### Awards Committee

**Chair:** Mary Shumaker  
**Goals:**

1. Research and assess the history behind the current award monetary values, number of recipients and notification process to winners and non-winners; and make recommendation to executive committee for possible adjustment of monetary values for all 3 awards, number of recipients and/or criteria clarity for 2020.  
   **Key Questions in Discovery:**
   - How was monetary value determined?  
   - Are there guidelines, commitment, agreement for why 2 awards provide $1000 and 1 awards provides $0?  
   - Is there a rationale or guideline to the number of recipients for each award; can this be changed?  
   - Can the recognition of awardees be changed or increased?  
   - Can nomination materials and criteria be clarified to there is a clear distinction between the 3 awards?  
2. Review and refresh the award nomination materials, process and selection criteria and scoring system to best align with criteria listed in the nomination materials.  
3. Review and refresh the award nomination materials, process and selection criteria and scoring system to best align with criteria listed in the nomination materials.
   - 12 month – ongoing communication strategy to keep top of mind – of either nominating someone or learning about recent awardee UI/UIHC communication channels – Noon News/The Loop/Iowa Now/dep resources and communication staff members; promote recipients and their nominators to encourage more nominations; sharing nomination info at health fair and other UISC activities
     - showcase recipients as a “featured UI Staff Member” (12 winners – 1 featured each month throughout the year in Iowa Now; The Loop, etc) or partner with the communications committee for feature story on each recipient. Story showcases the contributions and impact made by the staff member with tag at end of each story saying how you can nominate a deserving staff member.
     - Extend the nomination period -rolling nominations starting Sept. and going through May 1st and promote in the ongoing communication throughout the year; but hit hard in spring.

### Bylaws Committee

**Chair:** John Weyer  
**Goals:**

1. Recruit co-chair or chair pro tem by December 31, 2019. (Possibility that Weyer may no longer be UI employee with utility P3 transition mid 2019-2020 program year.)  
2. Follow-up on Bylaws changes proposed in 2018-19 Staff Council year, prioritize and present to Staff Council for consideration monthly throughout 2019-20 year, along with any new proposals developed  
3. Perform on-going review of current Bylaws for clarity and consistency, recommend updates as needed, and consistent with the Bylaws Style Guide, by April 1, 2019  
4. Determine process for proposed changes—funnel/filter through Executive Committee first, propose Bylaws amendments to facilitate process, by November 1, 2019.  
5. Determine feasibility and process to make proposed Bylaws changes available to full Staff Council for review and comment farther in advance of Staff Council meetings – preferably 1-2 weeks in advance, by November 1, 2019.
Committee on Committees

Co-chairs: Teri Schnelle and Brenda Van Dee
Goals:
1. Operationalize the scope of concern under Committee on Committee Bylaws
2. Review and update recruitment, application and selection materials and process to reflect the UI DEI goals
3. Clarify and support Merit staff participation in Charter Committees

Communications

Chair: Ted Potter
Goals:
1. Communicate more effectively with constituents and the broader university community
2. Create and use a timetable for communications
3. Establish liaisons with other Staff Council committees to facilitate communications
4. Create roles/team to facilitate the work of the committee

Community Outreach

Chair: Genevieve Johnson
Goals:
1. Review/update Scope of Concern and Purpose
2. 75% of council participates in at least one event and 35% of council participates in 3 or more events
3. Promote volunteer opportunities to all staff and open tracking to them
4. Pursue opportunities to support under-served populations (e.g. supplies for Shelter House)
5. Ask councilors for volunteer opportunities (to keep options fresh and interesting)
6. Provide regular progress updates to the council and promote upcoming events
Diversity, Equity and Inclusion

Co-chairs: Amy Halvorson Bouffard and Lisa Piper

Goals:
1. Data Acquisition and synthesis
   - Identify 2 or 3 items for staff to work on
2. Involvement with and promotion of campus community events including the annual Staff Council Diversity, Equity and Inclusions Committee spring reception
3. Gather data and engage in discussions around gender neutral bathrooms (especially in new build plans)
4. Encourage and promote DEI (Build, etc.) trainings to staff as well as encourage supervisors to encourage and promote the trainings to their staff (and enable them to attend).

Education Committee

Co-chairs: Julie Qidwai and Glenda Smith

Goals:
1. Presence at UI orientations - maintain. At UI Health Care – explore
2. Mentorship program
   - Send out reminder to meet mentee/mentor
   - Send reminder in October
   - Send survey January 2020 (6 months’ out)
3. Update orientation flyer and verify accuracy of stats
4. New options for visual presence; banners, screen savers, exposure. Add number of events to be present at

Elections Committee

Chair: Heather Mineart

1. Diversity, Equity and Inclusion Benchmarks incorporated into nominations. Reach out to DEI groups, ask HR councils to help promote DEI nominations
2. Develop a list of “families” where there will be openings, and encourage councilors in those families to bring a visitor to a council meeting
3. Regular updates to the entire committee from Elections
4. Review and refine the ballot
5. Clicker/vote for immediate results possibility (Jim will look into the clicker idea)
6. HR leaders/ORGS take full responsibility for their local elections; send email reminder early, offer help to set up electronic election
Health Care Committee

Co-Chairs: Sally Fisher and Michael Hesseltine

Goals:
1. Promote Health Care events and information before the UI Staff Council
2. Continue to develop and deploy the interactive UI Health Care display at the annual Hawkeye Caucus event
   a. Engage public, legislators, etc. and demonstrates how UIHC benefits Iowa
3. Deliver presentations to Health Care Leadership related to staff led programs at quarterly meetings
4. Continue staff involvement with on campus visits for high level health care positions
   a. SFCH leadership position currently
5. Positively impact legislative support
   a. Members of the Health Care committee will attend the Hawkeye Caucus annually
6. Plan and hold an event for health care employees to meet and greet with current council members
   a. Considering a listening post style event or table in a high traffic area
7. Committee members will pursue opportunities to participate in health care initiatives, committees, events, planning and more and
   a. Report back to committee and council at large

Human Resources Committee

Co-chairs: Mihaela Bojin and Karen Kluesner

Goals:
- Continue with **supervisor training and certification**, tying it to supervisor accountability; include training for flexible work arrangements: Teresa Kulper is heading up the Supervisor Initiative presented at this month’s HR Committee meeting.
- Improve the **annual performance evaluation process** – training of local HR staff and supervisors on how to effectively conduct/complete evaluations and resolve associated conflict. Joni reported that there are workshops on it but the people that need it are not attending. How can we get education to supervisors and HR on this?
- Modify the **catastrophic leave** policy – create a central, university-wide pool of days available to all staff and faculty, in addition to the option of donating to specific individuals. Streamline/simplify donation process. Invite Gayle Robertson to subcommittee discussions. HR is already working on catastrophic leave policy for faculty affected by 9-month appointments.
- **Evaluate compensation** using diversity equity and inclusion benchmarks (i.e., across paygrades, gender, race, longevity). Connect with Trevor Glance from HR for data and reports. - Yelena Perkhounkova will lead the subcommittee.
- Follow up on **last year’s goals**: tuition assistance and probationary period.
MSE/C

Chair: Damien Blair

1. Reach out to RISCAC member schools to update RISAC membership list. Have RISCAC letter ready for BoR by the end of March 2020.
   - Send emails to RISCAC member schools by 12/31/19 to update membership list
   - Have RISCAC Letter drafted by 2/29/20
   - Send finalized RISCAC letter to BOR by 03/31/20

2. Improving engagement with constituents
   - Send out meeting summary to MSE/C constituents after each Staff Council meeting
   - Share any relevant communications with MSE/C constituents

3. Listening posts in area with many MSE/C employees (at least 2)
   - Confirm date and location for Fall listening post (End of November)
   - Confirm date and location for Spring listening post (Late March/Early April)

University Relations

Co-chairs: Greg Hopson and Kevin Zihlman

1. Earlier engagement of Government Relations office and our State Legislators
2. In person meeting with at least one legislator before January session
3. Grow relationships with Big ten peers and local UI councils (improve coordination with other UI shared governance groups)
4. DEI in our UR brochure/marketing materials