
Absent: Wendy Brentner, Joshua Cook, Kim Geguzis, Lisa Harless, Michelle Highly, Julie Kramer, Trisha Kreman, Betsy Momany, Melanie Ostmo, and Mark Wilson

Administrative Liaisons: Cheryl Reardon, Associate Vice President and Chief Human Resources Officer; Kevin Ward, Assistant Vice President for Human Resource Administration

Guests: Rebecca Olson, UI Human Resources Benefits Office; Judy Finkel, community member; Nikole Mac, UI Leadership Development Director; Candace Peters, UI Leadership Development Consultant/Leadership Coach; and Heidi Zahner-Younts, HR Specialist; Dan Reed, Vice President for Research and Economic Development

Minutes Approval:
- November 9, 2016 - UI Staff Council meeting—APPROVED (with edits)
  - Nancy Davin – motioned
  - Tom Moninger – second
  - Abstained – Brenda Van Dee

Minutes Review:
- November 10, 2016 - UISC Exec Committee Meeting with Provost Butler - no revisions
- November 15, 2016 - UISC Exec Committee Meeting with President Harreld – no revisions
- November 16, 2016 - UISC Executive Committee Meeting – no revisions

Human Resources Updates: Cheryl Reardon, Associate VP and Chief Human Resources Officer
A power point presentation can be found on our Staff Council website meetings and agendas page.

- Working@Iowa
  - This year’s Working at Iowa Survey was administered to 17,831 regular faculty and staff over the period of October 5–19, 2016; 10,606 or 60% of the eligible population responded, making it a highly reliable representation of the overall employee population. The full report can be viewed at: https://hr.uiowa.edu/working.

- Performance Review System
  - The University of Iowa has a new tool for performance reviews that will eventually replace the current Success Factors system. In moving to this ‘in-house’ system, we have more flexibility and are able to integrate our existing HR systems. We now have a five point rating scale, instead of four. The review tool will be housed in UI self-service using the ‘performance review’ link. This review tool will be used by all employee levels. Org-level training will be made available soon. UI performance reviews have a deadline of March 31, but some departments/colleges may request an earlier deadline.
• **Talent@Iowa**
  - Implementation began in November 2016 with the establishment of 14 committees, each charged with addressing specific recommendations and related needs. See [committee pages](#) for additional information. Committees will start work in three phases during late 2016-early 2017. Phase 1 began in November 2016. Phase 2 starts in February 2017, and Phase 3 begins in May 2017. Talent@Iowa implementation is expected to continue into 2018. See the [timeline](#) for anticipated milestones. The payroll committee is in the planning stage as of this past Monday (the attached slide show has it in ‘implementation’ stage).

• **FLSA (Fair Labor Standards Act) [https://hr.uiowa.edu/flsa](https://hr.uiowa.edu/flsa)**
  - On Tuesday, November 22, 2016, a US District Court in Texas granted a preliminary injunction to postpone enforcement of the US Department of Labor’s changes to the Fair Labor Standards Act (FLSA). The Iowa Department of Administrative Services has informed state agencies that the new FLSA rule will not be implemented at this time. The University of Iowa is suspending its implementation (that started on November 20) of the Fair Labor Standards Act (FLSA) changes that were intended to take effect on December 1, 2016 nationally.

**Funded Retirement & Insurance Charter Committee (FRIC) Update:** Nancy Davin, FRIC co-chair
FRIC meetings are open and held the first Friday of each month at 11:30 am in 302 USB with the exception of January and the summer months.

- The Benefits Office continues to monitor and report any post-election changes to the Affordable Care Act (ACA) or changes in the ACA that may have an impact on the UI Choice health plan. The most significant impact was the need to remove the $200/month “stay away” credit to members choosing not to take health care benefits through University plans because it would cause the UI Choice plan to be considered “not affordable” under the current ACA regulations. This affects approximately 250 non-organized faculty and staff.

- Last year FRIC recommended coverage for medically necessary transgender care, which was approved by the Board of Regents, and went into effect in September 2016.

- FRIC voted unanimously to add a third dependent life insurance benefit of $40,000 term life coverage for a spouse/partner and $20,000 for term life coverage for dependent children, doubling the maximum coverage available. Since spouse/dependent life insurance is fully paid by an employee, there is no cost impact to the benefit plan.

- The Delta Dental plan previously had unlimited number of visits possible annually for dental cleanings. The committee voted to limit the number of annual visits per person for cleaning to 2 in a one year period, thus saving the plan an estimated $500,000 annually. An individual may submit a note from a healthcare provider to the Benefits Office requesting exception for health reasons.

- FRIC held two meetings in September to discuss premium rate setting for CY 2017. The committee approved the recommended rate increases, which was only the second rate increase in four years.

- Effective January 1, 2017, visits to Quick Care by a UI Choice covered member will be billed as a Level One provider under UI Choice requiring $5 co-pay at the time of visit. This change will improve the administration of the plan for the UI.
- The CREF Money Market Account expense waiver is to be eliminated in April 2017. The UI is adding an alternative money market investment called the TIAA CREF Money Market Fund, to the UI fund line-up. Communication was sent to faculty and staff that contributions to the CREF Money Market Account should voluntarily be redirected to the TIAA CREF Money Market Fund as of November 29. This applies to both active and terminated employees.

- FRIC is having ongoing discussions about what it means to be a “Level 1 Provider” in the UI Choice plan design, as well as discussions about the appropriate number of family status categories and whether the university could have fewer groups (such as single and family). This will be a long, ongoing discussion.

- FRIC had a presentation at their December meeting about a recent new option available to UI Choice members called UleCare, a convenient telemedicine option that can be used on a smartphone, tablet, or PC, where members can connect electronically to a provider for non-urgent care. There is no charge for this service for UI Choice members. The name of the app is just that, UleCare. It also appears as an option in MyChart.

Bylaws – 2nd and 1st readings: – H Pedelty, Chair, Staff Council Bylaws Committee

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<th>Article XIII: Meetings, Section 2:</th>
<th>Outcome</th>
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<td>Current: SECTION 2. The meetings of the Council shall be open to the public. Executive sessions may be held by majority vote of the Council. In executive sessions, attendance is limited to members of the Council, the President of the University or a personal representative designated by the President of the University, Vice President of Finance and Operations of the University, Director of Human Resources and Senior Associate Director of Human Resources of the University and/or a personal representative designated by this person, and/or other persons approved by a majority vote of the Council. Some portion of each regular meeting must be open. A report of each executive session must be made in the next open meeting.</td>
<td>APPROVED: Apryl Betts motioned; Matt Watson, seconded</td>
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<tr>
<td>Proposed: SECTION 2. The meetings of the Council shall be open to the public. Executive sessions may be held by majority vote of the Council. In executive sessions, attendance is limited to members of the Council, and the President of the University or a designee, the senior executive from Finance and Operations and the senior executives from Human Resources, and other persons approved by a majority vote of the Council. Some portion of each regular meeting must be open. A report of each executive session must be made in the next open meeting.</td>
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**Concern: 2**

| Current: | 2. Send approved bylaw changes to University Relations office to be incorporated into the Operations Manual. |
| Proposed: | 2. Send approved bylaw changes for approval and inclusion in the Operations Manual following the Protocol for Approval of University Policies for the University of Iowa Operations Manual. |

*APPROVED: Sherri Marine motioned; Heath Davis, seconded*

**Article XVI: Staff Council Committees, (#6) Diversity Committee, Purpose:**

| Current: | Purpose: To promote diversity awareness and recommend ways to increase diversity and inclusion of all staff on campus in conjunction with the University of Iowa “Core Values,” Institutional Goal 5, which strives for a “culturally diverse and inclusive University campus.” |
| Proposed: | Purpose: To promote diversity awareness and recommend ways to increase diversity and inclusion of all staff on campus in the spirit of the University of Iowa’s core values. |

*APPROVED: Apryl Betts motioned; Michael Hesseltine, seconded*

The following items were the first reading:

**Article XVI: Staff Council Committees, (#6) Diversity Committee, Scope of Concern:**

| Current: | 1. Develop and encourage staff participation in programs to promote diversity awareness, including the annual Staff Council Martin Luther King Celebration and the UI Celebrating Cultural Diversity Festival.  
2. Actively solicit information from and interact with the various diversity groups on campus and in the community in support of their goals as well as jointly sponsoring events/programs.  
3. Disseminate information to staff council and those we represent concerning diversity programs and current activities and will occasionally seek active support from Staff Council for promotion of these programs.  
4. Request annual updates from the university on the progress made toward increasing diversity and inclusion of staff on campus. |

*Current:*
Path Forward SIT IP (Strategy Implementation Team - Intellectual Property) Group: Dan Reed, Vice President for Research and Economic Development - A power point presentation can be found on our Staff Council website meetings and agendas page.

The UI Research Foundation and UI Ventures are part of the Office of the Vice President for Research and Economic Development, which provides resources and support to researchers and scholars at the University of Iowa and to businesses across Iowa with the goal of forging new frontiers of discovery and innovation and promoting a culture of creativity that benefits the campus, the state, and the world. UIRF helps inventors get their product known. If the idea has value, UIRF assists in filing for a patent; UIRF then licenses it, then the university (including the inventor) gets paid for royalties. Another option is UIRF assists a group, helping them create their own company while the university receives a percentage. Wording in a policy can make all the difference so UIRF is currently reviewing their policy; last review was 2005.

Leadership Development Focus Groups (Organizational Effectiveness): Nikole Mac, UI Leadership Development Director; Candace Peters, UI Leadership Development Consultant/Leadership Coach; and Heidi Zahner-Younts, HR Specialist

Staff Council representatives broke into three focus groups and worked together to answer the following questions:

1. Building upon UI Leadership Development’s currently available offerings, who do you see would benefit from a new Leadership Core program?

2. What topics do you see as key in the development of leaders in your college/division?

3. In your role, how can we support you in advocating for leadership development for people in your area?

Group data was collected and will be presented to the executive committee on December 21 by Nikole Mac.
Community Outreach Subcommittee: Shannon Lizakowski, Chair; and committee member, Brian Brotzman

Volunteer Opportunities

- Big Brothers Big Sisters Bowl for Kid’s Sake – February 25 or 26 (TBD which date) 1 hour of bowling; three more bowlers needed, contact Shannon. This year’s theme: TV show (past or present). An online donation method will be available in January 2017
- Dance Marathon 23 – February 3-4, 2017 – people can sign up online – DM has raised over 18 million dollars in the past 22 years.

Some council members brought or wore an ugly holiday sweater or winter accessory for an all-council group photo. This picture will be used as an electronic holiday greeting to our constituents.

After Council is an opportunity for professional networking for UI Staff Council members hosted by the Community Outreach committee that will now be a monthly occurrence after each all-council meeting (starting today). The purpose of After Council is to provide a relaxed setting for council members to meet and learn more about each other to foster a stronger council. All monthly After Council events are optional and will take place immediately after the monthly Staff Council meeting at Buffalo Wild Wings in the Old Capitol Mall, unless otherwise announced.

Staff Council President Update: Erin Brothers emailed a Staff Council President’s Update for December 2016. Starting in January, 2017, Erin will take about 15 minutes of our group Staff Council meeting to update representatives on the endeavors that she and the executive committee are a part of. This update will be part of the monthly minutes.

Staff Council President Update - December 14, 2016

- Salary Compensation Comparison
  - HR will update the report from last year in January 2017
    - Last year’s report was presented to Staff Council February 10, 2016
- Path Forward
  - Staff Council Reps:
    - Strategic Implementation Team (SIT)
      - Monica Madura
      - Matt Watson
      - Erin Brothers
    - Operations Team (OT)
      - Erin Brothers
      - John Laverty
      - Michael Hesseltine
  - Early 2016 Issues submitted:
    - Staff Issues were not addressed on either OT or SIT
    - I served on Academic Affairs and Parking (OT)
      - They were both related to student issues
    - Monica Madura serves on the SIT 3: Undergraduate Academic Experience
    - John Laverty serves on the Communications Team (OT)
  - Fall 2016 Submitted Issues:
    - OT HR Ctte (new ctte lead by Cheryl Reardon)
    - Salary and Compensation (Erin Brothers)
    - Supervisory Accountability/360 Review (Ashley Vanorny)
Benefits (Collin Davis)
- Parental Leave
- Intangible Benefits
- Tuition Assistance

OT Communications
- Communications Team (John Laverty)
  - I’ve emailed Sam Van Horne to put our submitted 5 issues on our website
  - We need to figure out where to add them to the website
  - Link to the issues: https://pathforward.uiowa.edu/issues

Staff Survey (Hans is leading this group)
- Send out by Friday, December 23, run for 3 weeks with the option to extend if we choose.
  - Topics are:
    - Shared Services
    - Communications
    - Salary and Benefits
    - Diversity and Inclusion

Staff Council Logo: this will be used on the website, t-shirts, etc.

AVP for Economic Development Search
- I am part of the shared governance meetings interviewing the candidates.
- If you have any questions or items that you would like to be addressed regarding this position, please let me know.
- First interview will be Thursday, December 15.

Meeting adjourned: Hans Hoerschelman motioned; Matt Watson confirmed motion.

Next Meeting: Wednesday, January 11, 2016; 2:30 – 4:30 PM - 2520D UCC