

DRAFT
UI Staff Council Executive Committee
Monday July 8, 2019
2670 UCC

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

Absent: Brenda Van Dee

Administrative Liaisons: Marla Rosenblum

Review/Approval of UISC Executive Minutes:

- June 2019 – UISC Executive Meeting Minutes- voted on through email

Group Discussion Topics:

Approval of Committee Assignments:

- Lists of all committee assignments have been distributed and approved by committee chairs.
- Committee chairs will meet with their groups at the July retreat to begin setting goals for the 2019-2020 year.

Agenda Review - July Retreat:

- Agenda items include - Bylaws amendment process overview and vote, update from Cheryl Reardon regarding follow up from the June meeting, and a request for nominations to fill the vacant Academic Support and Libraries seat.
- Committee chairs will have access to the bylaws regarding their committee charge, prior end-of-year report, and a blank copy of the goals worksheet.
- Proposed discussion topics for existing committees to review:
 - **Executive Committee**
 1. Discussion regarding sharing the agendas for all meetings with President Harreld and Provost Fuentes with council to allow for feedback/ideas before the meetings occur.
 2. Discussion on how to encourage more discussion at meetings without extending the length of the meeting. Possible call for agenda items at the end of each meeting or through a survey.
 - **Awards Committee**
 1. Guidelines, regarding the awards process, need to be reviewed and possibly updated for the next application cycle.
 2. Review process of hosting a lunch for staff nominated for staff awards.
 - **Communications Committee**
 1. Discussion regarding the creation of a survey which can be sent out to current councilors to provide feedback/ questions after our monthly meetings (After Council Follow-Up).
 2. Discussion regarding Self-Service and how to integrate more information regarding UISC councilors etc. to the system.
 - **Education Committee**
 1. Follow up on the mentorship program. Are there any recommended updates to help integrate new members into council?
 2. Discussion regarding how we can help councilors prepare for our monthly meetings.
 - We currently have a UISC brochure, fact sheet, and Power Point however they don't discuss how councilors can be engaged with their constituents.
 - Should we create a handout that discusses how to engage members in discussions or a list of ideas on what others have tried to share with current members?

Follow Up on 1:1 exit meetings:

- Meetings with exiting councilors who requested a follow up have begun.
- Feedback provided was discussed with the committee.

Meeting adjourned at 12:04 p.m.

Next meeting: August 6, 2019, 2:30 p.m. – 4:30 p.m. 2390 UCC