

**FINAL
Staff Council Meeting
November 12, 2008**

Present: Joyce Baker, Linda Bergquist, Traci Bergthold, Diana Boeglin, Stacy Coffman, John Downing, Janet Duncan, Eddie Etsey, Nancy Fick, Matthew Gilchrist, Martha Greer, Diane Hauser, Sean Hesler, George Hospodarsky, Helen Jameson, David Johnson, Sandy Joynt, Glenn Kell, Kathy Klein, Pat Kosier, Angela Lamb, Kathy Last, Theresa Lent, Selina Lin, Robert Manders, Pat Mason-Browne, Betsy Momany, Randy Nessler, Mary Lee Neuberger, Laura Prince, Sandra Reed, Paul Ruff, Mark Schmidt, Heather Schnoebelen, Michael Schueller, Jamy Schumacher, Amber Seaton, Karen Shemanski, Kristine Sigsbee, Linda Spence, Sarah Tallman, Kristina Venzke, Dianne Wasson, Rhonda Weaver, Marsha Adolph

Absent: John Forsys, Mary Greer, Marian Muste, Mitchell Owen, Janette Pettus, Deb Pfab, Gary Sanborn, Eric Schnedler, Karla Stout, Carlette Washington-Hoagland

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

Guests: Doug Allaire, College of Education Staff Council; Lois Cox, Ombudsperson; Cynthia Joyce, Ombudsperson; Dawn Marshall, Engineering Advisory Council; Robert Millsap, Senior Assistant Director, Human Resources; John N.

The meeting was called to order at 2:30 pm.

1) Attendance taken:

- a) Martha Greer, 2008-2009 Staff Council President took attendance.

2) Review/approval of Minutes:

- a) SC 10/08/2008 Minutes approved with changes
- b) SCEC 10/23/2008 meeting minutes with President Mason were reviewed
Martha Greer commented that she is accepting names for serving on the upcoming search committees
- c) SCEC10/15/2008 meeting minutes were reviewed
Kathy Klein brought up the concern of the number of committees and the amount of time that it takes to serve on all of them

3) Resignations

- a) Robert Brown has resigned from Staff Council, motion made to accept the resignation, passed

4) Office of the Ombudsperson: Annual Report (Presented by Lois Cox, Ombudsperson, and Cynthia Joyce, Ombudsperson)

- a) Cynthia Joyce described the Office of the Ombudsperson and emphasized that they are Confidential (except for knowledge of future violence or a subpoena from a judge), they are Neutral, they are Independent, and they serve everyone on campus.

They had 424 visits last year (includes phone and email contacts)
About 50% were staff, most are related to job conflicts
Provided 77 presentations and workshops
Rise in number of discrimination issues, especially considering disabilities
Rise in disrespectful behavior

Lois Cox talked about the concerns of the Office of the Ombudsperson:

One function of the office is to be a watchdog of the University to point out things that might be unfair in the University and bring them to the attention of President Mason

The following concerns were highlighted in their presentation:

- Supervisory feedback
 - Difficult Conversations
 - Performance evaluations

A concern that has been brought to the Ombudsperson is employees being strongly encouraged NOT to write a response or comment to their performance evaluation.

Sue Buckley stated that HR will send a memo to everyone that employees have the right to add a written response to their evaluation.

- Treatment of Staff and Faculty in transitional employment situation
 - Concern: Unsuccessful Job Applicants not being informed of their status
 - Suggested Solution: Let unsuccessful applicants know they did not get the job
 - It was asked by Staff Council if HR encourages this practice even with jobs with hundreds of applicants
 - Sue Buckley replied yes
 - Probationary periods
 - Concern: employees said that they felt muzzled from commenting on workplace issues until they had career status
 - Furloughed employees
 - Faculty denied tenure
 - Employees that have resigned
 - Concern: Employees report being cut off from unit, not invited to meetings, etc

Evaluation of Office

54% response rate

72% positive responses

49% acquired skills that will be helpful in resolving future problems

WEBSITE: <http://www.uiowa.edu/~confmgmt/>

Question from Staff Council: Does the Office of the Ombudsperson see the same people over and over and/or get new visitors from referrers?

Answer: Some of each.

Question: What does the Office of the Ombudsperson do if you get a lot of complaints from one unit/office?

Answer: Try to find ways to solve the issues or work through the issues while always protecting the visitor's confidentiality.

Question: How many come in just to use the Ombudsperson as a sounding board?

Answer: Unsure of the exact number, some may for the first meeting, but many follow up and want action in follow up meetings.

Question: Martha Greer asked about the possible loss of confidentiality for the Ombudsperson with regards to the new proposed Student on Student sexual assault policy.

Answer: The Office of the Ombudsperson is working with the University and will do whatever they can to maintain confidentiality.

5) Update on Comp & Class Redesign Project (presented by Karen Shemanski and Robert Millsap)

- a) Working on choosing Expert Panels
Expert panels will help define the job families, job classifications, and job family progression. One expert panel per Job Function (20 total). Chosen for their expertise and broad knowledge for a specific Job Function.
- b) Expert Panel Process
 - i) Three phase process
 - (1) First Phase (one meeting): Identify preliminary job families
 - (2) Second Phase (two or three meetings): Determine job family progression and identify outliers
 - (3) Third Phase (one or two meetings): Review end product
- c) Pilot Expert Panel
 - i) Marketing, Communications & Outreach
 - (1) Phase 1 met October 30
 - (a) Identified seven preliminary Job Families
 - (2) Phase 2: First Meeting Nov. 6, second will be on Nov. 13
 - (a) Job Family progression and identify outliers
 - (3) Phase 3: Meeting December 4
 - (a) Will review end product
- d) Project Website Additions (<http://www.uiowa.edu/hr/classcomp/redesign/index.html>):
 - i) Process Flow Chart
 - ii) Expanded Glossary
 - iii) Job Functions (draft)
 - iv) Expert Panels: Role, Process, Selection, Membership
 - v) Evaluations Criteria (draft)
 - vi) Updated FAQ
 - vii) Audio Presentation [Pending]
- e) Upcoming Communication:
 - i) Postcard via campus mail
 - (1) To All non-bargaining Professional and Scientific staff

- (2) Encourage use of web site
- ii) Similar email to Deans, Directors, and Departmental Executive Officers (DDDEO) list and Unit HR Reps

- f) Karen Shemanski and Robert Millsap welcome any comments or suggestions

Staff Council Questions:

Question: What is the status of the reclassification process as the redesign goes on?

Answer: Business as usual, the reclassification process goes on as normal.

Question: The Pilot Expert Panel appears to be made up of mostly high level employees. Will the other Expert Panels have lower level employees?

Answer: The members of the panels need a broad, horizontal understanding of the University, so the panels will probably be somewhat top heavy, but it is understood that there is also a need for some lower level employees on the panels.

Question: What is the current estimate for the time commitment for the Expert Panels?

Answer: They are estimating 14-16 hours for the expert panels.

Question: Will the people not picked to be on the Expert Panels be informed?

Answer: Yes

Question: Are nominations still needed in any areas?

Answer: No, they believe they have a good candidate pool for each Job Function

6) Staff Council Committee Reports

- a) Merit Supervisory Exempt/Confidential (MSE/C): (Presented by Chair Heather Schnoebelen)
 - i) Charged with meeting with their constituents twice per year, this Friday (Nov 14) is their second brown bag (all P&S staff are invited)
 - ii) The Regents Inter-institutional Supervisory and Confidential Advisory Council (RISCAC) met in Tama on 9/11/2008. This group consists of merit exempt staff from all Regent Universities. RISCAC usually meets quarterly. Results from this meeting were:
 - (1) Updating their website
 - (2) Discussed the possibility of AFSCME petitioning for the Clerk 4 position to be included in the bargaining unit. Discussed how this would affect their group
 - (3) Discussed salary policy for the upcoming year
 - (4) Discussed the pay status of University of Iowa employees due to the flood (brought up by the other institutions)
 - (5) Heather Schnoebelen was elected as President of RISCAC

- b) Bylaws: (Presented by Chair Betsy Momany)

Martha Greer thanked Betsy Momany and the bylaws committee for all their hard work. Today the Bylaw Committee is just presenting the proposed changes to Staff Council. Staff Council will discuss and approve or disapprove each section at future meetings

- i) The Bylaw Committee plan was for tightening, alignment, and clarifications

- (1) Tightening: grammar and spelling
 - (2) Alignment: consistency across the documents
 - (3) Clarifications: Clarify language, deletions, and major modifications
- ii) Possible Additional Issues:
- (1) Constitution
 - (2) Procedure to do category counts
 - (3) How form and end committees

Betsy Momany and the Bylaw committee welcome and encourage comments and suggestions on the proposed changes.

Short discussion on the “President Resignation section” and how the Bylaw Committee came to their suggested changes.

Kathy Klein talked about the large time commitment for being President of Staff Council and perhaps we should add a Communication Officer to Executive Committee to handle things like the DI ads. Also to make sure we emphasize that the President is really a three year commitment, and to work on getting better support from units for employees that wish to run for President.

7) Student/Student Sexual Misconduct Policy

Contact Martha Greer with any additional comments to the proposed policy as soon as possible.

8) President Martha Greer comments

- a) The Staff Council Website update continues
 - i) Please send any suggestions to Martha Greer
- b) The University Operation Manual changes were released this week, she will send out a link this week. Please send any comments to Martha Greer.

9) Sue Buckley comments:

- a) Concerning the Operations Manual, anytime someone finds an error with it, please let HR know about it.
- b) Next Regents meeting is at UNI Dec 10 (the annual report for HR will be presented which includes a summary of the salary, retirement, merit system, exceptional performance program, and benefits)
- c) Working at Iowa Survey
 - i) 62.3% participation this time (42.6% for the last one 2.5 years ago)
 - ii) 58.2% faculty (31.9% last time)
 - iii) 63.1% staff (45.6% last time)
- d) Benefits enrollment ends Nov 16
 - i) Please encourage coworkers to look at their benefits

Question: What happens to benefits that can't be spent due to spending account limits:

Answer: Goes back into benefits

Question: What is the status of the proposed changes to the benefits system?

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Answer: The FRIC committee continues to examine other possible options and welcomes new ideas. If FRIC recommends a different system than their earlier proposal, it will be sent to President Mason for consideration.

Question/comment: There was some concern raised about how some employees were defining “unit level” in the Working at Iowa survey.

Answer: Sue Buckley and Kevin Ward said they will look into the issue.

Motion to adjourn, passed.

Meeting adjourned 4:25 pm

Respectfully submitted by,
George Hospodarsky,
Staff Council Secretary