

UI Staff Council Executive Committee
Tuesday, August 6, 2019
2390 UCC

Present: Mihaela D. Bojin, Jadvyga Gerasimovic, Michael Hesseltine, Monica Madura, Heather Mineart, Jessica Richardson, Mike Weaver, Brenda Van Dee, and Kevin Zihlman

Absent:

Administrative Liaisons: Marla Rosenblum

Review/Approval of UISC Executive Minutes:

- July 8, 2019 - UISC Executive Committee Meeting - minor edit brought forth for review. Accepted as amended.

Group Discussion Topics:

Debrief from Shared Governance meeting in Ames (Mike, Heather, Michael):

- Mike, Heather, Michael recently met with Staff Councils Presidents/Vice Presidents from Iowa State University and University of Northern Iowa at the Ames Research and Innovation Park.
- The group discussed common goals for staff satisfaction, engagement, and retention. Further discussion revolved around the differences in current policies and best practices, interaction levels with upper administration, and healthcare plans.
- Next year's meeting will be held at University of Northern Iowa.

Mike Weaver's Presidential Updates:

- *Merit Staff Representation-*
 - Mike has received over 65 names for consideration to serve on a Merit Staff focus group. He will be sending those individuals a survey to gather further information in order to solicit volunteers for the proposed steering committee.
 - Laurie Textor, Senior HR Director/Assistant Director, Financial Management & Budget, has been in contact regarding the creation of a local shared governance group. Heather, Monica, and Mike will be meeting with Laurie on August 13, 2019.
 - UISC Human Resources Committee vacancy- the UISC Executive Committee has recommended Rebecca Trimble (merit staff member) to fill the vacancy, pending co-chairs approval.
- *Supervisor Training Steering Committee-*
 - University HR is in the process of developing campus wide supervisor training.
 - More information regarding the Steering Committee will be released to campus in the coming weeks.
 - A new University Human Resources Committee will be formed in the coming weeks. Kevin Zihlman has been selected from UISC to be the staff council representative.
 - Kevin will begin the onboarding and training process soon, with plans for the training to continue throughout the fall semester.
 - Kevin plans to report back to the UISC Executive Committee and the UISC Human Resources Committee to share important developments.
- *UISC-All-Reps email usage-*
 - Marla will send all proposed communications to the Executive Committee for a brief review prior to informational emails being sent to councilors for disbursement to their constituents.
 - The new process will hopefully catch any possible issues before a wide disbursement might occur.

- *August Staff Council Meeting Agenda Review-*
 - Compensation Update – Trevor Glanz, Director Compensation/Classification and Data Management
 - Marla will solicit questions from council members by email regarding Trevor’s presentation. Questions will be forwarded to him prior to the UISC meeting for review.
 - Threat Assessment at UI – Eli Hotchkin, Threat Assessment Program Director
 - Explain more about the Threat Assessment Team (TAT), their role on campus, and where they are housed.
 - Debrief of the Johnson County Emergency Management training exercise at the Campus Recreation and Wellness Center (CRWC)
 - Bylaws Amendments First Reading – John Weyer, Bylaws Committee Chair
 - Two new proposals will be presented to council for a first read. Proposals are related to the current procedure for proposing amendments to the Bylaws

Current Vacancies:

- *Academic Support and Libraries function representative-*
 - The elections committee submitted two names, and personal statements, to the Executive Committee for review.
 - Discussion regarding both candidates
 - **Call for vote:**
 - The vote passed with 8 votes in favor, 0 against, and 1 abstention
 - **Robin Paetzold** was selected as the UISC Academic Support and Libraries function representative filling Carly’s remaining term.
 - Mike Weaver will email all candidates this week. Robin will begin her term at the August 2019 UISC meeting.
- *Alcohol Harm Reduction Committee-*
 - Call for volunteers went out by email from Marla.
 - **Call for vote:**
 - The vote passed with 9 votes in favor, 0 against, and 0 abstentions
 - **Cassie Walizer** was selected as the UISC representative on the Alcohol Harm Reduction Committee.
- *Mary Joe Small Committee-*
 - Call for volunteers went out by email from Marla.
 - **Call for vote:**
 - The vote passed with 9 votes in favor, 0 against, and 0 abstentions
 - **Jennifer Stout and Sally Fisher** were selected as two of the UISC representative on the Mary Joe Small Committee.

Budget (Brenda):

- *Review of current budget structure and process-*
 - Update on current status of UISC budget
 - Last year UISC rolled over \$5,000 to their discretionary fund to support the Mary Joe Small request for the 2019-2020 fiscal year.
 - Current fiscal year UISC has approximately \$71,000 (\$66,000 budget + \$5,000 roll over) total Coke funds available, with \$60,000 allocated to recurring requests.
 - Discussion regarding the current Staff Council awards budget and difference in funded versus not funding awards. Further discussion is required before the next awarding cycle.

- *Coke Fund Requests-*
 - #1 from Kim Merchant-
 - Request \$600 for the planning and implementation group for series "Vaping: The New Look of Nicotine Addiction." Event is open to the community.
 - Co-Sponsors include College of Public Health, Institute of Public Health Research and Policy, UI liveWELL Human Resources, UI Student Wellness, UI Student Government, Cities of Iowa City and Coralville, Johnson County Public Health
 - UISC will request that all P&S invited are invited to the event and UISC is listed as sponsor.
 - **Call for vote:**
 - The vote passed with 9 votes in favor, 0 against, and 0 abstentions
 - #2 from Sean Hesler-
 - Request for *25,000 total request for fiscal year (\$12,500 for each award period: September 2019 & March 2020).
 - Mary Jo Small Coke Funding Requests, UI Learning & Development on behalf of the Mary Jo Small Staff Fellowship Award, and Mary Jo Small Staff Fellowship Award.
 - UISC Executive Committee will request funding will be restricted to only P&S staff requests.
 - UISC Executive Committee will request an annual budget update from the Mary Joe Small Committee.
 - **Call for vote:**
 - The vote passed with 9 votes in favor, 0 against, and 0 abstentions

Monthly constituent communications protocol (Jessica):

- Communications Committee streamlining/simplification of outreach process-
 - Idea- Creation of an opt in program for councilors which allows the communications committee to send out the monthly meeting minutes in newsletter form.
 - Updating the newsletter to be a more frequent less formal version, similar to Iowa Now.
 - The new opt in email service and newsletter will allow for more consistency in UISC branding.

Roundtable (All)

- UISC members are getting excited to volunteer at the Iowa State Fair.
- UISC Committee on Committees has recommended Chuy Renteria to serve on the Committee on Diversity (Presidential Charter Committee) and Kris Halter to serve on the Information Technology Advisory (Presidential Charter Committee).
- Creation of a new "Proud Iowa Staff Member" cling for swag. Members will solicit designs for consideration and review by the UI marketing team.

Meeting adjourned: 4:31 Jessica Richardson motioned; Heather Mineart confirmed motion.

Next meeting: September 4, 2019, 8:30-10:30 2670 UCC