

**UI Staff Council Meeting**  
**2520D UCC**  
**Wednesday, August 14, 2019**

**Present:** Ewa Bardach, Damien Blair, Suzanne Doershuk, Em Domingues, Sally Fisher, Kathleen Ford, Jadvyga Gerasimovic, Shari Heick, Michael Hesseltine, Gregory Hopson, Genevieve Johnson, James Jorris, Jackie Kleppe, Tyler Lantz, John Laverty, Monica Madura, Emily Milke, Heather Mineart, Jamie O'Meara, Stephen Pacha, Robin Paetzold, H J Pedelty, Yelena Perkhounkova, Ted Potter, Julie Qidwai, Mindy Redlinger, Jessica Richardson, Teri Schnelle, Mary Shumaker, Glenda Smith, Brenda Van Dee, Linda Varvel, Angela Ward, Michael Weaver, Linda Weir Jacobi, John Weyer, Carrie Whittaker, Anne Wilson, and Toni Woodbury

**Absent:** Mihaela D. Bojin, Beau Finley, Amy Halvorson Bouffard, Sara Heineman, Karen Kluesner, Carrie Mahon, Steve Paulsen, Carlton Petty, Lisa Piper, Kathryn Reynolds, Sonia Slevinski, Jennifer Stout, Jim Verry, Cassie Walizer, Jessica Welter, and Kevin Zihlman

**Administrative Liaisons:** Cheryl Reardon and Marla Rosenblum

**Guests:** Brett Cloyd, Diane Fountain, Trevor Glanz, Eli Hotchkin, Jiongting Hu, and Erin Kaufman

**Welcome and Minutes:** Mike Weaver, UISC President

**Minute Adoption:**

- July 10, 2019 - UI Staff Council meeting – minor edits brought forth for review. Accepted as amended.

**Minutes Review:**

- July 8, 2019 - UISC Executive Committee Meeting

**Announcements:** Mike Weaver, UISC President

- Welcome, Robin Paetzold. Robin was selected to fill the remainder of Carly Armour's term for function representative in Academic Support and Libraries.
- Call for graphic design skills – UISC would like to add a new window cling option for our swag/give away items. If you have any interest in assisting with the graphic design please reach out to Mike Weaver by email.

**Presentation Topics:**

**Human Resources Update – Cheryl Reardon, Associate Vice President and Chief HR Officer:**

- *Based on feedback from UISC, regarding HR topics of interest, Cheryl has created a presentation roadmap for the fall 2019 semester.*
  - **August 14<sup>th</sup>** -
    - Compensation/Classification, Employment Practices Review, and the Threat Assessment Program.
  - **September 11<sup>th</sup>**-
    - Information regarding the new mandatory Supervisor Training initiative.
  - **October 9<sup>th</sup>**-
    - Live Well and the New Health Plan option.
  - **November/December**-
    - Update on OTAC – UI's Talent Acquisition Software and the new vendor features that are being developed.
- *Next Stage of the Employment Practices Review-*
  - **Pared Back Campus Review fall 2019**
    - The athletics portion of the employment practices review is close to finishing up. The next stage of the review will focus on the administration and healthcare areas. The plan is to finish the employment practice review on a reduced scale and refocus on the new *Mandatory Supervisor Training* initiative. (see [IOWANow article](#))
  - **Mandatory Supervisory Training fall 2019-winter 2021**

- A new mandatory training program, for administrative supervisors, is being created to ensure university policies are implemented consistently and equitably across campus. Ideally, the mandatory training will lead to increased employee satisfaction, across campus, through consistent/quality supervision.
- The new program is being created in consultation with a steering committee as a response to the recent employment review, survey outcomes, employee feedback, and as a request from the UISC Human Resources committee. Kevin Zihlman is representing the UISC on the steering committee.
- The plan is to have a small pilot group complete the new Supervisor Training modules in October and provide feedback to the steering committee. After an internal review, HR will run a second pilot group through the program and collect feedback. Once finalized, the training modules will be released to the remaining 3,500 administrative supervisors (of faculty and staff) to complete.

### Compensation Update – Trevor Glanz, Director Compensation/Classification and Data Management

- *Compensation and Classification for P&S staff at the University of Iowa (Slide Show)-*
  - Compensation and Classification establishes the framework for staff positions and provides advice and guidance to Senior HR leaders and HR representatives.
  - Career development is an ongoing process and is the overlap of the organization’s needs with the individual employee’s abilities and career interests.
  - There are a variety of ways to reward an employee for their contributions including salary adjustments and special compensation.
- *Topics covered and links to corresponding pages on the Human Resources website-*
  - **Compensation and Classification:** Establishes the framework for staff positions maintains classification systems, pay structures, and the policies and procedures for career development and pay practices.
  - **P&S Compensation Philosophy:** Achieve and maintain competitive salaries in the relevant labor markets while also recognizing career development and provide opportunities for salary advancement, consistent with changing responsibilities and the University’s current and future staffing needs.
  - **P&S Classification and Compensation System:** Was updated in 2011, to include job families and unique classifications which were then divided into two pay structures, driven by market analysis.
  - **P&S Pay Structures:** Discussion regarding how HR establishes median zones and current market ranges. Glossary of pay related terms: <https://hr.uiowa.edu/pay/professional-and-scientific-compensation/glossary-pay-related-terms>
  - **Career Development Planning:** Career development is the overlap of the organization’s needs with the individual employee’s abilities and career interests.
  - **Salary Adjustments:** There are three (3) types of P&S position reviews-Career Promotion, Career Shift, and Career Advancement.
  - **Flexible Pay Program:** The flexible pay policy is a Board approved special compensation program designed to reward staff with lump sum payments. There are two- Exceptional Performance Awards and SPOT Awards.

### Threat Assessment at UI – Eli Hotchkin, Threat Assessment Program Director

- *Identify the [Threat Assessment Program](#), our process, what behaviors to report, and how to report concerns-*
  - **Mission:** The Threat Assessment Team is dedicated to the early identification, assessment and management of incidents and behaviors that threaten the safety and well-being of the university community.
  - **Goal:** The goal is to provide an integrated and coordinated process for identifying and responding to students, faculty, staff and other individuals who may be at risk of harming themselves or others.
  - **Background:** The University of Iowa established the Threat Assessment Team in 2008 in response to the Iowa Board of Regents’ Comprehensive Safety and Security Policy (Chapter 11), which includes a charge to provide comprehensive threat assessment and management services. The team combines expertise in the areas of law enforcement, mental health, student services, faculty/staff services, legal services and organizational effectiveness. The team developed a centralized reporting structure to provide proactive and prevention based model to campus.
  - **Team Members:** Current contacts for the program are Eli Hotchkin, Threat Assessment Program director, University Human Resources; Josh Lovik, University of Iowa Police; Peter Berkson, University of Iowa Health Care; and Angie Reams, Office of the Dean of Students.

- The team takes a balanced approach- they screen all factors dynamic, static, and protective behaviors when making their assessments.
    - Their approach is preventative not a predictive model.
    - Assess if a person poses threat and/or risks of potential violence.
    - Use different intervention tactics based on the information provided in a report.
    - Talk through and explain the different intervention processes for individuals to make informed choices, when reporting behaviors.
  - **How to report a concern:**
    - Call - 319-384-2955
    - Email - [uitat@uiowa.edu](mailto:uitat@uiowa.edu)
    - Website - a new reporting tool will be active soon.
- *Review the proposed changes to Chapter 32 of the UI Operational Manual-*
  - **32.1 General**
    - The University of Iowa is committed to maintaining an environment where people feel safe to carry out the University’s mission and does not tolerate acts or threats of violence committed by or against members of its community. This policy outlines the University’s threat assessment program, which is dedicated to the early identification, assessment, and management of incidents that threaten the safety and well-being of University students, staff, faculty, and visitors which includes the healthcare enterprise. Additional information about the Threat Assessment Program can be found at <https://hr.uiowa.edu/tat>.
  - **32.2 Rationale:**
    - The University of Iowa established the Threat Assessment Program in 2008 in response to the Iowa Board of Regents’ Comprehensive Safety and Security Policy (Regent Policy Manual S 4.13), which includes a charge to provide comprehensive threat assessment and management services. The University of Iowa’s Threat Assessment Team provides education, communication, collaboration, coordination of resources and early intervention to maximize violence prevention efforts.
  - **32.3 Team Members**
    - The Threat Assessment Program is implemented through the Threat Assessment Team and the Threat Assessment Advisory Group.

The Threat Assessment Team includes dedicated staff members who are the primary contact for the University community whom have concerns about behaviors for harm to others. The Director of Threat Assessment is in University Human Resources and dedicated Threat Managers are in the University of Iowa Police Department, Dean of Students Office, and the University of Iowa Health Care.

The Threat Assessment Advisory Group is multi-disciplinary and meets regularly and as needed during the calendar year for case review and advice. Members are representatives from departments across the University who include, but are not limited to:

    - Human Resources
    - University of Iowa Police Department
    - Dean of Students Office
    - University of Iowa Health Care
    - Office of the General Counsel
    - University Counseling Service
    - Employee Assistance Program
    - Office of the Sexual Misconduct Response Coordinator
  - **32.4 Reporting Concerns**
    - Please contact the Threat Assessment Team at [uitat@uiowa.edu](mailto:uitat@uiowa.edu) or 319-384-2955. In an emergency call 911.

- **Proposed Changes to Article XII- addition of :**
  - *SECTION 3. The Executive Committee reviews all proposed amendments to Staff Council Bylaws. The review shall be conducted according to the Policies & Procedures Manual. Approved proposed amendments to the bylaws then proceed according to Article XIX.*
- **Rationale:** the Executive Committee is charged by the Bylaws “to formulate goals and direction for Council activities,” and therefore should review all proposed changes to the bylaws brought by the subordinate entities of the Staff Council. Article XIX could be amended to provide a procedure for committees, officers, or individual councilors to suggest amendments to the bylaws.
- **Discussion:**
  - Refines the process of how proposed changes are reviewed versus the informal/ad hoc method currently in place.
  - Concerns discussed regarding establishing multiple pathways.
  - Approved to move forward for a second reading and vote at the next monthly staff meeting.
- **Proposed Changes to Article XIX- addition of :**
  - *SECTION 1. A proposed amendment shall be sent to the Executive Committee, via the Vice President/President Elect, for consideration by the entire committee at its next regular meeting.*
  - *SECTION 2. The Executive Committee may approve, modify, send the proposal back to the proposing group, or reject the proposed amendment.*
  - *SECTION 3. If a proposed amendment is approved, the Vice President/President Elect shall transmit the proposed amendment to the Bylaws Committee to follow its procedures regarding amending the Bylaws.*
- **Rationale:** codify the procedure for sending proposed amendments to the bylaws to the Executive Committee
- **Discussion:**
  - The need for clarity around how to proceed if an amendment is rejected, perhaps establish an appeal process?
  - How to ensure no imbalance of power exists where the executive committee can reject without cause.
  - The need for clarity about who proposes Bylaws changes; committees, officers, or individual councilors, etc.
  - Further discussion is required at the committee level before the motion can be moved forward for another first reading.

#### **Miscellaneous/Announcements:**

- Committee Updates will be presented at the September meeting.
- Request for information/updates regarding P3:
  - Mike Weaver and John Weyer discussed their personal experiences and feedback on what they have seen/heard related to P3.
- Request for more frequent updates from the Executive Committee:
  - Executive Committee plans to share the agendas for meetings with the President and Provost.
  - Goal for September is to include the draft Executive Committee minutes with the monthly packet for review versus waiting a month to include them for review.
  - Possibly have the FRIC UISC representative report back to UISC more than once per semester.
  - Presented the idea to share the UISC President’s weekly or monthly meeting schedule with the group to be more transparent regarding who is meeting with UISC leadership.

**Meeting adjourned:** [4:28 p.m.] Em Domingues motioned; Genevieve Johnson confirmed motion.

**Next Meeting: September 11, 2019, 2:30-4:30 PM, Iowa Theater - IMU**