. The average merit salary will increase 5.47% the first year.
- c. The COGS contract provides a 1.75% increase in stipend, with an increase in tuition scholarship for a total impact of 3.7%.
- d. The SEIU contract includes a 4.2% across the board raise in year 1 and 4.4% in year 2 along with other salary adjustments. The combined impact on salaries will be 5.07%.

Respectfully submitted by,
Mary Lee Neuberger, Secretary

DRAFT

For vote at March 07 SC meeting.

Past-President vacancy

Article VIII

Officers

Section 4. If the office of the President becomes vacant, the Vice-President/President Elect shall become President for the remainder of that term and assume the office of President the following year. If the office of the Vice President/President Elect becomes vacant, a Vice President/President Elect shall be elected from the Council membership to serve the remainder of the term, and assume the office of President the following year. If there is both an Acting President and acting Vice-President, the acting President shall assume office of President the following year. If the office of Secretary or Budget Officer becomes vacant, the President shall appoint an Acting Secretary or Budget Officer from the Council membership of the remainder of the term. ***If the office of Past-President becomes vacant, the President shall appoint an Acting Past-President from current or previous Council membership to serve for the remainder of the term. OK***

Robert’s rules of order wording

Article XVI

Parliamentary Authority

~~The rules contained in the current editions of Robert’s Rules of Order Newly Revised, shall govern all proceedings of the Council.~~

The parliamentary authority of the Staff Council shall be Robert’s Rules of Order Newly Revised. This authority shall govern all procedures in the Staff Council except where it conflicts with any special rules of order adopted in these bylaws.

Duties of officers

Article IX Duties of Officers

The duties of the officers are those implied by their respective titles and as specified in these Bylaws.

* SECTION 1. The President:

1. Perform such duties as usually pertain to the office of President.
2. Preside at all meetings of the Council, Executive Committee and Goals Committee.
3. Convene Goals Committee to appoint Council members to all internal committees. These appointments are subject to the acceptance of the members so appointed.
4. Submit appointments or recommendations for representation on University committees ***“in consultation with Staff Council when possible.”*** ~~with Council approval, for University confirmation.~~

- 5. Prepare an Agenda for each meeting *over which the President presides.*
- 6. Prepare the Annual Report for the President of the University for presentation at the *Staff Council* meeting in "*March*" ~~April.~~
- 7. Appoint a President pro tem in the event of the absence of the President and Vice President/President Elect.
- 8. Submit Council recommendations to appropriate University officials.
- 9. Serve on the Staff Budgetary Planning & Review Committee.
- 10. Hire and supervise support staff.**
- 11. Serve as past-president the following year.**

* SECTION 2. The Vice President/President Elect shall:

- 1. Perform the duties of the President in the absence of the officer.
- 2. Perform such duties as the President shall designate.
- 3. Assume the office of President the following year.
- 4. Serve on the Staff Budgetary Planning & Review Committee.
- ~~5. Maintain a current comprehensive description of each internal committee that details mission, scope, annual projects, terms, and any other information that would be useful to future council members.~~

* SECTION 3. The Secretary shall:

- 1. Be responsible for minutes for meetings of the Staff Council, ~~Staff Council Executive Committee, and Staff Council Executive Committee meetings with the President.~~ **and all Executive Committee meetings.**
- 2. Be responsible for the Staff Council meeting attendance roster.
- ~~3. Send a note to the elected members congratulating them on their election to the Council and inviting them to attend the next meeting. Eight days following the date of mailing of the vote summarization or resolution of vote challenge, dispose of all ballots appropriately.~~
- 4. ~~Assume duties of office manager in that person's absence.~~
- 5. Conduct correspondence, as necessary.

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* SECTION 5: The Budget Officer shall:

- 1. Manage all Staff Council budgets
- 2. Prepare an annual *office* budget for approval *by the Executive Committee.*
- 3. Prepare an annual overview of Staff Council budgetary information.**

