
Absent: Barbara Barrows, Apryl Betts, Brian Brotzman, Rudia Kihura, Wayne Kintz, Trisha Kreman, Kimberly Lebeck, Katie Millard, Betsy Momany, Melanie Ostmo, Ashley Vanorny, Jim Verry, Tabitha Wiggins, and Julia Woodiwiss

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

Guests: Kelly Clougher, Vice President of Native American Council (NAC) and Staff Psychologist University Counseling; Dr. Maia Hightower, UIHC Chief Medical Information Officer

Minutes Approval:
- December 14, 2016 - UI Staff Council meeting – APPROVED
  - Nancy Davin – motioned
  - Hans Hoerschelman – seconded

Minutes Review:
- December 14, 2016 - UISC Exec Committee Meeting with President Harreld – no revisions
- December 23, 2016 - UISC Executive Committee Meeting – Labyrinth award funding amount revised to equal $5,000.00.

Native American Council (NAC): Kelly Clougher, Vice President of Native American Council (NAC)

NAC is one of many University of Iowa shared governance bodies on our campus. The Native American Council has four tenets to guide them in supporting students and the university: Support, Education, Culture, and Outreach. Anyone is welcome to be a member, regardless of your identity. They help support the annual Powwow in April and everyone is welcome to volunteer. Their council meets every second and fourth Friday from 11am to noon. Please feel free to join or contact them for more information.

UIHC Informatics: Chief Medical Information Officer, Maia Hightower, MD, MBA, MPH (presentation available online, UI Staff Council meeting archive).

The role of a chief medical information officer is to be a clinical leader for IT systems and to create and maintain tools for UIHC employees to be successful. Some of the larger systems are EPIC and the Electronic Medical Record (EMR), but it can also include security, monitors, door access, pumps, patient beds, alarms, and collecting data to aid in preventing employee burnout. An example of data collection to aid in preventing burnout is EMR System Activity Reports. These reports measure three things: percentage of total scheduled time, percentage of total system usage, and the difference between scheduled time and system usage. There are three examples of these measurements in the attached presentation. In collecting this data, the goal is
to find that ‘sweet spot’. This begins with the patient experience being high quality and valued, having an engaged staff with a purpose, and faculty fulfillment with innovation and discovery in research. In the coming year, this data will be used to put forth an initiative to combat burnout, which is currently reported 70% as excessive and 64% as moderate or excessive amounts of time at home on EMR. Future support is also underway for improving EPIC proficiency. Physician Informatics Officers will be providing peer support, classroom training with “Thrive”, and an upgrade to EPIC, version 2016, will focus on improving the provider’s efficiency. In addition to supporting our faculty and staff, researchers, and care teams; the patients themselves and their families are becoming a more engaged end-user of the digital era in healthcare. Information is everywhere and the patients are now capable of pulling up their own medical record and research their health conditions using the myChart tool. There has undoubtedly been a healthcare data explosion and the trick is to tame this complex data into meaningful information. Preparing for the future of medicine is outlined in an UICCOM New Horizons Curriculum: Part 1 video. The digital era improvements can be easier to sort, provide searchable information, easier to share/electronically forwarded, and aggregated data as opposed to paper versions. Narrative data is not going away however, but it could be dictated and translated, using speech recognition software, into useable data. The future could move into voice commands systems, such as ‘Siri’ or ‘Alexa’, but are not currently being used. Phishing is currently the largest IT problem. If you receive a suspicious email, simply delete it.

**Human Resources Update:** Cheryl Reardon, Associate VP and Chief Human Resources Officer

A draft roadmap for the upcoming nine months (to September, 2017) was presented to our group.

- Talent@Iowa – continue its path/objectives
- Develop strategic vision with HR leaders and HR community members (@250 people)
- Complete the Talent Acquisition Director search with onboarding of successful candidate
- Preliminary Talent Strategy
- Maintain HR operations and Service Excellence
- Finalize UI-HR organizational structure
- Strengthen partnerships
  - Healthcare
  - Alumni Association

In a ‘Year of Innovation’ every two weeks, HR professionals across campus are invited to address questions taken from Working@Iowa, Talent@Iowa, UI strategic plan goals, amongst other sources. The goal is to build collaboration and creativity among its HR people, utilizing our most valuable resource, our people. January 11th’s topic: Workloads & Conflicts.

The Operations Team appointed a new subcommittee to handle HR issues. Four of our five Staff Council submitted issues are going to this HR subcommittee: Salary & Compensation, Supervisory Input, and Intangible & Tuition Assistance Benefits. The fifth issue, Communication, is assigned to the Operations Team Communication subcommittee.

**Talent@Iowa** – all Talent@Iowa Phase 1 committees are in the planning stage except Immigration which is in the implementation stage. Phase 2 committees launch in February, while Phase 3 committees will launch in June 2017.

Kevin Ward, Bob Millsap, and Trevor Glanz are slated to join our All Staff Council meeting in February. They will be presenting on Compensation and Classification.
### Staff Council Bylaws: H Pedelty, Chair of Bylaws Committee

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<th>Article XVI: Staff Council Committees, (#6) Diversity Committee, Scope of Concern:</th>
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| 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 Council and staff concerning diversity programs/current activities and seek support from 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. |

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| 1. Support and develop programs and activities throughout the year to promote diversity awareness and a supportive environment.  
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 and programs.  
3. Disseminate information to Staff Council and those we represent concerning diversity programs and current activities and 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 and report out to Staff Council annually. |

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<td>1st APPROVED 12/14/16 mtg - Michael Hesseltine motioned; Nancy Wagner seconded; 2nd reading (1/11/17) - Monica Madura motioned, Michael Hesseltine seconded.</td>
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### Announcements

- **President’s Update**
  - Current fiscal year state appropriations budget cut:
    - The Board of Regents can make recommendations to the state legislature about how it could/should be divided, but it is the sole decision of the legislature.
Dr. Georgina Dodge’s update on Diversity and Inclusion:
  - Wednesday, January 18, 2017, from 5 – 6:30 at the IMU.
  - Our SC University Relations Committee is scheduled to attend the Hawkeye Caucus in Des Moines. This is an opportunity for our staff to meet with the legislators and discuss our issues, concerns, and inform them of our roles as UI employees.
  - Shared Governance is looking at new election software. Big Pulse will be used for the upcoming elections, which is the software used in the past.

- **New Staff Council logo** – in progress. Continue to use current logo.
  - **Staff Council survey ends Friday, 1/13** – a reminder email will go out to constituents. To date, there have been 943 non-healthcare employees and 551 healthcare employees, totaling 1,494 responses.

- **Community Outreach Sub-Committee** – Shannon Lizakowski, chair
  - Three bowlers are still needed for Bowling for Kid’s Sake event in February. An envelope was passed around for donations and the online donation website is underway, but not ready. Sign up for Dance Marathon 23 and for upcoming Martin Luther King service projects. Remember to report any volunteer hours to Shannon for tracking Staff Council volunteer hours.

- **Included Attachments**: 
  - **Staff Council Sub-Committee Updates/Goals**
  - **Theme Semester email** - The theme for the UI spring semester, “Our Lives Online,” will examine how technological advancements have influenced the way people work and connect with the world. Various lectures, classes, and other events will focus on discussions of social media, trends in big data, and other new and rapidly changing technology.
  - **University Strategic Plan 2016-2021** – This period’s goals are Research & Discovery, Student Success, and Engagement. The Board of Regents approved the University of Iowa’s plan at its December 5, 2016 meeting.

**Meeting adjourned:** Hans Hoerschelman motioned; Jessica Richardson confirmed motion.

**Next Meeting:** February 8, 2017; 2:30 – 4:30 PM - 2520D UCC