
Absent: Angela Charsha-Harney, Joshua Cook, Heath Davis, Michelle Highly, Hans Hoerschelman, Trisha Kreman, Joe Lang, Sherri Marine, Betsy Momany, Tom Moninger, Jessica Richardson, Matthew Watson, Elesa Wedemeyer, Tabitha Wiggins (was present for Orientation however), Mark Wilson, Tim Wolf

Administrative Liaisons: Kevin Ward, Interim Vice President for Human Resources; and Josephine (Josie) Bathke, Director for University Employee & Labor Relations

Guests: Cristobal McKinney, Writer for University Communications & Marketing; Nathan Stucky, Director for UI Faculty & Staff Disability Services; Tanya Villhauer, Associate Director for Student Health & Wellness, Education

Welcome, Roll Call, and Minutes
Meeting called to order
May 11, 2016 minutes were approved.

Human Resources Update: Kevin Ward, IVP for Human Resources

Board of Regents meeting today and tomorrow. Agenda items noted are: Tuition increase proposal, assessment of higher education needs in the Des Moines area, University of Northern Iowa president search, etc. Agendas and access to stream the meeting online are located at: www.regents.uiowa.gov

WAI (Working at Iowa) will ramp up again in fall. While there is no prototype yet, they are working with the College of Public Health in the hopes of streamlining the reports and making them more visual and easier to understand. There will be an ability to look back the past three years for all survey items for changes and trends. In addition to the University-wide report, break out reports will be provided to colleges and divisions through the Senior HR Leaders. They then review and communicate their results to their employees, encouraging discussion to help better understand the meaning of responses. Gaining understanding and ideas following these results are avenues that could lead to areas of improvement. Senior HR leaders are the people to talk to about your unit’s results. There was concern about the confidentiality of the survey due to it being emailed to employees. WAI results are collected through Qualtrics, which has their identification stripped and results come directly to the UI HR office. These concerns may reflect upon other issues within their department, not necessarily the survey itself. As in the past, HR is asking for our help in promoting this survey.
The Fair Labor Standards Act (FLSA) uses a salary threshold used to determine whether employees are exempt or nonexempt from the overtime provisions of the FLSA (in addition to a duties test). The salary threshold is not prorated, so both part-time and full-time employees who earn less than $47,476 per year will automatically be categorized as non-exempt and will need to be paid for all hours worked. University of Iowa has until Dec. 1, 2016, to be in compliance with the new regulations. UI leadership will be reviewing the regulations and auditing various positions and classifications during the coming months to determine which employees will be affected. If you are currently in a job classification or position that is FLSA-nonexempt, the changes will not impact you directly. Should your position or classification be impacted by the new federal rules, you will receive additional information about how to record your time. For example, on call hours, for those who become non-exempt will be one of the issues to address. Employees impacted will have different instructions for how to record their time. The hope is to anticipate problems before they arise.

Performance Review Feedback Survey - HR sent out a feedback survey to supervisory and staff who used the Performance Review/My UI Career site. There was some frustration with the tool and there were problems with the vendor at a crucial time. They will be taking a look at the data and are very appreciative to those who took the time to submit their survey.

HR Task Force - Talent@Iowa - This group consists of three sub committees (data, campus input, and external benchmarking)

Campus Input - They have conducted a survey, which is now completed and results will soon be shared with the task force, along with reports from the data and benchmarking groups.

There are also five ad-hoc committees around topical areas of interest:
1. Talent Acquisition (EOD, recruitment, dual careers)
2. Training & Organizational Development (onboarding, etc.)
3. Collective Bargaining
4. Policy Application and Development
5. HR Information Systems

Reports from these groups to the full task force will begin June 21st and the task force is expected to have their draft recommendations by the end of July.
Chuck Wieland is on the committee for Staff Council representation.

UI Budget process is underway and is different than in the past. The budget application closes next week and final budgets will be subject to approval by the Board of Regents at their next board meeting. The University budget is subject to board approval.

New budget process - Hans has reached out to all budgetary units to learn how this process has changed and is now operating. We've had several meetings and they have been going well. The meetings help our councilors understand the new process.
so we are well informed if questions arise from our constituents.

**Debra Hughes, University of Iowa Director of Benefits** will be leaving – Rebecca Olsen from Ball State will be starting in July, with Debra staying on for a while to provide a period of transition.

**Family Medical Leave Act:** Nathan Stucky, Director, UI Faculty and Staff Disability Services

FMLA (and ADA) are federal laws that benefit entitlement under the Code of Federal Regulations Part 825.

Most employees are aware of how FMLA provides up to 12 weeks of job protected 'unpaid' leave per calendar year, which calculates to roughly 480 hours. It provides leave for employee’s own serious/chronic health condition or for their spouse, parent or child. It also provides for military use (care of active member or their family). If accruals run out, your benefits are still protected.

Employee eligibility is two pronged:

1. To be eligible for FMLA leave, the employee must have worked for The University of Iowa, in any paid capacity and no minimum appointment percentage, for an aggregate total of twelve months. The twelve months does not have to be continuous employment; however, employment prior to a seven year break in service does not count toward eligibility unless covered by the Uniformed Services Employment and Reemployment Rights Act (USERRA).

2. The employee must also have physically worked at least 1250 hours in the immediate preceding twelve months prior to the absence (approximately seven and one-half months of full time work without absence).

If approved, FMLA runs concurrently with sick leave, vacation, family caregiving leave, worker’s compensation, and/or unpaid leave. FMLA does not provide paid leave, only ‘protected leave’.

Information or concerns from constituents can and should be directed to Nathan’s office. More information can be found on their website: [hr.uiowa.edu/FSDS](http://hr.uiowa.edu/FSDS)
Staff Council Committee – Presentations to Councilors:

Current committee members described their committee for councilors to decide their top three picks if they hadn’t already completed the survey previously sent out by Erin

Presentations were given by sub committees

- Apyrl Betts - Awards Committee
- H J Pedelty - Bylaws Committee
- Sam Van Horne - Communications Committee
- No one present - Erin spoke - Committee on Committees
- Shannon Lizakowski - Outreach Committee
- Michael Hesseltine - Diversity Committee
- Wayne Kintz - Education Committee
- John Laverty - Elections Committee
- Kimberly Keiser - Human Resources Committee
- No one present - Erin spoke - (have to be MSEC) - Merit Supervisory Exempt/Confidential Committee
- No one present - Erin spoke - Sustainability Committee
- Monica Madura - University Relations Committee

Alcohol Harm Reductions Plan for 2016 – 2019: Tanya Villhauer, Assoc. Director for Student Wellness & Harm Reduction Initiatives

Progress has been made, but we still have a lot of work to do. The Alcohol Harm Reduction Plan (AHRP) committee has been tracking health behavior. Based on data collected, Iowa students are 1 - 1/2 to 2 times higher in engaging in high-risk drinking than the national average. UI's high risk is 70.3%; the national average is 30%. The Target plan for 2019 is to reduce that number to 49%. Program goals for 2016-2019 are:

Goal 1: Attract more low-risk drinkers/abstainers and fewer high-risk drinkers to UI
Goal 2: More students remain low-risk drinkers/abstainers at UI
Goal 3: More high-risk drinkers lower their drinking while at UI
Goal 4: Expect greater accountability for upholding community expectations
Goal 5: Institutionalize commitment to harm reduction

In 2009, a committee was convened of faculty, staff, and students. Then in 2010 the first plan was implemented. Feedback and buy in was received from our UI students. It is an evidence based practice which has been done the past 25 years. Data collection used to be every other year, now it’s every year. High risk drinking, average # of drinks, frequency of drinks are some of the data that is collected. We have gone down in all three of these metrics. The committee asks itself questions like, "What are the effects of the high risk drinking?" High risk is defined as five or more drinks in one sitting in the past 2 weeks. Blackouts, injuries, trouble with the law are tendencies that occur at a higher level if there is high risk drinking. A handout was given that listed their five goals for 2016 - 2019. Currently, they are looking at student’s mental health, sleep, and how we can help our students to handle stressors using resilience therapy and wellness goals instead of...
substances. We are the only Big 10 school to implement this type of plan. Other Universities don’t want to even talk about it, but the culture is changing. A parent handbook is sent out before the students and parents come to Orientation, a presentation is also given at orientation. There was nothing else scheduled during this timeslot to show the importance of this issue on our UI campus. A ‘Check Out To Go’ survey is given to each student. They are also given information that shows alcohol BAC/blood alcohol content and calorie intake comparisons. Fraternity/Sorority, intermural sports, sports clubs are some groups that have been targeted as ‘problem areas’. As a group, athletics and the marching band do not fall as high risk users. A few weeks after students move in, each residence hall sends out a survey and one of the questions is about, "What do you like the least?" Anything that is flagged about alcohol is sent to this initiative so they can be aware of our student’s campus perception. More information can be found on the vp.studentlife.uiowa.edu/initiatives/alcohol-harm-reduction website.

Announcements:

Information for June activities from Diversity Committee is attached to the meeting packet.

If you arrive after the meeting has started - make sure to sign in on the checklist in the back of the room before you leave.

Orgs and functions have group lists that Kimberly Keister sets up. Those group lists are set up and put in your folder to use. If you’re in healthcare - you'll need a password, which is also located in the folder.

Flood Recovery Celebration - Next week (8th anniversary) - Martha Greer Kirby, our 2008 Staff Council President will be talking at 12:15pm. Information was released via Iowa Now that came out a day or two ago.

Adjourn: Apryl Betts