

**UI Staff Council Meeting**  
**2520D UCC**  
**Wednesday, January 8, 2020**

**Present:** Ewa Bardach, Damien Blair, Matsalyn Brown, Suzanne Doershuk, Em Domingues, Sally Fisher, Kathleen Ford, Jadvyga Gerasimovic, Shari Heick, Sara Heineman, Michael Hesseltine, Genevieve Johnson, James Jorris, Jackie Kleppe, Karen Kluesner, Tyler Lantz, John Laverty, Monica Madura, Emily Milke, Heather Mineart, Jamie O'Meara, Robin Paetzold, Steve Paulsen, H J Pedely, Yelena Perkhounkova, Lisa Piper, Ted Potter, Julie Qidwai, Jessica Richardson, Mary Shumaker, Sonia Slevinski, Glenda Smith, Jennifer Stout, Brenda Van Dee, Linda Varvel, Jim Verry, Cassie Walizer, Angela Ward, Michael Weaver, Linda Weir Jacobi, John Weyer, Anne Wilson, Toni Woodbury, and Kevin Zihlman

**Absent:** Mihaela D. Bojin, Suzanne Doershuk, Beau Finley, Amy Halvorson Bouffard, Gregory Hopson, Carrie Mahon, Stephen Pacha, Carlton Petty, Kathryn Reynolds, Teri Schnelle, Jessica Welter, and Carrie Whittaker

**Administrative Liaisons:** Keith Becker, Joe Bilotta, Marla Rosenblum, and Jan Waterhouse

**Guests:** Cristobal McKinney

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

- **Minute Adoption:**  
December 8, 2019- UI Staff Council meeting: *minor edits brought forth for review. Accepted as amended.*
- **Minutes Review:**  
January 3, 2019- UISC Executive Committee Meeting: no edits

**Presentation Topics:**

**Campus Planning Update** – Joe Bilotta, Director Campus Planning

- *Shared Governance Foundation/Process*
  - Today's view will be like "Family pictures, not just silos" and from the 1,000 ft. view of possibilities for the future of campus.
  - There are 4 main groups who look at campus planning (45-50 people) Master Planning Team, Campus Development Team, Campus Planning Committee, and Space Committee.
- *Campus Planning Website* -
  - Master Planning- framework to advance ideas, to a point, to inform parts and pieces so everything can work together. The details are then determined by the end users responsible for that component.
  - Current strategy is similar to the design process. It is based on the current and future needs of campus, facility maintenance. Project planning studies, that are specific in nature, are based on the college/unit plans, design, and analytics.
  - Campus Planning is an office of three- their website is the best way for campus to stay informed of their current projects and projected timelines: <https://planning-and-development.fo.uiowa.edu/campus-planning/campus-master-plan>
- *Master Planning:*
  - Core Values-
    - Principles: Why the master plan is critical.
    - Strategies: How we address our principles.
    - Initiatives: What approach will be used to reach the strategies, the "Iowa Way."
  - Campus Framework –
    - Must exist, cannot be compromised, lives on in perpetual existence, and is the basis for all urban design decisions.
    - Examples of Notable Campus Framework: Harvard Yards (300), University of Notre Dame (long lawns shaped as cross, dome at apex), Arizona State University's palm walk (fast pedways to keep students out of the sun)
    - Iowa's campus framework consists of 7 components - Iowa River, Pentacrest, Axial Alignment, Iconic Open Spaces, Pedestrian Way, Multimodal pathways, and Vehicular corridors
    - Architecture, parking, design, - should exist forever. 1<sup>st</sup> layer before all others.

- *Land Use -*
  - The Land Use Plan organizes campus property into functional uses that inform and guide the institution on future development decisions and projects. A parcel may include various building types and/or functions; the land use is governed by its predominant utilization. For Instance, a parcel may be identified as residential; however, parking may also exist in this precinct.
  - The Land Use Plan not only guides the Institution on how existing land should best be used, it also identifies strategic assets and shared land use that are instrumental in advancing the University mission.
  - Areas- Academic, Outreach, Athletics, Shared Land Use, Healthcare, Residential, and Support (neighborhoods)
  
- *Open Space -*
  - Play an important role in the physical development of campus.
  - They address the programs exterior space needs while establishing order and balance amongst the buildings and circulation systems.
  - Iowa's open space plan consists of 7 components – Pedestrian Ways, Yards and Lawns, Courtyards, Quadrangles, Natural Areas, River Corridor, Athletic/Recreation.
  
- *Edges and Gateways – where does it start and end*
  - **Gateways-** Gateways may be utilized in some of the edge conditions above to provide a unique sense of identity, transition, and anticipation. They should relate to an area's natural resources, scenic views, and/or local heritage. Gateways can identify “entrance points” to the campus and key destinations. Gateways will have a consistent configuration and scale.
    - 3 types:
      - Ceremonial – Symbolic presence which can be transitional in nature
      - Arrival – Main vehicular gateways
      - Urban – Pedestrian oriented in a building dense setting
  - **Edges-** The proper definition of campus edges is integral to creating a positive and consistent University identity. Gateways are probably the most important element in highlighting campus edges and the perception of entry. The gateways serve as the formal transition between campus and the surrounding area.
    - The University of Iowa's campus consists of seven types of edge conditions. Each edge type has distinct features based upon the context in which it resides.
      - Residential, City/Urban, Processional/Arrival, Cultural, Sport and Recreation, Medical, and Buffer
  
- *Project Planning Discussion-*
  - Create policies to ensure preservation of open space that is balanced amongst building use and circulation systems.
  - Establish building and open space density ratios.
  - Increase student recreation space.
  - Establish an organized system of exterior spaces that are safe, comfortable, and support collaborations amongst all constituents.
  - Create a system of larger open spaces for gathering (exterior rooms) connected by a series of pedestrian pathways (exterior hallways) used to link open spaces to one another.
  - Use open space to strengthen the physical image and legacy of the campus.
  - Identify and protect strategic open spaces which will preserve the University's heritage and historical landscapes.

**OTAC Update** – Keith Becker, Director, Talent Acquisition, University HR

- *Update on OTAC since rollout:*
  - Recruitment Stats (Sept 2018 - Dec 2019)
    - Requisitions Advertised = 3,731
    - Unique Candidates = 24,605
    - Submissions Completed = 70,222
    - ≈ 19 per search- fewer applications than might be expected due to low unemployment rates.
    - Number of Hires = 3,801 ≈ 1/3 are internal – seen as a positive

- Average time to offer acceptance ≈ 53 days
  - Top 10 sources – direct to website, current employee, former employee, recruiter, Indeed.com, intranet, networks, professional associations, LinkedIn, direct mail, and Facebook.
- *Focus areas for continued optimization in 2020:*
  - 2019- Focus Areas:
    - System Stabilization cloud product and not home grown.
      - System learning
      - End user support
      - Application improvements- working with oracle and 3<sup>rd</sup> party systems
      - Integration synchronization
    - Quarterly Upgrades Available.
      - We receive a list of upgrades and can choose to turn them on hold off if further research is needed.
    - Job Posting Feature Enhancements:
      - Required format additions
      - Searchable filters
      - Consistent search process
      - Algorithms weighted by the tool
  - 2020- Focus Areas:
    - Look into Jobs.uiowa.edu refresh to ensure the marketing of the website is up to date with current UI branding work.
    - Application process improvement- revisit process as whole to streamline and improve effectiveness across campus.
    - Pre-hire process improvement- creating a one stop shop with more forms built into the tool.
    - Solution for Adobe Flash- oracle slowing moving away from Adobe Flash. HR is monitoring the situation and developing an implementation plan that focuses on the least amount of disruption to the end user.
- *Value of recruiter model:*
  - Recruiter Partnerships in the Hiring Process
    - Pipeline and relationship development
  - Hiring Manager Partnership
    - Builds trust and value as a resource and advisor.
    - Drives the process by serving as a project manager for each search.
    - Helps define roles and responsibilities for all involved in the search.
  - Candidate Partnership
    - Serves as a single point contact for a consistent, positive experience.
    - Maintains regular communication throughout.
    - Creates a consistent brand message.
  - Campus Partnership
    - Embraces the role and aligns to the goals of the university.
    - Ensures real-time, quality data for the search.
    - Informs hiring decisions through data, communication, screening, etc.
- **Bylaws Amendments** – Em Domingues for John Weyer, Bylaws Committee Chair
  - **2<sup>nd</sup> Reading, Proposal 4: Amend Article XVI Staff Council Committees to modify the Bylaws Committee Scope of Concern**
    - **Rationale:** Update committee procedure to reflect changes to the Bylaws, particularly Articles XII and XIX recently adopted.
    - **Discussion:**
      - No questions.
    - **Call for vote:**
      - Ted Potter motioned; Heather Mineart confirmed motion.
      - The vote passed with all in favor, 0 against, and 0 abstentions.

- **2<sup>nd</sup> Reading, Proposal 5: Amend Article XVI Staff Council Committees to address non-Council members of committees and to clarify the authority to appoint members**
  - **Rationale:** The Goals Committee has been eliminated and its' functions assumed by the Executive Committee.  
As to non-members, committee chairs know their needs for outside assistance; they should have some flexibility to recommend non-Council, ex-officio or advisory members be added to their committees. The Executive Committee should have the authority to accept the recommendations or not.  
The Staff Council President authority and responsibility to designate chairpersons for each standing committee is corrected and reiterated here to be consistent with existing language in Article XI, Section 1, item #3 that indicates the President shall "Appoint committee chairs."
  - **Discussion:**
    - No questions.
  - **Call for vote:**
    - Genevieve Johnson motioned; John Laverty confirmed motion.
    - The vote passed with all in favor, 0 against, and 0 abstentions.
  
- **2<sup>nd</sup> Reading, Proposal 7: Amend Articles XI and XVI to remove remaining references to Goals Committee in Articles XI and Article XVI.**
  - **Rationale:** The Goals Committee has been eliminated and its' functions assumed by the Executive Committee.
  - **Discussion:**
    - No questions.
  - **Call for vote:**
    - Kathleen Ford motioned; Genevieve Johnson confirmed motion.
    - The vote passed with all in favor, 0 against, and 0 abstentions.

#### **Roundtable:**

- Committee Updates: (see attached report)\*\* insert in final draft
- All Bylaws updates will be listed on the UISC website and sent to the Presidents office for addition/updates to the UI Operations Manual.
- Executive committee is tasking a small sub-group to begin thinking about possible P3 funding proposals. We are looking for UISC members who are interested in creating a short survey to determine what themes UISC may want to focus on in the future when there is a call for proposals.
- Hancher Finkbine dinner committee needs a volunteer to serve as the staff representative.
- Executive Committee will be asking for all members who perform functions for staff council to identify themselves so we can prepare for turnover when the time comes. ex: Genevieve takes the "What I learned" minutes.

**Meeting adjourned:** Heather Mineart motioned; Sally Fisher confirmed motion.

**Next Meeting:** February 12, 2:30-4:30 PM 2520D UCC