

**UI Staff Council Executive Committee**  
**Wednesday, June 19, 2019**  
**2390 UCC**

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

**Absent:** Carly Armour

**Review/Approval of UISC Executive Minutes:**

- May 2019 – SC Executive Meeting Minutes
  - Friendly Motion- to correct name of CLAS Dean from John to Steve was approved, minutes were accepted as amended. Brenda will amend the May 2019 meeting minutes.

**President's Comments:**

- Executive committee will shift the Executive Council monthly meeting to before the all UISC council meetings. This change will allow the group to be prepared for the monthly meetings, versus debriefing after the meeting has occurred.
- Review of our June 2019 meeting with President Harreld.
- Follow up on the release of funds to Central Services Units and Colleges:
  - Mike received confirmation regarding the deferred funding, which was previously held back for possible deappropriations from the State, being released to the Central Services units and Colleges.
  - Approximately \$2.4 million of funding was earmarked to assist the Colleges in raising their faculty salaries to market value, with the goal of having faculty salaries closer to 90% benchmark of their peer group.
  - Discussion regarding creating a communication plan to make sure local Collegiate Staff Councils are aware of the faculty salary earmark and ensuring they have a plan in place to advocate for staff salary increases with their College Dean.

**Group Discussion Topics:**

- **May Staff Council Meeting debrief- What, if anything should we change?**
  - Official attendance will be taken via the sign in sheet at council meetings. However, each meeting we will call for guests and press to provide their names for the record.
  - Encourage time for discussion during each meeting, while being respectful of the 4:30 end time.
- **Review of UIHC Quarterly Meeting-**
  - Micheal Hesseltine: reviewed the purpose of UIHC committee, discussed the accomplishments of UISC (in regards to UIHC) and how UISC would like to continue our partnership in ongoing UIHC engagement and visibility projects.
  - Brad Haws, CFO: gave a presentation regarding the UIHC enterprise, discussion surrounding the bond rating process, how UIHC is impacted by available liquid assets, and challenges UIHC faces each year (in regards to the current AA bond rating).
- **July (vs August) Retreat-**
  - Recommendation to hold the UISC annual retreat in July versus August to allow committees more time to work on meeting their annual goals.
  - Exec Committee will review the feedback from all committee chairs and will recommend final committee assignments at our next meeting, July 8<sup>th</sup>.
  - Possible ideas for the retreat:
    - Provide each committee with a copy of the previous year-end report. Now the report has been standardized into a template/form it is more accessible.
    - Develop a system to ensure sure committee goals are moving forward each year.
- **Diversity, Equity and Inclusion (DEI) Goals for the Executive Committee-**
  - *Goal One:* ALL current members of UISC Executive Committee will be BUILD certified, or on track to be BUILD certified.
    - Mike will reach out to Bria Marcelo to see if she is willing to do a 'private' session for UISC for either the "Beyond the Numbers: Foundations of Diversity & Inclusion" course, the "BUILD: Making the Paradigm Shift – From Diversity to Diversity, Equity and Inclusion" course, or both.

- *Goal Two:* Commit to bi-monthly meetings with the Associate Vice President for Diversity, Equity, and Inclusion.
  - We still need to reach out to TaJuan Wilson's office to see if they are interested in scheduling every-other-month meetings with AVP Wilson opposite our meetings with the Provost.
- *Goal Three:* Collaborate/coordinate with other Shared Governance groups around DEI initiatives.
  - Reach out to Faculty Senate and Student Government to find out what they are doing specific to the Diversity, Equity, and Inclusion initiatives.
- *Goal Four:* Create a shared resource for councilors that describes DEI programs current councilors have participated in as a reference for others looking to get involved. (<https://diversity.uiowa.edu/programs>)
  - Examples: BUILD Certificate, Building Our Global Community Certificate, SAFE ZONE training (<https://diversity.uiowa.edu/office/diversity-resources>)
  - Explore an outreach/speed networking event with students from the Center for Diversity and Enrichment, new staff members, and/or graduate and professional students.
- Merit Staff Representation
  - Mike will continue to work on putting together a Merit focus group to discuss ideas on shared governance.
- Councilor Recognition Letter:
  - The UISC Past President will draft a template letter outlining UISC accomplishments over last year that will be sent out to councilor's supervisors. The letter will also provide a thank you for allowing the staff member time to participate in making the UISC goals a reality.
- Responses to Cheryl Reardon's request at SC meeting
  - Marla retyped all the cards into a workable document that has been shared with Cheryl.
  - Common themes include- compensation, career advancement, professional development, HR policy concerns, tuition assistance, and other.
- Exit Survey
  - We had 16 of 18 existing councilors complete the survey. Nine (9) members requested a personal follow up.
  - Executive committee will be reaching out to the councilors who requested a follow-up for a 1:1 meeting.

**Misc. items:**

- The [Homecoming](#) Parade Application will be completed as soon as it opens. The 2019 theme is listed as "Defining Champions. The Hawkeye Way!"
- There is a new Communications Centralization Plan. At this time, the model seems to be a dual reporting structure (similar to HR) and not a central services design. The impacted staff members have been contacted by HR and invited to a forum for those impacted by the change.
- Genevieve Johnson will be providing "quick notes" for the monthly meetings, similar to Tom, for councilors to share with their constituents before the official minutes have been approved.

**Meeting adjourned:** Heather Mineart motioned; Brenda Van Dee confirmed motion.

**Next meeting: July 8, 2019, 11:00 a.m. -12:00 p.m. 2670 UCC**