

Staff Council Meeting
June 11, 2008
102CDD

Present: Joyce Baker, Lori Bassler, Linda Bergquist, Traci Bergthold, Diana Boeglin, Eddie Etsey, Nancy Fick, John Forys, Mark Fullenkamp, Matthew Gilchrist, Martha Greer, Diane Hauser, Sean Hesler, David Johnson, Kathy Klein, Pat Kosier, Angela Lamb, Kathy Last, Selina Lin, Pat Mason-Browne, Mary Lee Neuberger, Mitchell Owen, Janette Pettus, Deb Pfab, Sandra Reed, Gary Sanborn, Marc Schmidt, Eric Schnedler, Heather Schnoebelen, Michael Schueller, Jamy Schumacher, Amber Seaton, Kristine Sigsbee, Linda Spence, Sarah Tallman, Carlette Washington-Hoagland, Dianne Wasson, Rhonda Weaver, Marsha Adolph

Absent: Robert Brown Stacy Coffman, Janet Duncan Mary Greer, George Hospodarsky, Helen Jameson, Glenn Kell, Robert Manders, Betsy Momany, Marian Muste, Laura Prince, Paul Ruff, Karen Shemanski, Karla Stout, Kristina Venzke,

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

Guests: None

Roll call was taken.

Minutes from the May meeting were reviewed. Comments were made regarding 7a and b. Martha Greer will correct. Amber Seaton made a motion to approve the minutes. Seconded by Patricia Mason-Browne.

There were a few comments about the SCEC Meeting. The second paragraph needs to be modified. Martha Greer and Sue Buckley commented about the need for new employees to attend orientation to learn about benefits. They also commented that the CD will be very informational for new employees. Kathy Klein commented that the script for the SC portion of the CD is being worked on. Lori will spell out full names on future minutes.

Smoking Ban

Joni Troester, Assistant Director of Human Resources discussed required implementation of the campus wide smoking ban on July 1, 2008 due to signing of the Smoke-free Air Act by Governor Culver.

Iowa Department of Public Health (IDPH) is identified as the enforcement agency for this law in the State of Iowa. The University of Iowa needed information from IDPH before additional communication is sent to the campus particularly relative to boundaries. Maps will be posted on the smoking policy website which show boundaries for the main campus and Oakdale campus. The city will consider policies on smoking on city property.

Cessation support exists for students at Student Health, Faculty and Staff can obtain help from the UI Wellness Program. There will be no shortage of programs to help people break the habit. Emails will be going out soon that include information about available services.

IDPH has approved signage that will be used by all three Regents Institutions. There will be an IDPH website where comments and concerns can be made by individuals. Signage will go up in July. This includes along roads, in ramps, outside buildings, etc. Campus Planning Committee is aware of the plans.

Enforcement was identified in the legislation and further defined in the administrative guidelines issued by the state. At UI, it is expected that all faculty, staff, students, and visitors comply with the policy. Supervisors may be notified of faculty/staff not in compliance. Additionally, University Police may be contacted regarding violations. Per the legislation, citations of \$50 may be issued by University Police to those violating the law.

Policy language is being developed and the smoking policy website is being updated. When the next email goes out to campus all information will be updated.

A staff councilor asked if there are any exceptions to the policy. Joni Troester ensured that there would be none. However; research on smoking will be allowed for research purposes as identified in the administrative guidelines..

Another councilor asked about removal of ashtrays. There is no plan to systematically remove due to the litter problem. Anyone feeling strongly about this should send an email to smokefreecampus@uiowa.edu.

There is no smoking allowed in private cars on UI property because we are defined as "school grounds" by the State of Iowa.

There was a comment that we need to define the role of UI Police, Hospital Security is not the same as UI Police.

There were a lot of comments about people smoking on property adjacent to UI property.

Kevin Ward mentioned that because it's the law, UI has an obligation to enforce the law. Joni Troester discussed how UI will need to respond relative to enforcement. All complaints to the IDPH will be investigated at the IDPH discretion. UI could be subject to fines. To the best of our abilities, we must create an awareness on campus of the policy which will assist in the enforcement of the policy.

There was a discussion of public perception of people, patients smoking on sidewalks. A councilor mentioned that we should alert our new employees of this policy. We have 12% self reported smoking rate within employees. Joni Troester guesses 15% is more likely the percent. Iowa has an 18% rate statewide. Prospective students are also made aware of the policy.

President Martha Greer expressed concern that supervisors may need facts on how to handle smoking issues in the work place. Joni Troester said we are working on compliance issues such as signage, communication and boundary maps right now. This is on the "to do"

list but isn't in the first tier of compliance with the law. Sue Buckley encouraged compassion when discussing with staff. Kevin Ward agreed that some pre-written language would also be helpful to supervisors.

Sue Buckley discussed one obligation as a good citizen of UI is to be sure visitors, etc., know about our policies. We need to respond without being antagonistic. Any questions can be directed to Joni Troester or Jon Carlson.

Martha Greer reminded all to sign in if they arrived late.

Resignations and Appointments

University Staff Executive Council needs to make appointments but this will be done next time.

Staff Council Mentor Program

We will pilot a Staff Council Mentorship Program this year. Martha Greer still needs to finish matching councilors. She plans to send out an email next week. She would like ideas on the role the mentor could play.

There will be a makeup orientation scheduled in the next few weeks. Binders are available for any new member who missed the retreat.

Education Committee

Kathy Klein and Gary Sanborn are leading the effort for the script for the three minutes on the orientation CD (discussed earlier regarding the SCEC minutes). Kathy Klein will pass out the sample script and would like comments within the next few days. There will be pictures too. Please send any photos to Kathy Klein. We will use photos from award ceremony events, homecoming, retreat, MLK event, staff appreciation day, etc. If you don't want your picture to be used please let Kathy Klein know this.

Proposed Benefit Changes

Martha Greer updated the group on communication aspects of the process that is ongoing. She explained the role of the Shared Governance Council which encompasses the Offices of Faculty Senate, Staff Council and the Undergraduate & Graduate Student Groups. The new leadership of Shared Governance Council takes over on 9/1/08. Martha Greer discussed the open forums which have been helpful in furthering the communications process. The calculator is now ready to use on the Staff Benefits web-site.

A councilor asked if Staff Council should take a stand before the President makes a decision. Martha Greer threw the questions back to the full council on what form that should take.

A councilor mentioned that perhaps our role should be one of furthering the communication process. Another councilor agreed and felt that there are so many opinions that we can't come up with one consensus opinion. Voicing our concerns is important.

Another councilor felt we need to form a consensus as a group. Another councilor felt that if we do not endorse the proposal, then we are in effect endorsing the status quo or the opposite would also be objectionable.

Another comment was made that many people have commented that we need more time to adjust to the proposed changes.

Another stated it's not fair to ask for a vote on anything. Another stated that we'd need time to figure out what to vote on. Another councilor asked if we should take a vote on whether Staff Council should take a stand on this recommendation. Another stated that we are clearly not prepared to make a motion today.

Sue Buckley stated that the flood has clearly been the most important topic right now. She recommended we take a stand by 7/1/08 if we are going to do so. The forums aren't necessarily over. The electronic mail box is still operational. The original time line may have changed due to the flood. July 1 was a date mentioned as an IT deadline to start the programming for a January 1 change. This was also tied to notification of employees.

Another councilor stated that the issue of notice is significant.

President Martha Greer suggested the following:

- 1) Taking a stand is difficult because opinions are all over the board;
- 2) There are many concerns about delay in communication;
- 3) There is the Issue of what to vote on and when is it too late to have an impact;
and finally,
- 4) Should Staff Council take any formal stance today?

It was suggested that we vote on a couple of issues. Faculty Council meets next week and they haven't taken any form of position on a vote yet. Martha Greer asked if we have a motion. Glenn Kell made a motion to take a vote to determine if Staff Council wants to take a formal position. The motion was seconded.

Those in favor of taking a formal position: 16
Those not in favor of taking a formal position: 19
Abstain: 2

Motion fails. Staff Council will not take a position on the benefits issue.

Staff Council Goals Setting

- Local Shared Governance
- Communication

Comments by Sue Buckley

The original two day Board of Regents meeting was condensed into a one day meeting tomorrow at Iowa State University. The August BOR meeting is at University of Northern Iowa. Hot topics are smoking, benefits and the flood. Please remember the Employee

Assistance Program is there to help employees in times of stress. She opened the session for questions.

It was stated there are website postings on buildings that will be affected.

Self service will show raises by July 2. Sue hopes that all employees will be told about their raises by supervisors prior to that date. It's not a good practice to have our employees find out on Self Serve.

Some one asked if we are moving forward with P&S restructuring. Sue reminded us it's a two year journey and the committee just had a kick off meeting. The dedicated project leader is Karen Shemanski.

Announcements

Awards Committee is finished. Selections Committee will decide on Skorton award, outstanding staff award and board award. President Mason will hold a reception for all who were nominated and their nominators, then the awards are released later. The awards will be reviewed and the actual monetary gift may increase.

Goals Committee will meet to determine committee selections and post them in July.

Martha Greer attended the staff retirement reception. It was a very nice event, very positive.

Martha also congratulated the research staff group who will meet with Vice Presidents Cohen and True. Martha will be in attendance to voice concerns. Vice President Robillard was invited but couldn't attend due to scheduling conflicts.

The meeting was adjourned with a motion by Janette Pettus at 4:30.