

**FINAL
Staff Council Meeting
October 8, 2008**

Present: Joyce Baker, Linda Bergquist, Traci Bergthold, Diana Boeglin, John Downing, John Forys, Diane Hauser, Sean Hesler, 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, Marian Muste, Randy Nessler, Mary Lee Neuberger, Mitchell Owen, Janette Pettus, Laura Prince, Sandra Reed, Paul Ruff, Gary Sanborn, Michael Schueller, Jamy Schumacher, Amber Seaton, Karen Shemanski, Linda Spence, Karla Stout, Sarah Tallman, Kristina Venzke, Carlette Washington-Hoagland, Dianne Wasson

Absent: Robert Brown, Stacy Coffman, Janet Duncan, Eddie Etsey, Nancy Fick, Matthew Gilchrist, Martha Greer, Mary Greer, George Hospodarsky, Deb Pfab, Marc Schmidt, Eric Schnedler, Heather Schnobel, Kristine Sigsbee, Rhonda Weaver

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

Guests: Diana Harris, Hazel Kerr, Barb Spence

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

1. Attendance taken:

- A. Glenn Kell, 2008-2009 Vice-President/Elect, took attendance.

2. Review/approval of Minutes:

- A. Staff Council Meeting Minutes, September 10, 2008, were reviewed and approved with the following changes:
 - 1. Section 10(a), Karen Shemanski sent an e-mail on September 5, 2008.
 - 2. Section 8, doesn't is misspelled
- B. Staff Council Executive Committee Meeting Minutes with Provost Loh, September 3, 2008, were reviewed with the following comments:
 - 1. Mark Fullenkamp should be absent on these minutes
- C. Staff Council Executive Committee Meeting Minutes were reviewed with the following comments:
 - 1. Please include last names of individuals mentioned in minutes. Angela Lamb has the name of someone interested in helping the Diversity Committee, and will provide this information to Helen Jameson, Diversity Committee Chair.
 - 2. Please spell out acronyms such as MSE/C and RISCAC
 - 3. Section 5, change to Committee on Committees has met
 - 4. Section 9, Tama and RISCAC are misspelled

3. Resignations and Appointments, Amber Seaton

- A. Amber Seaton announced the resignations of Mark Fullenkamp and Lori Bassler, and welcomed new Staff Councilors, Randy Nessler, replacing Mark Fullenkamp's vacant position, and John Downing, replacing Lori Bassler's vacant position.

- B. Lori Bassler and Mark Fullenkamp were both members of the Staff Council Executive Committee. Their positions on Staff Council Executive Committee were filled as follows:
 - 1. Lori Bassler's position on Staff Council Executive Committee as secretary was replaced by Staff Council Executive Committee member, George Hospodarsky (at-large position).
 - 2. Amber Seaton filled the at-large position on Staff Council Executive Committee vacated by Mark Fullenkamp
 - 3. Laura Prince filled the at-large position on Staff Council Executive Committee which was open after George Hospodarsky became Staff Council Secretary

4. Staff Council Committee Reports

- A. Education Committee Chair, Diana Boeglin, spoke regarding two basic areas of their focus.
 - 1. They staff the table at staff orientations. They are trying to improve the visibility of the Staff Council table at Staff Orientations.
 - a. They are using the Homecoming Committee's Staff Council banner used on the truck during homecoming parade.
 - b. They plan to order items to give away to attract people to the table. Their goal with these items was that the items needed to be low dollar, and something useable. They are ordering a wipe-off, write-on memo board with the Staff Council logo and website.
 - c. Staff at UIHC has a different orientation than other non-UIHC staff. The Education committee is networking with UIHC Human Resources to explore the ability to have someone from Staff Council there during lunch breaks, and providing a brochure and other Staff Council information.
 - 2. Professional development is another area of this committee's focus.
 - a. Information regarding a proposed Research Staff Professional Development Program Biomedical Series was included in the packet of information sent out with the agenda for this meeting. This curriculum was proposed by Ken Moore, a former Staff Council member. This certificate for research professional staff will go live sometime next semester. The targeted audience for this certificate series is research staff member looking to progress or expand their knowledge base, or for an individual who has been in the same position for a long time and would like to expand their knowledge and/or work towards a pay-grade increase.
 - b. This committee is looking for other staff development ideas, so please contact one of them with your suggestions.
- B. Bylaws Committee Chair, Betsy Momany spoke regarding their committee goals.
 - 1. This committee is thinking very seriously of proposing a constitution for Staff Council. By creating a constitution, it could help to clean up the Bylaws by taking some of the language out of the Bylaws and putting it into the constitution. Glenn Kell commented that Betsy's enthusiasm and work on this committee is a part of the success of this committee.

5. Update on P&S Redesign Project, Karen Shemanski, Compensation and Classification Specialist

- A. Karen Shemanski gave an update on the Compensation and Classification Redesign Project for Non-Organized Professional and Scientific Employees. At the September meeting, she gave a brief overview of the process and walked through some of the general structure. At that meeting she asked for nominations expert panels to help

define job families, job classifications and job family progressions within a job function. To this request, they have so far received 43 nominations from the Staff Council Executive Committee. They are requesting more nominations for any of the expert panels except Marketing, Communications and Outreach. Please check with the person you wish to nominate prior to recommendation to the Staff Council. These nominations should be submitted to Staff Council President, Martha Greer at martha-greer@uiowa.edu by October 17, 2008. The Staff Council Executive Committee will review the recommendations and submit final recommendations to the project Steering Committee for selection of individuals.

- B. The Marketing, Communications and Outreach expert panel will pilot this project. The remaining 19 panels will begin their work at the beginning of the next year. January 2009
- C. They are working on putting a Function Process flowchart into a module to put on the web for people to review. They will send notification to all available employees when that is ready. Please view the module with audio and critique it because it is important and helpful to receive feedback regarding this.
- D. They will be sponsoring some brown bags through the Governmental Relations and the Staff Council Research Group.
- E. Questions/comments: Some people may be concerned about volunteering because of time commitment. Supervisors will be notified if someone is being asked so there shouldn't be any surprises regarding the time commitment.
- F. There will be a facilitator for each expert panel. Some panels will have a primary and secondary facilitator.

6. Comments, Sue Buckley, Associate Vice President and Director, Human Resources

- A. The Board of Regents meeting in September was in Iowa City. The Board approved the recommendations regarding the flex system, and approved the message regarding changes that will happen January 2009 and January 2010, and that the FRIC recommendations would be implemented on Jan 2011.
- B. The next Board of Regents meeting will be on October 29, 2008 at Iowa State University in Ames.
- C. The Working at Iowa Survey will be released on October 14, 2008 to all employees who are 50% and more (not student employees). Everyone is encouraged to get your colleagues to participate. The purpose of this survey is to determine what University of Iowa employees think about working at the University, the leadership, etc.
 - 1. A \$100 Iowa City Community gift certificate will be drawn each week from those who have participated in this survey. If an individual responds early, they will be in the drawing all three weeks, so the earlier you participate, the better chances.
 - 2. The results will be available sometime in late winter or spring.
 - 3. Materials will be sent out to promote the survey. Individuals may also go to Working at Iowa on the A-Z section of the University of Iowa website.

7. Funded Retirement and Insurance Committee, Barb Spence

- A. Funded Retirement and Insurance Committee (FRIC) is concentrating on visibility. Their meetings are on the University master calendar now, and they will develop a website off the President's webpage with the charge and link to the website. They will have a link to Staff Council, Faculty senate, and Human Resources as well. This will provide agendas, approved minutes, what the charge is, and links to other vital areas. Their meetings are the first Friday of every month in USB. They have John Spencer coming to the November meeting regarding talking points and principles regarding a proposal he thinks they should consider. FRIC will consider any serious proposals.

8. Faculty/Staff Budget Committee Update, Hazel Kerr

- A. Comprised of seven faculty, seven staff and seven ex-officio members, this committee meets once a month, and their charge is on the web. Hazel Kerr has been on this committee for three years. They have worked on defining what their charge is and if they are fulfilling their purpose. They talked about what kinds of things are important to faculty and what are important things for staff. Faculty Senate and Staff Council representatives met last week to come up with what they would like to address this year. They met with Doug True yesterday and he had some very good ideas on what they could address this year. They will come to a consensus about what they can manage this year. Please send any suggestions regarding what would be appropriate for this committee to address to hazel-kerr@uiowa.edu.

9. New Business

- A. Glenn Kell shared the Staff Council ad in the Daily Iowan (DI). It is a ½ page in the DI sponsored in part by University of Iowa Community Credit Union (UICCU). Kathy Klein was very instrumental in helping to bring this about. Kathy Klein would like to thank Sue Buckley for working on this with them, and to Martha Greer for her work on this as well. UICCU has committed monthly for one year for this ad. Martha is looking for suggestions for anything to put on this. Please send those ideas to Martha Greer at martha-greer@uiowa.edu. There is an electronic version out there as well that will be sent to all of Staff Council by e-mail.
- B. Kathy Klein and Amber Seaton gave an update on the Homecoming Parade. It was beautiful weather, and even though we had 250 more pompoms and 20 pounds more candy than last year, they still ran out.
- C. Last evening, the Awards banquet was held to honor those receiving faculty and staff awards. Thank you for helping to recognize these people.
- D. Martha Greer and Sarah Tallman hired a student to work on the Staff Council website. He will be redesigning the website. Staff Council will still be responsible for updating the website. Please look for a better website and they will be asking for insight on that.
- E. A question was asked regarding information the individual had heard regarding current hiring slowdown at the hospital. Linda Bergquist responded that it is not a freeze. The hiring process is being reviewed and will get into a smooth operation.

Motion to adjourn, all agreed

Meeting adjourned 3:45

Respectfully submitted by,
George Hospodarsky,
Staff Council Secretary