



Staff Council

Your Voice

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Staff Council Agenda
Wednesday, October 10, 2007
2:00 P.M. – 4:30 P.M
S401 PBB

- 2:00 PM Attendance
- 2:05 PM Review/Approval of Minutes (attached)
- September Staff Council Meeting Minutes
 - September Executive Committee Meeting Minutes
 - September Executive Committee Meeting w/ President Mason
- 2:10 P.M. Kenneth Brown, Associate Professor, Management and Organizations
The University of Iowa representative of the North Central Higher Learning Commission (HLC) accreditation process. <http://www.uiowa.edu/reaccreditation>
- 2:25 P.M. Bob Millsap/Sue Buckley, Comp/Class and VP, UI Human Resources
Buck Consultants Report
Staff Council will be receiving further information next week (Monday)
- 3:25 P.M. Health Insurance Update (reminder to attend information sessions)
- 3:30 P.M. Staff Council Resignation/Call for Nominations from the floor
Kathleen Lilli, Research Representative
- 3:35 P.M. Internal Committee Reports (attached)
- 3:45 P.M. Peer Support Committee - Call for people to serve on committee
<http://www.uiowa.edu/~staff/Archives/2006-2007/AboutUs/Committees/PSRP/index.htm>
- 3:50 P.M. Announcements
- 3:55 P.M. Homecoming Wrap-up (Amber Seaton/Laura Prince)
- 4:00 P.M. UI President Sally Mason
Address from President Mason/followed by question/answer
Followed by reception
- 4:30 P.M. Adjourn

FYI - Upcoming Events:

- 2:30-4:30 P.M. SCEC Meeting, Wednesday, October 17, 2007, 606 JB**
- 8:00-9:00 A.M. SCEC Meeting with President Mason, Thursday, October 27, 2007, 101 JH**
- 12:00-1:00 P.M. MSEC Brown Bag Lunch, 126 IMU, Lucas Dodge Room, November 6, 2007**
- 9:00-10:00 A.M. SCEC Meeting w/ Interim Provost Lopes, 111 Jessup Hall**
- 12:00-1:00 P.M. MSEC Brown Bag Lunch, 102 CDD, November 13, 2007**
- 2:30 -4:30 P.M. Staff Council Meeting, 102 CDD, Wednesday, November 14, 2007**

**Staff Council
Meeting Minutes
September 12, 2007, 2:30 p.m.
102 CDD**

Present: Lori Bassler, Linda Bergquist, Robert Brown, Stacy Coffman, Nancy Davin, Nancy Fick, Matthew Gilchrist, Martha Greer, George Hospodarsky, Kim Hammen, Glenn Kell, Kathy Klein, Jill Kordick, Kathy Last, Robert Manders, Patricia Mason-Browne, Mary Lee Neuberger, Janette Pettus, Deb Pfab, Laura Prince, Sandra Reed, Kathleen Renquist, Paul Ruff, Mark Schmidt, Mark Schmidt, Michael Schueller, Amber Seaton, Julie Sexton, Karen Shemanski, Kristine Sigsbee, Anne Sopher, Duncan Stewart, Eileen Sullivan, Sarah Tallman, Kristina Venzke, Carlette Washington-Hoagland, Diane Wasson, Jeffrey Wasson, Rhonda Weaver

Absent: Chris Anderson, John Forys, Mary Greer, Diane Hauser, Helen Jameson, David Johnson, Kathleen Lilli, Virginia Miller, Marian Muste, Gary Sanborn, Heather Schnoebelen, Ruthina West, Michelle Wiegand, Al Young

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

Guests: Chuck Green, Director of Public Safety; Marc Mills, UI General Counsel; Gary Barta, Athletic Director; Joni Troester, Director, UI Wellness; Brian Morelli, *Iowa City Press-Citizen*; Doug Allaire, College of Education Staff Council; Clara Hogan, *The Daily Iowan*

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

1. Attendance:

- a. Kathy Klein, 2007-2008 Staff Council President, took attendance.

2. Review/Approval of Minutes:

- a. Staff Council Meeting Minutes, July 11, 2007, were reviewed and approved without comment. The By-laws Committee is reviewing the attendance policy which will come back to the full council for review and approval.
- b. Staff Council Executive Committee Meeting with Provost Hogan, July 9, 2007, were reviewed without comment.
- c. Staff Council Executive Committee Meeting Minutes from July 18 and August 28, 2007 were reviewed without comment.
- d. Staff Council Executive Committee Meeting with Interim President Fethke, July 25, 2007. Meeting minutes were reviewed without comment.
- e. Staff Council Executive Committee Meeting with President Mason, August 29, 2007. Meeting minutes were reviewed without comment.

3. Proposal to Arm Campus Police on Regents Campuses:

- a. Kathy Klein took an email "straw vote" last week regarding this issue. Over half the council voted in favor of arming. The results were forwarded to President Mason for consideration in her recommendation to the Board of Regents.
- b. Chuck Green presented an overview of his department which includes 15 security guards, 35 sworn police officers, and a canine unit.
- c. He reviewed the qualifications and training completed by each officer, the same qualifications that must be met by every law enforcement officer in Iowa. They receive 520 hours of basic training at the academy and undergo a 4 month field training program. They

- don't ride solo until both parts of the training are successfully completed. Psychological testing and training in mental illness are part of the training they receive.
- d. In addition to law enforcement, they also have a RAD (Rape Aggression Defense) program, welcome campaign, pedestrian safety campaign, a web-based crime prevention newsletter, and a sexual assault resource packet distribution.
 - e. Mr. Green explained that officers are armed, but the weapons are locked at headquarters. Advance authorization to arm must be sought through Doug True's and Marc Mills' office in advance. He reviewed the types of calls to which officers respond and provide back-up to the City of Iowa City, Coralville, Johnson County, and University Heights.
 - f. He reviewed the history of the arming issue and explained that the Governor asked the three Regents universities to prepare a document in support of arming. Upon the Virginia Tech shooting on 4/16/07, the issue was moved to the fast track and that day had to report to the governor their proposed response plan if such an event occurred on their campus.
 - g. Iowa is the only school in the Big 10 whose campus police are not armed. ISU and UNI and the only schools in their respective conferences who are not armed.
 - h. The lack of ability to carry arms has affected hiring and retention. Mr. Green projects the loss of 50% of his officers if the arming issue is voted down. He has lost 3 officers in four weeks not solely to this issue, but it's a factor in each of the departures.
 - i. President Mason submitted her request to arm yesterday for consideration at the next Board of Regents meeting.
 - j. Questions were posed to Mr. Green including:
 - i. Do you feel the loss of officers has something to do with being armed and do we compete with market salaries? There are various reasons for departure, but every time they mention arming as a factor. Loved ones of the officers also wrote a letter of support to President Mason asking her to provide them with the tools to protect themselves.
 - ii. If officers are wearing guns, can't someone grab it? Mr. Green explained the Level 4 holster with 4 locks; he offered it to a councilor to remove from the holster and the councilor was unable to do so. He also explained that it is impossible to shoot the gun from within the holster.
 - iii. A councilor surveyed their org and received 85 responses, 54 in favor of arming. This councilor feels there is a misunderstanding amongst campus staff between the security guards and officers and that they aren't aware of the facts and figures. She asked how we could embark on a marketing campaign to educate the campus. Comments she heard were related to how the guns would be dealt with the student population and racial profiling. Mr. Green responded that crime statistics are on the website; most criminal activity doesn't involve students with the exception of PAULAs. Mr. Green said that if abuse of students was a concern, it would have already shown itself in use of the taser, clubs, or pepper spray.
 - iv. Security guards will never be armed, don't receive pepper spray, batons, or hand cuffs; they are simply the eyes and ears of the police force and if they see something questionable they call for an officer to respond.
 - v. One councilor asked about his department's relationship to the UIHC security guards. They are a separate department and are non-sworn and they do not carry weapons. If UIHC has an incident of a criminal nature, the UI Police Department is asked to respond.
 - vi. A councilor asked Mr. Green to explain his department's relationship with other area police departments and mutual aid. He explained that if officers make stops on the interstate that it is part of the Governor's Traffic Safety Bureau of which his department has been a member since 1997. They must conduct joint stops for OWI, seat belt violations, and any overtime due to this is charged to the grant. His department's relationship with other agencies in the county is strong and many of the area departments provide back up for them during football games. He also

acknowledged that when his department provides back-up to other departments, it creates a problem because his officers are not armed.

- vii. How have we come from tasers to firearms? Tasers, a less lethal weapon than a firearm, were approved the last time his department asked for firearms.
 - viii. Does it make a difference in our liability insurance if we add firearms? The UI is self-insured. The potential is probably higher; liability is no greater.
 - ix. What will happen if the request is not approved? Will you have to re-evaluate the calls you take? Mr. Green responded that he would have to. He anticipates losing 50% of his force if firearms are not approved.
 - x. A motion was made and seconded to endorse the arming of our police officers. An amended was offered to endorse the arming of our officers without provision. Discussion was called. Nancy Fick reminded councilors that they must represent their constituents, not themselves. The first motion passed 39-0. The amended motion passed 34-5.
- k. At the end of the meeting, Kathy announced she had copies available of the memo that President Mason sent to the Board of Regents.

4. Gary Barta, Athletic Director:

- a. Mr. Barta discussed his philosophy regarding athletics, that it is not the most important thing on campus. He expressed his desire for his staff to be good campus partners and that he encourages his staff to become involved campus-wide. He also hopes that today's Hawkeye athletes become tomorrow's leaders.
- b. He discussed the current state of the Big 10 Network and the history behind it's implementation, which was launched two weeks ago. It is well-funded, looks professional, and is currently distributed on DirecTV, Dish Network, and 50 small cable operators across the state, except Mediacom. The disputes stem from Big 10 Network's desire that the channel be placed in a company's expanded basic lineup instead of being charged extra. Mediacom wants to place it on a sports tier.
- c. Mr. Barta talked about the code of conduct for student athlete behavior and discussed a recent situation where two student athletes had been arrested and charged with a felony. He discussed the rationale for placing them on immediate and indefinite suspension.
- d. He also discussed online social networks, such as Facebook, since recently photos and comments of football players had come into question. He recently brought in a leading expert to educate student athletes on social networking.
- e. Currently there is no contract with Iowa State beyond the year 2010, but they will probably continue to play.

5. Homecoming Parade Participation (Laura Prince and Amber Seaton):

- a. The theme is "Our Heroes are Hawkeyes." UI Homecoming Committee is accepting volunteer applications via their website <http://www.uiowa.edu/~hmcoming/parade.html>
- b. Poms handed out to councilors. Candy has been purchased to pass out at the parade.
- c. A memo was sent to staff councilors from the past 10 years. Contact Laura, Amber, or Kathy to participate.

6. Smoking Policy (Sue Buckley and Joni Troester):

- a. See the current website for more information: <http://www.uiowa.edu/homepage/smoking/index.html>
- b. Sue reviewed the history of the campus smoking policy, as well as the policy on the health science campus. They were given a charge by Interim President Fethke and President Mason to have a campus conversation concluded by December 1 on the basic question of whether the entire campus should be smoke-free.
- c. A mass email was distributed, an electronic mailbox is available to send comments, and they are having two public forums. They are meeting with a variety of administrative and

governance groups, such as Staff Council, to hear what the campus thinks on this issue. Sue asked for comments:

- i. How should enforcement be handled? The long term success of any policy will somewhat depend on the willingness of people to encourage their colleagues to comply.
 - ii. If there is no smoking anywhere on campus, is someone going to define boundaries? This is a very important point. In most places it's clear, but there are places where it is not. They will be meeting with representatives from the City of Iowa City next week.
 - iii. What is the discipline for an offender or repeat offender? The policy will be treated as other university discipline policies, including reprimands up to and including termination. Public Safety will not issue citations. The policy is an employment policy and not a legal issue.
 - iv. Sue and Joni indicated that if the campus goes smoke-free, there is a desire that it not be punitive in nature, and instead extend a culture of health through positive communication with assistance with quitting smoking, removing barriers, etc. They don't expect 100% compliance. A significant number of people have contacted UI Wellness to determine what assistance is available to help them quit. These resources will be ramped up.
 - v. A councilor asked if there was a plan for University Capitol Center mall. It will be one of the places that needs boundaries determined.
 - vi. A councilor spoke on behalf of smokers who can tend to feel devalued, that what they do on their own time is OK. She asked about smoking huts or having a designated place where smokers can go. Sue said we need to let them know that they are valued. The primary reason for the proposed policy is primarily related to the Surgeons General's report offering proof that second hand smoke is harmful to one's health, as well as research on smoke and what happens to it in the outdoor environment (California EPA Report).
- d. Sue asked for a show of hands on how many would support a complete ban. She encouraged councilors to discuss amongst constituents, come to open forums, encourage comments be submitted to the mailbox, and that the issue be revisited in October or November in time for the December 1 deadline.

7. Announcements:

- a. Sue Buckley announced that next week non organized P&S staff will receive a total compensation statement, listing all contributions related to base salary, flex credits, retirement, and Medicare, Social Security, Unemployment, and Worker's Comp. Other employee groups will receive their report at a later date. Sue would like to be apprised of staff reaction to the statement. They want people to understand the employer's contribution.
- b. Kathy Klein thanked committee chairs for getting committees together.
- c. The website is not up-to-date, but it should be updated soon.
- d. President Mason will present at the next meeting on October 10 in S401 PBAB.
- e. SC received and paid a bill for \$1300 for the Memorial Book Program, which hadn't provided a bill for three years. This has been put back in the Coke Funds budget.
- f. Kathy acknowledged Pat Mason-Browne who recently won one of the Staff Council awards. Recipients are listed in the 8/29/07 meeting minutes of SCEC with President Mason. She encouraged councilors to send award winners a note of congratulations.

The meeting was adjourned at 4:35 pm.

Respectfully submitted by,
Nancy J. Davin, Secretary

**Staff Council Executive Committee Meeting
Meeting Minutes
September 19, 2007, 2:30 p.m.
603 JB**

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

Absent:

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

1. Review/Approval of Minutes:

- a. Staff Council Executive Committee meeting minutes from August 28, 2007, were reviewed with one change: The meeting was called to order at 8:30 a.m., not 2:30 p.m.
- b. Staff Council Executive Committee with President Mason meeting minutes from August 29, 2007, were reviewed with one small typographical error correction.

2. Meeting Schedule:

- a. Discussed the 2007-08 Staff Council and Staff Council Executive Committee meeting schedules. It was decided to change the January SC meeting from January 9th to the 16th and in March moving the Executive Committee meeting from the March 19th to the 26th.
- b. It was decided to schedule the first meeting with interim provost Lola Lopes in November and to request an informal meeting with members of the executive committee in late September or early October if her schedule will allow.

3. Support Staff:

- a. Discussed sharing a student worker with Faculty Senate, estimated 5 hours per week.

4. Elections:

- a. The Election Committee met September 18, 2007, to discuss nominations for two Staff Council openings, positions vacated by Diana Boeglin and Jennie Embree. They reviewed the top vote getters from the previous elections as well as nominations from the floor. Mary will follow-up with the candidates to make sure they're still interested, and will forward candidate names to SCEC and vote by email.

5. Committees:

- a. There is one opening on the Faculty/Staff Budget Committee. Lori Bassler volunteered and was approved to serve.
- b. The Peer Support Committee needs an additional person. Interested candidates express interest, apply for the position, and will be trained by HR for a three year term. Staff councilors apply to serve as a peer mentor.

6. Ombuds Presence at UIHC:

- a. Mary Greer reported that Mary Lee Neuberger, Ella Born, Nancy Davin, and Mary met with Cynthia Joyce from the Ombuds Office earlier today regarding developing an Ombuds presence at UIHC.

- b. It was decided that opening an office may not be the best way and that increasing the awareness of the Ombuds office is the best way. Mary will work on having a staff services information table in the cafeteria(s) at UIHC.
- c. Cynthia indicated that holding workshops has significantly increased getting the word out, as well as presenting at departmental and collegiate meetings.

7. Homecoming:

- a. Amber reported there are 40 volunteer participants for the Staff Council representation in the parade. T-shirts are ordered. There is an informational meeting on 9/24 to determine location.
- b. Jean Kendall will be seated in the VIP section as our honorary guest.
- c. Eight past councilors from as far back as 1994 will participate.

8. Other Business:

- a. Discussed holding open forums on the east and west sides, as well as Oakdale, regarding Benefits.
- b. Public forum on arming was discussed. Dialog was good.
- c. Feedback on Gary Barta's presentation to Staff Council was good.
- d. Smoke-free campus discussion will be on the November agenda again.
- e. Jan Pettus talked to Jana Wessels (CCOM HR) about shared governance at the Carver College of Medicine. Jan reported that Shared Governance will be discussed at the next collegiate HR Reps meeting.
- f. Human Resources Committee. Jan Pettus asked for direction on the pending parental leave policy. Executive Committee recommended they rectify the inconsistency between adoptive parents and biological fathers. In the future, they can come back with a revised proposal that addresses including guardianships and foster parents. She reported there are no non-council members on the HR Committee.

9. Announcements:

- a. There will be a meeting the first week of October to review the Buck Consultants' Report on the Compensation and Classification System.
- b. President Mason will attend our October Staff Council meeting at 4:00 p.m., present some brief remarks, followed by a reception.
- c. Dr. Richard Dobyans asked to have some time on the October SC agenda. It was decided to have him present to Shared Governance Council instead.
- d. The October Staff Council meeting will begin 30 minutes earlier to accommodate the agenda.

The next meeting will be October 17, 2007.

Respectfully submitted,
Nancy J. Davin, Secretary

Staff Council Executive Committee Meeting with President Mason
Meeting Minutes
September 26, 2007, 8:00 a.m.
101 JH

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

Absent:

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

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

1. Comments from President Mason:

- a. President Mason discussed the credit card solicitation arrangement with the UI Alumni Association and Bank of America and the non-disclosure agreement.
- b. She stated that the funds received from this solicitation are given back to academic departments and Athletics. Only 208 students out of 20,000 undergraduates have actually been issued credit cards, with an average balance of \$1,000. The revenue the UI receives from the solicitation supports undergraduate courses on how to manage credit.

2. Address Suppression:

- a. The previous discussion generated a non-agenda discussion related to the privacy of staff names and contact information. Currently staff home addresses are released automatically in the online directory after 6 weeks if the staff member has not suppressed the information.
- b. Mary Greer reviewed the history of this topic related to last year's proposal to opt-in for contact information release, which was subsequently not approved by interim president Fethke.
- c. It was decided to resurrect the discussion. Mary Greer will contact Judie Hermsen, the chair of the committee which developed the proposal.

3. Provost Search Committee:

- a. President Mason indicated she will speak with Raul Curto and Michael O'Hara, co-chairs of the provost search committee regarding committee membership.
- b. A search firm will not be used to conduct the search.

4. Discussion/Follow-up of Board of Regents Meeting:

- a. The directors of security from each institution were asked to speak on the arming issue, as well as the presidents. Regent Harkin suggested that there be a motion to bundle together a new policy on campus safety that would include arming the police officers. They voted 7-1 in favor and it is anticipated it will be an October agenda item.
- b. President Mason reported that the Regents had done their homework, listened to the presidents' pleas for flexibility and will come back with a revision to their own guidelines on naming. It was unclear when the proposal would be returned.

5. Shared Governance:

- a. The history of shared governance at the University of Iowa was shared with President Mason.
- b. Kathy reported that she had breakfast with Gary Barta and other Athletics leadership and inquired about their shared governance plan since one had not been submitted. It was unclear to Kathy to whom their report should be submitted. Since they report to President Mason, it should be submitted to her.
- c. Discussed ways to obtain feedback on how shared governance is working, including possibly adding a question to the next Working at Iowa survey.
- d. Councilors should go back to their areas and "take the temperature" of shared governance.

6. Campus Safety Issues:

- a. Another forum will be held tonight, the evening of September 26.
- b. President Mason reported that Nite Ride will be reinstated to provide a safe alternative for students who need to get home late at night from the downtown area, libraries, and academic buildings. Details will be forthcoming.
- c. Sue Buckley emphasized that the impact of safety as it affects the ability of women to develop and succeed if they can't take an evening class, stay at the library, study with someone away from home, or go to the computer lab.
- d. Discussed HawkAlert, the campus notification system.
- e. A comment was made that Chuck Green did a great job in defining what a police officer is versus a security officer and that he should publicize this, perhaps via the newspapers. President Mason reported that Chuck has responded to the comments she has received regarding the arming and campus safety issues.

7. Follow-up on Staff Awards:

- a. The earliest President Mason anticipates holding regular open forums in the format discussed at last month's meeting will be next fall.
- b. She hopes to advertise for a senior associate (faculty position) and hopes to have someone in place in January. Planning will begin at that time.
- c. Enhancement of publication of staff awards in the *FYI* was discussed.

8. Associate VP Buckley's Comments:

- a. Sue asked for feedback on the Total Compensation Statement that was recently mailed to non organized P&S. Statements will be sent to the other employee groups later this fall.

Respectfully submitted by,
Nancy J. Davin, Secretary

Next Meeting: Wednesday, September 17, 2007, 8:00 a.m., 101 JH

Bylaws Committee Report September 5, 2007

Members: David Johnson, Glen Kell, Ginny Miller, Mark Schmidt, Janette Pettus (chair)

The Bylaws committee held its first meeting on Mon. Aug 20th @ noon in 3511 Seamen's Center. All committee members were in attendance. Staff Council President Kathy Klein was also in attendance.

The committee agreed to meet monthly during the 2007-2008 year.
Our next meeting will be held Tue. Sept. 25, 2007 @ noon in the EMRB Café.

Topics of discussion included:

a) *attendance policy:* (Executive Committee request)

rationale: Clarify that attendance at Staff Council meetings is expected in order to fulfill our obligations to the constituents that elected us; yet excused absences are understandable in extenuating circumstances. Courtesy calls to SC President.

b) *replacement of resignations on Executive Committee:* (current wording does not define how replacement will be selected.) Discussed following same procedure as used in replacements on full council; i.e. ask next highest vote getter to serve.

rationale: All candidates in election pool had expressed interest in serving on Executive Committee, 2nd option; SC President appoints a replacement

c) *scope of concern of SC Diversity Committee:* (Diversity Committee chair request)
Discussed listing the Iowa Promise as a more specific goal in the purpose of the committee. General feeling of Bylaws committee was to make no change at this time unless receive a wording change request from the Diversity Committee.

rationale: Mentioning the Iowa Promise (The University of Iowa Strategic Plan 2005-2010) specifically would require a bylaws change each time there is a new strategic plan, possibly just 2 years from now.

d) *simple typos in the wording of Bylaws:* Several typos were noted for correction

e) *Officers serve on Shared Governance Council:* (The Shared Governance Council will include 4 officers from Staff Council, 4 officers from Faculty Senate, 2 officers from Graduate Student Government, and 2 officers from Student Government. The Shared Governance Council will meet each month. They will meet with the Vice President group three times a year, and meet with the President two times a year. (agenda item 7a from Staff Council Executive Committee Meeting Minutes May 17, 2006)).

rationale: Service on Shared Governance Council not mentioned in duties of officers, nor is there any mechanism for reporting to full council, or announcing meetings in advance.

Committee on Committees

Date: September 13, 2007

Members Present: Mary Lee Neuberger (Chair), Martha Greer (Vice-Chair), John Forys, George Hospodarsky, Pat Mason-Browne, Rhonda Weaver

Members Absent: Jeff Wasson, Al Young

The Committee on Committees (CoC) is responsible for selecting staff members to the University of Iowa charter and non-charter committees. Prior to making the staff selections in the spring the CoC members will familiarize themselves with the responsibilities and expectations of each charter/non-charter committees. This will allow the CoC to select the best qualified candidates to represent staff on the committees.

Each CoC member agreed to be a liaison to 2-3 charter/non-charter committees and will:

- Contact the committee chair to introduce themselves.
- Attend a meeting of the committee.
- Review the committee's meeting minutes.
- Obtain the committee meeting schedule.

The next meeting is tentatively scheduled for late October.

**STAFF COUNCIL DIVERSITY COMMITTEE
MINUTES
September 14, 2007**

ATTENDING: Kathy Last
Christine Anderson
Robert Brown
Nancy Fick
Kristina Venzke

ABSENT: Stacy Coffman
Helen Jameson
Ruthina West

The meeting opened with discussion about when we should have the opening event. Should we wait until students come back, or should we have it before the students come back? The committee decided to have it before students come back for the fact that our main purpose is to target UI Staff and Administration and not students. Also for us to be able to secure a large auditorium for the length of time that we would need, we would have to do it prior to the start of classes.

- Kathy has talked to Space Planning and has secured Shambaugh Auditorium in the Main Library from 2:00 – 6:30 PM for Wednesday, January 16, 2008 for the event.

If we want to have more student involvement, we can talk to the Office of Student Life about sending out a mass e-mail to all students telling them about the opening event. If they are back on campus at that time, they are welcome to attend.

Nancy Fick said she would speak to someone from Darwin Turner Action Theatre to see if they will come to the next meeting to discuss what they do and have done in the past for MLK week.

- Nancy has since e-mailed me and said that she has spoken with Leslie Finer, who is trying to set up a grad student and faculty advisor to come speak at the September 28 meeting.

Kathy Last is to contact Kathy Klein about budget dollars.

Kathy Last is to send Christine Anderson the name of the new person in the Office of Student Life so she can send them an e-mail detailing the timeline and giving them some of the past quotes.

- Christine sent an e-mail to Motier Haskins. He replied saying that he is working on getting a committee together at this time and is aware of the urgency. He will contact us as soon as a quote is chosen.

It was discussed what topics that the Darwin Turner Action Theatre could perform. Committee members felt that it didn't just have to be MLK related. They could also cover hot topics that are in the news such as obesity, war, gay marriage, health disparity issues, etc.

Kristina Venzke has worked with the Iowa Humanities Board in the past and suggested that we could also look into mini-grants from the Humanities Board, the Iowa Arts Council or work with Artists in Residence to find speakers for future events.

We discussed the number of buttons that are ordered for MLK week. We suggested that we tell the Office of Student Life that we would like to have 100 of these buttons for Staff council. We would hope that these would be available for the December meeting so that we could pass these out to Staff Council members and they would have them available to wear in January. This would be one way of spreading the word about the events.

Other ways of advertising the event were discussed.

- UI new release on UI home page
- DI advertisement (cost about \$175 – 200)
- FYI advertisement
- Create poster to send out to all diversity councils, deans and deo's on campus

**STAFF COUNCIL DIVERSITY COMMITTEE
MINUTES
September 28, 2007**

PRESENT: Robert Brown
Nancy Fick
Kristina Venzke
Kathy Last

ABSENT: Christine Anderson
Stacy Coffman
Helen Jameson
Ruthina West

The representative from the Darwin Action Turner Theatre was unable to attend. We hope that they will be able to attend the next meeting. Nancy will let us know

We did not elect a co-chair due to the low number of attendees. We will put that back on the agenda for the next meeting.

Kathy will send out an e-mail to see what the best time is for people, in order for us to set standard meetings for the diversity committee.

We discussed having a diversity “book of the month” club/discussions. Kathy is to talk to Laura Reed about this as to whether or not this is something that could be advertised on the Learning & Development website. It was also suggested that we consider short stories or articles instead of books. In many cases, people don’t have time to read an entire book. We could contact senior HR Reps and ask them to disseminate information and ask for names of people who would be willing to facilitate conversations. It was also suggested that we find faculty on campus to facilitate these conversations. The University also has a Speaker’s Bureau. Kristina is going to look into some of these ideas and report back.

Another idea was to have a series of intergenerational conversations on campus. We would have train-the-trainer sessions in the fall to teach people to facilitate conversations and then have the conversations in the spring. EOD would make conversational packets. Concerns: You will have very different concerns when it comes to the aging nursing workforce on the healthcare side vs. facilities services vs. academics, etc. (This goes back to train-the-trainer sessions – people who then are knowledgeable in those areas can facilitate those conversations.) It was suggested that it may be good to have an introductory event. The College of Business has people that are researching this very thing. We could get someone to present their research and findings. People may respond more to a speaker than just a conversation. Nancy has contacts in COB if we are interested.

Kathy has not heard anything about the MLK event yet. Christine has sent an e-mail to them, but the last thing we heard was that they were in the process of compiling their

committee. No other word has been received. Kathy is to send an e-mail to Maria Newton in the Office of Student Life to see where they are at with the process.

2007-08 Staff Council Education Committee Report as of 10/03/07

Items accomplished to date by chairperson:

1. discussed new-staff orientation procedures with Andrea Reif.
2. requested and received hard copy of complete orientation as well as ppt. version of Staff Council portion to make available to committee members.
3. sent e-mail request, .ppt file, and orientation schedule to committee members in hopes of signing on volunteers to present orientation at least once during year (only two responded thus far).
4. assigned project to Dianne Wasson to schedule a meeting of UHIC-area committee members to discuss once-per-semester Staff Council activity at UHIC.
5. discussed interim-period liaison role with Nicole Mac until a permanent replacement for Maureen McCormick is appointed. She plans on attending at least part of October Staff Council meeting.

Items yet to complete:

1. appoint a vice-chair. I have one in mind, but would like to get to know members a bit more before making a final decision.
2. decide about the need (or not) to meet regularly. If new-staff orientation is our main task, it may not be necessary to meet regularly. However, I think it would be easier to fill orientation time slots if I asked for volunteers in person. As of now, I would like to touch base with committee members following the October general Staff Council meeting.
3. I have decided to participate in the October 16th new-staff orientation session so as to
6. familiarize myself the process. Following this session, a committee meeting may be helpful to solicit volunteers for future meetings and inform others on what to expect at orientation sessions.

Gary Sanborn
Chair

**2007-08 University of Iowa Staff Council
Elections Committee
September 18, 2007**

Meeting Date/Time: September 18, 2007/11 a.m. to 12 p.m.
Location: 603 JB

Members Present: Kathleen Renquist, Amber Seaton, Kathy Klein, Mary Greer

Members Absent: Deb Pfab, Christine Anderson, Rhonda Weaver

Guests: Marsha Adolph

No agenda was prepared.

Mary discussed possible meeting dates/times for the Elections Committee. It was agreed the second Tuesday of each month from 11 a.m. to 12 p.m. in 603 JB would be our regular meeting schedule. Marsha will reserve 603 JB at these times for this use. Mary will send a calendar invitation to all Elections Committee members.

Mary reviewed what had currently happened regarding two positions that are open. Staff Council was made aware that Diana Boeglin and Jennie Embree have resigned and nominations were taken from the floor in May and June, respectively.

The Elections Committee first discussed possible nominations to send to Executive Committee to fill Diana Boeglin's three year term in the Research sector. Our first vote was retracted because we voted on three names. The bylaws state that we must send two names for each position available. Mary then motioned and Amber seconded that we forward the names of Joyce Baker and Mohammed Filali, the two highest vote getters in the research category from the last election, to the Executive Committee. We then discussed the ramifications if these individuals no longer wanted to be on Staff Council. We concluded that Mary would contact Joyce and Mohammed and if either one does not wish their name to be forwarded, then Mary would contact Karla Daniels, who was nominated from the Council for this opportunity, and send her name to Exec.

The Committee then discussed the nominees for the 18-month term left by Jennie Embree in Academic Administrative. We decided to forward Janet Duncan (nominee) and Patricia Kosier (top vote getter from last election) to the Executive Committee. Mary will contact these individuals and if either one of them does not wish to be considered, then she will contact the next top vote getter, Renee Clancy.

The Committee then reviewed some goals. It is our hope that in addition to our responsibilities of recommending names for vacancies and running elections that we:

- Communicate with our 5400 constituents this fall about their SC classification to see if they are categorized correctly and bring any discrepancies to the Exec Committee BEFORE our election in January.

- Look at ways to split the large Academic Administrative group. We discussed sectors that seemed over-represented at times, and discussed the possibility of assigning constituents to councilors based on geographic location.
- Consider better ways of formatting our ballot so that nominee's descriptions can be viewed.
- Consider ways to receive a 60% or better return on our election results this year.
- Constituency groups and how might this be handled. Mary stated made this organization should be under the auspices of the Elections committee.
- Briefly discussed the need to better define Shared Governance for new councilors. Question was raised as to the progress made on submitting proposals to Hogan. Kathy K. will look into this.

Respectfully submitted,

Mary Greer
Chair
2007-08 Staff Council Elections Committee

**Report from
Staff Council University/Government Relations Committee
Meeting
August 31, 2007**

Convening for the first time in the year, we accomplished several important tasks.

1. We chose Diane Hauser as vice-chair of the committee (thank you, Diane, for volunteering).
2. We decided to meet every other month. If possible, we will schedule these meetings on a lunch hour late in the month and not on a Monday or Wednesday.
3. We outlined the following goals for our year as a committee:

- Per our charge “to foster communication of the Council activities to the University,” we would like to explore the possibility of a Staff Council newsletter to be created by the UI/Government Relations Committee with possible partnership of other committees. The newsletter would:
 1. feature our 40th anniversary
 2. celebrate staff achievement/awards
 3. publicize Staff Council activities
 4. invite participation by constituentsTo succeed, we imagine the newsletter might go out to the university community in electronic form via e-mail.
- Since the most significant group to whom the Council should communicate is our constituents, we discussed ways to better assist our constituents in seeing the relevance of the Council and in communicating with Council members. Speaking to constituents has often been mentioned in Council meetings and retreats, but specific ways and means of communicating have yet to be formalized.
- create e-mail lists so that Council members will know who their constituents are and how to contact them.
 1. create a checklist for Council members outlining specifically what Council members should communicate to their constituents about their efforts in the Council, including a suggestion to make a Staff Council update part of the regular staff meeting in individual units.
- Per our charge to “promote good relationships between the University and local, state, and national government,” we plan to be active in promoting the interests of staff in the legislature by:
 1. attending and creating a written report of each Legislative Update meeting.
 2. voicing staff-specific concerns that intersect with the legislature.
 3. determining how to promote staff interests that might differ from wider University interests.
 4. fostering relationships with legislators at the state and national levels.

4. Also discussed was shared governance. While this topic is not technically part of the committee's purpose, it intersects because it deals with staff relationships with the wider University, specifically administration and HR. We decided that the newsletter might be (continued)

a good venue for discussing matters concerning shared governance. We also wondered if there could be a way to allow every staff person the opportunity to see their department's/College's/unit's shared governance plan. Perhaps these are posted and public already, in which case we might facilitate staff awareness of such documents. In addition we discussed how to obtain organizational hierarchy reports for specific units listing responsibilities and supervision from the President's office down.

Human Resources Committee Meeting Tuesday, August 21, 2007 8-9 a.m. 121-P USB

Present: Lori Bassler, Sue Buckley, Kathy Last, Ginny Miller Janette Pettus, Gary Sanborn & Anne Sopher.

Absent: Carlette Washington-Hoagland

The meeting was opened at 8:00.

Members of the committee for this FY08 will consist of seven Staff Council Members (Lori Bassler, Kathy Last, Ginny Miller Janette Pettus, Gary Sanborn, Anne Sopher & Carlette Washington-Hoagland) and three to be named non-staff council members with expertise in HR. Sue Buckley will serve as the administrative liaison to the committee.

Lori Bassler opened the meeting with an introduction of those present. Everyone present agreed that meeting on the third Tuesday morning from 8-9 a.m. in 121-P USB was very convenient. There was a brief discussion of the use of departmental parking placards. Lori has access to one from the Cardiovascular Center and encouraged other committee members to discuss the possibility availability from their respective departments.

Sue Buckley stated that the committee can meet without her however Kevin Ward is available to attend as an alternate liaison in her absence.

Sue presented a few things that may be of interest to the Committee for FY08:

1. Parental Leave. This issue was not resolved by the two previous HR committees and everyone agreed it's time for closure on this topic.
2. Comp & Class Study
 - Non-organized P&S.
 - Current system in place over 30 years.
 - Report will come out we need to react to it.
 - Maybe full council HR Committee or Executive Committee.
3. Leave Philosophy Statement
 - Responsibilities and expectations around leave and attendance.
 - Variation in application of practice so we need guiding principles.
 - This is a topic that may need to go before the entire Staff council.
This will be up to the SC Executive committee
4. Lean Events – This is a process review that encourages more efficient and effective business processes.
 - Lean event related to ADA – changes will come from the event that we'd like
to test.
 - Lean event on conflict resolution and conflict management.
5. Shared Governance – Skorton and Hogan
 - Might be useful to have a “best practices” established now that this has

been

going on for a year. All colleges submitted a plan to the Provost's Office.

- Some colleges have great practices that none of the other units know

about

(CLAS). CoEng has been in existence for two years.

Other committee members brought up issues they felt were of interest. These consisted of:

Janette Pettus brought up the whole issue of communication across campus in a threat situation, particularly in relation to what individual departments do.

Sue Buckley indicated that Chuck Green, Assistant Vice President and Director of Public Safety will be at the Staff Council Meeting in September to discuss Hawk-Alert.

Sue said – FAC Management has a Building Coordinators group now in place.

Lori Bassler reviewed old issues that were brought up last year. Janette Pettus indicated that of all the old items only Parental Leave and Funeral Leave were left unsettled. Others from the committee last year agreed.

Sue Buckley mentioned that the smoking policy will come up again.

Anne Sopher brought up the issue of performance appraisals. She feels there are still inconsistencies and perhaps we should review how changes have been implemented.

Sue Buckley commented that revisions were made to the policy on performance reviews to produce a common set of expectations. There are needs for different forms due to variations in work environment. Some can be non-quantitative. The HR website was redone and has sample instruments for performance appraisals. Sue also said that ~ 95% are completed for FY07 across campus. Sue speaks with each Senior Human Resource Unit Representative about performance appraisals once a year. It is then up to the Sr HR Rep to handle this within their unit.

Parental Leave – Sue will present an update on the issue at the September meeting.

Fundamental questions need answered: - Length of the benefit – amount – against accrued sick leave or vacation? For biological mothers – 6 weeks viewed as short-term medical leave.

Then biological mothers would get 6+ whatever we suggest. Adoptive parents get 5 days and biological fathers get nothing.

Sue mentioned that when UI looked at the direct cost, the actual direct cost to hire temps, overtime, etc. was very low but there was the commentary on how it played out in the departments – What is the effect of having someone out?

- extra work for others

- service levels diminished

- morale problems -- effort on work group was discussed at length

Sue advised that we need to construct a persuasive compelling reason to campus on why this is the thing to do. What do we say to those employees who won't benefit?

Anne Sopher also mentioned that we need to define who is a parent and how to define when a child comes into the home, i.e. foster children, grandparents raising grandchildren, legal guardians, etc.

Anne Sopher commented that perhaps we should seek to solve the biological father inequity vs. adoptive parents.

Kevin Ward mentioned that AFSCME clarified that family care giving leave can be used at the birth of a child. This gives family care giving a slightly broader application. The wording "Or for the birth of a child" was the additional language added to the AFSCME contract this year with regard to parental leave

The committee had a lengthy discussion of the relative merits of bringing forth a recommendation to resolve this inequity right away and treat it separately from the broader parental leave issue. Everyone supported this suggestion and this topic will be discussed at the September meeting.

The meeting adjourned at 9:00 a.m.

MSE/C Committee Report 2007-2008

Members: Julie Sexton (chair), Kathy Last (vice-chair), Kim Hammen, Kathy Klein, Heather Schnoebelen, Eileen Sullivan, Ruthina West, and Anne Sopher (non-MSE/C)

Our committee met on August 23, 2007 to discuss items that will be included on our agenda for our upcoming Regents Interinstitutional Supervisor and Confidential Advisory Council (RISCAC) meeting on September 13. We have some regent-wide issues we will be discussing with the Board of Regents office staff at this meeting.

Our committee meets every 2-3 months, depending on issues needing to be discussed.

Goals for this year include:

1. Hosting successful Brown Bags for our constituents in the Fall 2007 and Spring 2008. In the fall, our committee will be inviting Richard Saunders, Director of Benefits and Payroll, to explain any benefit changes for the upcoming year. We invite Mr. Saunders every year to speak at a Brown Bag on each side of campus so our constituents have the information they need to make an informed decision when making benefit selections during open enrollment. It also allows them the opportunity to ask any questions. The guest for the Brown Bag in the spring is to be determined. We plan to try and identify ways to advertise our Brown Bags so we have even better attendance or provide the opportunity for our constituents to contact any of us regarding questions they would like asked in their absence. We then make sure to follow-up with the individual, as well as provide meeting minutes we send out via the LISTSERV®.
2. Continuing to be an active participant on the Regents Interinstitutional Supervisory and Confidential Advisory Council (RISCAC) where we discuss issues effecting MSE/C staff across all five regent institutions. Current issues are phased retirement, safety and security including arming officers, family caregiving leave accumulations, weather-related absences, criminal background checks, and updating our RISCAC website.

Elected Vice-Chair: Kathy Last

Staff Council Roster 2007-2008

Name	Phone	Department	Address	Email:	Term Ends
ACADEMIC/ADMINISTRATIVE					
Chris Anderson	353-4292	Psychiatry	1-323 MEB	christine-m-anderson	Mar-08
Lori Bassler	335-6947	Internal Medicine	616 MRC	loretta-bassler	Mar-09
Linda Bergquist	356-3798	Hospital Human Resources	C110 GH	linda-bergquist	Mar-10
Nancy Davin	335-8219	Student Health Service	4195 WL	nancy-davin	Mar-08
<i>Executive Committee</i>					
Nancy Fick	335-0016	Liberal Arts & Sciences Administration	240 SH	nancy-fick	Mar-10
John Forsys	335-6047	Library Administration & Gen.	ENGIN LIB SC	john-forsys	Mar-10
Matthew Gilchrist	335-0188	Rhetoric	110 EPB	matthew-gilchrist	Mar-09
<i>University/Governmental Relations Chair</i>					
Martha Greer	335-1436	International Programs	1111 UCC	martha-greer	Mar-09
Mary Greer	353-6055	Health Care Information Systems	BT1000	mary-greer	Mar-10
<i>Executive Committee</i>					
Diane Hauser	353-5724	Academic Advising Center	C210 PC	diane-hauser	Mar-10
Helen Jameson	335-3584	International Programs	1111AE UCC	helen-jameson	Mar-10
David Johnson	384-4034	Office of the Registrar	30C CALH	david-a-johnson	Mar-09
Robert Manders	335-6308	ITS Administrative Information Systems	300 USB	robert-manders	Mar-10
Pat Mason-Browne	335-2633	Liberal Arts & Sciences Administration	120 SH	p-mason-browne	Mar-10
Ginny Miller	335-5646	Civil-Environmental Engineer	4105 SC	ginny-miller	Mar-09
Laura C. Prince	335-5316	Human Resources-ELR-FSIS	121-20 USB	laura-prince	Mar-10
Kathleen Renquist	356-8361	Surgery	1404 JCP	kathleen-renquist	Mar-08
Gary Sanborn	335-1156	Hancher Auditorium	HA	gary-sanborn	Mar-09
Amber Seaton	335-2888	Chemistry	323C CB	amber-seaton	Mar-10
<i>Executive Committee</i>					
Karen Shemanski	335-5091	CIO Office	2800 UCC	karen-shemanski	Mar-09
<i>Executive Committee</i>					
Anne Sopher	335-0378	Purchasing	270-6 PCO	anne-sopher	Mar-08
Duncan Stewart	335-5075	Library Administration	COMPCAT LIB	duncan-stewart	Mar-08
<i>Executive Committee</i>					
Sarah Tallman	353-4354	Research Services Administration	201 GILH	sarah-tallman	Mar-08
<i>Executive Committee</i>					
Kristina Venzke	335-4135	Occupational and Environmental Health	160B IREH	kristina-venzke	Mar-10
Carlette Washington-Hoagland	335-5868	Library Administration & Gen	ADMIN LIB	carlette-w-hoagland	Mar-09
Rhonda Weaver	384-3711	Printing Department Services	116 MBSB	rhonda-weaver	Mar-09
Michelle Wiegand	335-2361	Political Science	334 SH	christine-m-anderson	Mar-08
Al Young	335-2415	Human Resources	102-21 USB	allan-young	Mar-08
PROFESSIONAL HEALTH CARE/NURSING (non-union)					
Stacy LC Coffman	384-9030	CL Outcomes & Res Mngmnt	C516 GH	stacy-coffman	Mar-09
Glenn Kell	356-2079	Urology	3120 RCP	glenn-kell	Mar-10
Jill Kordick	356-4385	Joint Office for Clinical Outreach Service	11500-15 PFP	jill-kordick	Mar-10
Mary Lee Neuberger	356-8123	Nursing Administration	6525 JCP	mary-neuberger	Mar-09
Paul Ruff	335-4081	Health Protection Office	100 OSB	paul-ruff	Mar-10
Dianne Wasson	356-7067	Health Plans Office	C135 GH	dianne-wasson	Mar-10
PROFESSIONAL - RESEARCH					
Robert Brown II	335-1332	High-Field NMR Facility	79 CB	robert-l-brown	Mar-08
George Hospodarsky	335-1957	Physics and Astronomy	616 VAN	george-hospodarsky	Mar-09
<i>Executive Committee</i>					
Marian Muste	384-0624	IHR-Hydroscience & Engineering	307 HL	marian-muste	Mar-09
Janette Pettus	335-7837	Physiology	6-431 BSB	janette-pettus	Mar-09
<i>Executive Committee</i>					
Deb Pfab	384-9164	Internal Medicine	C33 GH	debra-pfab	Mar-09
Sandra Reed	384-8311	Internal Medicine	C33 GH	sandra-reed	Mar-09
Mark Schmidt	335-7905	Clinical Hospital Pharmacy	S438 PHAR	mark-schmidt	Mar-09
Michael Schueller	335-4389	Hygienic Laboratory	S206 OH	michael-schueller	Mar-10
Kris Sigsbee	335-1970	Physics and Astronomy	551 VAN	kristine-sigsbee	Mar-10
Jeffrey Wasson	335-4299	Hygienic Laboratory	S215 OH	jeffrey-wasson	Mar-08
SPECIAL SERVICES (Merit Supervisory Exempt/Confidential)					
Kim Hammen	335-7296	College of Nursing	101C NB	kimberly-hammen	Mar-08
Kathy Klein	335-3492	Graduate College	205 GILH	kathy-klein	Mar-08
<i>Executive Committee</i>					
Kathy Last	335-0705	Office of Equal Opportunity & Diversity	202 JH	kathy-last	Mar-10
Heather Schnoebelen	335-0537	Admissions	C110 PC	heather-schnoebelen	Mar-10
Julie Sexton	384-5094	Neurology	2155 RCP	julie-sexton	Mar-10
<i>MSE/C Committee Chair</i>					
Eileen Sullivan	335-1051	Biological Sciences	143 BB	eileen-sullivan	Mar-09
Ruthina West	336-4241	Internal Medicine	SE620 GH	ruthina-west	Mar-09
OFFICERS					
	President	Kathy Klein	335-3492	kathy-klein	
	VP/President Elect	Duncan Stewart	335-5075	duncan-stewart	
	Past-President	Mary Greer	353-6055	mary-greer	
	Secretary	Nancy Davin	335-8219	nancy-davin	
	Budget Officer	Sarah Tallman	353-4354	sarah-tallman	

Email us at staff-council@uiowa.edu or visit our Web Page - <http://www.uiowa.edu/~staff>