



Staff Council

Your Voice

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Staff Council Agenda
Wednesday, May 9, 2007
2:30 – 4:30 p.m.
S401 PBB

- 2:30 PM Attendance
- 2:40 PM Review/Approval of Minutes (attached)
- April Staff Council Meetings
 - April Executive Committee Meeting
 - April Executive Committee Meeting w/Interim President Fethke
- 2:50 PM Homecoming Committee
- Shelly Stout, Homecoming
- 3:00 PM Safety and Security Issues
- Virginia Tech/University of Iowa reaction
- 3:15 PM Research Committee Report, Maureen McCormick
Gerene Denning and Diana Boeglin
- 3:45 PM Research Position – Elections – M. Greer
- 3:50 PM Comments/Regent's Report – Sue Buckley
- 4:10 PM Special Recognition
- 4:15 PM New Business
- 4:30 PM Adjourn

FYI

- Staff Council Executive Committee, May 16, 2007, 2:30 – 4:30 p.m., 606 JB
- Staff Council Retreat, May 18, 2007, 8:30 a.m. – 12:00 noon, South Room, IMU
- June Staff Council Meeting, Wednesday, June 13, 2007, 102 CDD

**Staff Council
Meeting Minutes
April 11, 2007, 2:30-4:30 p.m.
102 CDD**

Present: Chris Anderson, Lori Bassler, Robert Brown, Nancy Davin, Nancy Fick, John Forys, Matthew Gilchrist, Martha Greer, Mary Greer, Diane Hauser, George Hospodarsky, Helen Jameson, Glenn Kell, Kathy Klein, Jill Kordick, Kathy Last, Robert Manders, Patricia Mason-Browne, Virginia Miller, Marian Muste, Mary Lee Neuberger, Janette Pettus, Laura Prince, Sandra Reed, Kathleen Renquist, Paul Ruff, Gary Sanborn, Mark Schmidt, Michael Schueller, Amber Seaton, Julie Sexton, Kristine Sigsbee, Anne Sopher, Duncan Stewart, Eileen Sullivan, Sarah Tallman, Kristina Venzke, Diane Wasson, Jeffrey Wasson, Rhonda Weaver, Al Young

Absent: Linda Bergquist, Diana Boeglin, Stacy Coffman, Jennie Embree, Kimberly Hammen, David Johnson, Kathleen Lilli, Deb Pfab, Heather Schnoebelen, Karen Shemanski, Carlette Washington-Hoagland, Michelle Wiegand

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

Guests: Dean David Johnsen, College of Dentistry; Cheryl Hoogerwerf Reardon, Office of the VP for Research; George McCrory, News Services; Ashton Shurston, Daily Iowan

The meeting was called to order at 2:30, p.m.

1. Attendance, Kathy Klein:

- a. Kathy Klein, 2007-2008 Staff Council President, took attendance.
- b. Councilors introduced themselves.

2. Presidential Search Committee Update, Dean David Johnsen, College of Dentistry and Cheryl Hoogerwerf-Reardon, Office of the VP for Research:

- a. Dean David Johnsen spoke briefly regarding the history of the current University of Iowa Presidential search. The 13-member search committee is debating the interview format and whether or not to hold on-campus interviews. The committee is requesting input from campus groups. The committee is on target to name a new president by July 1, 2007. Committee meetings are open to everyone, and times, locations and agendas may be found in the UI Electronic News.

3. State Fair Booth, George McCrory:

- a. George McCrory asked for volunteers to help staff The University of Iowa booth at the Iowa State Fair, August 9-19, 2007. They are looking for people willing to participate in a shift at the booth, and suggested that 3-4 people from a department could volunteer together. The website to sign up for this event will be available after May 1 and typically fills by June or July.

4. Review/Approval of Minutes:

- a. Staff Council Meeting Minutes, March 21, 2007, were reviewed and approved without comment.

- b. Staff Council Executive Committee Meeting with Interim President Fethke, March 28, 2007. Meeting minutes were reviewed without comment.
- c. Staff Council Executive Committee Meeting Minutes with Provost Hogan, March 22, 2007, were reviewed without comment.
- d. Staff Council Executive Committee Meeting Minutes, March 28, 2007, were reviewed without comment.

5. Addition of Staff to Lectures Committee, Mary Greer:

- a. Mary Greer presented a proposal to add two additional staff members to the Lectures Committee, which is currently comprised of 7 students, 3 faculty, and 1 staff (David Schoonover, staff representative).
- b. Mary presented the proposal to UISG (UI Student Government) on April 10, and it was not approved. Students are sensitive to wanting to have a majority of voting members on the committee because student fees fund the Lecture Committee's speakers. The final decision will be made by President Fethke.
- c. The motion to approve the proposal adding two additional staff members to the Lectures Committee was seconded. Motion passed.

6. Staff Council Committees 2007-2008, Kathy Klein:

- a. Kathy Klein reiterated the expectation that Staff Council members serve on at least one of the various committees available through Staff Council.

7. Election of Executive Committee:

- a. Lori Bassler explained Executive Committee responsibilities and talked about her experience as an officer on Executive Council.
- b. Kathy Klein called for additional nominations from the floor. Ruthina West nominated herself for Executive Committee. The Nominees were as follows:
 - i. George Hospodarsky
 - ii. Janette Pettus
 - iii. Amber Seaton
 - iv. Karen Shemanski
 - v. Ruthina West
- c. Each nominee presented their statements and voting proceeded with the following results:
 - i. George Hospodarsky
 - ii. Amber Seaton
 - iii. Karen Shemanski
 - iv. Ruthina West

8. Salary Proposal, Kathy Klein:

- a. Kathy Klein presented a draft of the salary proposal, emphasizing it was a draft from which to start. After general discussion regarding wording of the letter, it was decided that in order to be most productive, Staff Council would vote on the percentage and let the Executive Committee compose the letter.
- b. Sue Buckley clarified information and explained the reasons for a "range" of the percentage that is proposed.
- c. On May 1, Kathy will present the proposal to the Board of Regents.
- d. Several spreadsheets were reviewed comparing two- and five-year averages of faculty and staff increases, including P&S, SEIU, and AFSCME.

- e. It was moved and seconded to propose a 5.5% salary increase for P&S employees for 2007-08, regardless of source of funds, and have Executive Committee compose the letter. Motion passed unanimously.

9. HR Update, Sue Buckley:

- a. Sue Buckley reminded everyone that May 1 is the next Board of Regents meeting and encouraged Staff Councilors to attend, if possible. At the meeting, FY08 will be discussed; the leadership of the various governance groups will speak from the Regents' institutions (except UNI faculty who are unionized). Julie Sexton will represent MSEC staff inter-institutionally. Pay policies will be finalized at the June meeting of the Board of Regents in Des Moines.

10. Reminders, Kathy Klein:

- a. The Research Brown Bag will be held, Tuesday, April 17, 2007, 12:00-1:00 p.m., EMRB Conference Room, MERF
- b. The President's Reception for 2006-2007 and 2007-2008 Staff Councilors will be on Thursday, April 19, 2007, 5:00-6:30 p.m., 102 Church Street. Remember to RSVP.
- c. The New Staff Councilor Orientation 12:00-1:00 p.m., Friday, April 20, 2007, River Room 1, IMU. New councilors unable to attend should contact Kathy Klein.
- d. The May Staff Council meeting will be Wednesday, May 9, 2007, S401 PBB.
- e. The Staff Council Retreat will be Friday, May 18, 2007, 8:30 a.m.-12:00 p.m., location to be announced.

The meeting was adjourned at 4:10 p.m.

Respectfully submitted by,
Nancy J. Davin, Secretary

Staff Council Executive Committee Meeting
Meeting Minutes
April 18, 2007, 3:30 p.m.
603 JB

Present: Nancy Davin, Mary Greer, Kathy Klein, Amber Seaton, Karen Shemanski,
Duncan Stewart, Sarah Tallman, Ruthina West

Absent: George Hospodarsky

The meeting was called to order at 3:30 p.m.

1. Review/Approval of Minutes:

- a. Staff Council Executive Committee meeting minutes from March 28, 2007, were reviewed and approved with no changes.
- b. Staff Council Executive Committee with Provost Hogan meeting minutes from March 22, 2007, were reviewed and approved with one change: Date was corrected from March 28 to March 22, 2007.
- c. Staff Council Executive Committee with Interim President Fethke meeting minutes from March 28, 2007, were reviewed and approved with no changes.

2. Salary Policy Discussion:

- a. The wording of the letter to Sue Buckley was discussed and revised.
- b. The main points of the letter were to keep pace with our peers by evening out the 5-year average amongst the faculty, bargaining staff, and P&S staff by proposing a 5.5% salary increase for 2007-08.
- c. Kathy Klein will prepare the letter, send to Executive Committee for review, and send the final copy Vice President True, Provost Hogan, Interim President Fethke, Victoria Sharp (President, Faculty Senate), and Staff Council.
- d. Kathy will present the proposal to the Board of Regents at the May 1, 2007, meeting at the UI, at which time she will also discuss the importance of Staff Council at the University of Iowa and the 40 year anniversary.

3. Presidential Search:

- a. The committee discussed and approved the following question to put forth to the Presidential Search Committee to use in upcoming interviews:
"As the Employer of Choice in the area, how would you see your role in recruiting and retaining the highest quality staff?"
- b. Nancy Davin will send the question to Cheryl Hoogerwerf-Reardon.

4. Coke Funds:

- a. Sarah Tallman reported that Marcella David sent a letter requesting that we cover some minimal pre-paid expenses for the Celebrating Cultural Diversity Festival was cancelled due to inclement weather. Staff Council had previously awarded the festival organizers some Coke Funds. Unused funds will be returned and they will submit a request next year if funding is requested.
- b. Mary reviewed the Coke Funds application process for new committee members. We have \$50,000 allotted each year for which there are two application deadlines: May 1 and November 1. The committee discussed how we could have wider distribution of the call for applications and deadline announcement. It

was decided that Mary will contact Sue Buckley about the possibility of meeting with Senior HR Representatives to disseminate information and seek ideas.

5. Staff Council Committees:

- a. E-mail notice to councilors regarding signing up for Staff Council committees was sent today with a link to a website to sign up. Kathy Klein expressed her thanks to Mary Greer for setting up the website. Kathy reported that four councilors have agreed to serve as committee chairs:
 - i. Matt Gilchrist, Governmental Relations
 - ii. Mary Greer, Elections
 - iii. Julie Sexton, Merit Supervisory Exempt/Confidential
 - iv. Lori Bassler, Human Resources
- b. A motion was made by Mary Greer to create an Awards Committee (previously part of the Governmental Relations Committee). Motion passed.
- c. Mary Greer discussed the possibility of various SC interest groups forming committees and reiterated that if interest groups wish to form a committee, a proposal should be presented to the Executive Committee.
- d. Sarah Tallman agreed to speak at the New Staff Councilor Orientation.

The meeting adjourned at 4:50 p.m.

Respectfully submitted by,
Nancy J. Davin, Secretary

Staff Council Executive Committee Meeting with Interim President Fethke
Meeting Minutes
April 26, 2007, 8:00 p.m.
101 JH

Present: Nancy Davin, Mary Greer, George Hospodarsky, Kathy Klein, Amber Seaton, Duncan Stewart, Sarah Tallman

Absent: Karen Shemanski, Ruthina West

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

The meeting was called to order at 8:00 a.m.

4. Interim President Fethke's Comments:

- a. President Fethke reported that it has been a busy week which included the memorial service for the victims at Virginia Tech and a remembrance to the victims of the shooting on the UI campus in 1991, and a visit by former President Jimmy Carter. He's also preparing for the Board of Regents meeting on campus next week.

5. Staff Salary Increases:

- a. Kathy Klein announced she sent the staff salary increase proposal letter to Sue Buckley on Friday, April 20.
- b. Kathy will present at the Board of Regents meeting on May 1, which will have four new Regents present. The theme of her presentation is we are a Big 10 research university and the staff's role in that endeavor, as well as Staff Council's role. President Fethke encouraged her to help the Regents understand how extensive our staff is on campus, the realities of the organization, employment composition, and the size and complexity of our staff.

6. Hancher-Finkbine Staff Award:

- a. Marian Muste, one of our staff councilors, won the first Hancher-Finkbine staff award and he will be recognized at our next Staff Council meeting.
- b. The recent press release was discussed with regard to the fact that staff was omitted from the release's headline and opening text. Mary Greer continues to work with University Relations to give an equal voice to staff as they do faculty and students.

7. Virginia Tech Incident and Campus Security Implications at Iowa:

- a. Kathy Klein discussed her e-mail to the Staff Senate President at Virginia Tech, and the subsequent reply, regarding the recent shooting on their campus.
- b. There has been discussion about security issues on campus. Sue Buckley suggested having Chuck Green come speak to Staff Council and to hear their concerns.
- c. President Fethke indicated numerous technical and communications issues are being reviewed for their potential use on the UI campus including reverse 911, campus-wide towers that can not only send a siren but also a voice message, etc. He indicated more conversations will occur at the campus level. He also provided an overview of the locked-down weapons on campus and the procedure by which they are approved for use.

- d. The recent bomb threat at Hardin Library was discussed. President Fethke gave credit to several staff who offered their assistance to safety personnel during the building search.

6. Other Agenda Items:

- a. Kathy Klein attended the recent Faculty Senate meeting and asked President Fethke to speak about the administrative changes he proposed. President Fethke's feeling is we're relatively effective at communicating well at the org level that we're not communicating centrally enough about the University. He wants a coordinated marketing plan by the UI to make a statement to parents, students, and patients so they want to come here rather than go elsewhere. We need to elevate two functions: 1) outreach and communications, and 2) HR. He indicated that Susan Shullaw will write a report on the organizational structure which will be distributed widely to review.
- b. Kathy remarked on the search committee make-up for the Dean of the College of Public Health, that the committee seemed heavily weighted on internal individuals. She will relay the concern to the Provost's Office.
- c. Mary Greer announced that Kathy Klein, Shelly Kurtz, and she had plans to meet with the three new Regents. They met recently with new Regent Jack Evans in Cedar Rapids, which went well.
- d. Mary indicated that the College of Liberal Arts invited Staff Council to send representatives to a meeting with Congressman Loeb sack to discuss pay equity issues.

8. Sue Buckley's Comments:

- a. The Committee on Professional Development Opportunities for Research Staff submitted a report last week. Sue is pleased with the direction of the report. It will be presented to Staff Council first, then other governance groups.
- b. Central HR has developed a [Benefits Education Center](#) on their website, complete with video clips. It's a great recruiting tool and also a good refresher for current employees on how best to take advantage of University Benefits. Eventually the benefits orientation will be on CD to send to new staff, but there will still be a face-to-face session available for those who want it.
- c. The press release on the smoking policy changes will be distributed today. President Fethke has accepted the recommendations of the Smoking Policy Review Committee, summarized as follows:
 - Effective July 1, 2007, the 25 ft smoke-free ban at the exits and entrances of buildings, will be expanded to the entire building perimeter.
 - From now until December 1, 2007, Sue Buckley, Susan Johnson, and Joni Troester will facilitate another campus conversation about extending the comprehensive ban to the entire campus beginning July 1, 2008, one year earlier than the committee recommended. Ms. Troester has been appointed to chair the implementation task force that will lead the dialogue, a new e-mail address has been set up for input (will be announced in the press release), they will visit various campus groups, and at least one open forum is planned for the fall.
 - Effective immediately the Field House and the surrounding area will be considered part of the health science campus and be included in the smoke-free policy which went into effect April 2, 2007.

- All of these changes will take place with the understanding that we need to provide the needed support for staff, faculty, and students who desire to quit smoking.
- d. Duncan Stewart asked if the UCC mall entrances could be included in the ban. Sue Buckley indicated that the question should be directed to the implementation task force.

The meeting adjourned at 8:55 a.m.

Respectfully submitted by,
Nancy J. Davin, Secretary

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