

**UI Staff Council Executive Committee**  
**Wednesday, November 4, 2019**  
**2670 UCC**

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

**Absent:** Mihaela D. Bojin

**Administrative Liaisons:** Marla Rosenblum

**Guests:** Matthieu Biger, Ted Potter, John Weyer, and Heidi Zahner-Younts

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

- October 1, 2019- UISC Executive Committee Meeting - minor edit brought forth for review, accepted as amended.

**Group Discussion Topics:**

**Climate Resolution** – Matthieu Biger, Co- chair Sustainability Charter Committee

- Review of a proposed Resolution in Support of the Declaration of a Climate Emergency:
  - Adapted from UISG-sponsored resolution approved at July 20, 2019 Association of Big Ten Students Summer Conference.
  - Approved at October 1, 2019 meeting of The University of Iowa Presidential Sustainability Charter Committee.
  - Adapted by the Sustainability Charter Committee for each shared governance group.
  - Discussion: Should be a joint shared governance declaration versus four different versions with varying action items? Mike Weaver will discuss with the other shared governance Presidents before the planned presentation to the larger UISC group.

**Coke Funding Requests** - Heidi Zahner-Younts, Senior HR Specialist

- **Request:** Heidi Zahner-Younts - Staff Appreciation Grant Program
- **Amount Requested:** \$20,000.00
- **Description:** This application is to fund the Staff Appreciation Grant Program. Beginning July 1 for use in fiscal year July 1 - June 30. Only one time per year. For up to \$300 (maximum) or \$10/staff person. First qualified are first-served; funding is limited. Year-round funding until exhausted.
- **Discussion:** The request this year is \$20,000 but we only budget \$14,000 in reoccurring funds for the Staff Appreciation Grant Program. Group discussion surrounding why the increase in the request – Heidi informed the group in 2018-2019 they had approximately 100 applications totaling \$25,895. The Executive Committee will review the budget at the end of the fiscal year to determine if there are any extra funds to roll over at that time but want to wait to see what other requests may come in for this fiscal year before committing a larger sum to the grant program.
- **Call for vote:**
  - Amount up for vote has been adjusted to **\$14,000 per previous UISC budget.**
  - The vote passed with all in votes in favor, 0 against, and 0 abstentions

**Newsletter proof of concept** – Ted Potter, Chair, UISC Communications Committee

- Development of a new monthly newsletter that will be distributed to all staff. Right now there are three reoccurring sections:

- Advocacy- what is UISC currently working on and how it impacts staff.
- Call to Action- how can staff get involved on campus and in the community.
- Staff Councilors in the Community- highlighting the homecoming, awards, and other activities.
- The news stories will be housed on the main UISC website and link to in the email.
- Monthly communications timeline already exists, it would just need to be maintained by the Communications Committee.
- Ideas for consideration- Highlight a UISC member, link to official minutes, contact information on how groups can share information with UISC.
- Communications Committee will check on the mass email policy and confirm we can use Dispatch to distribute the monthly newsletter.

#### **Bylaws Amendments - John Weyer, Bylaws Committee Chair**

- University Staff Council Bylaws Committee Proposed Amendments to the Bylaws
  - Proposal 4: modify the Bylaws Committee Scope of Concern
  - Proposal 5: Amend Article XVI Staff Council Committees to address non-Council members of committees and to clarify the authority to appoint members
  - Proposal 6: Amend Article XV, Section 4 to clarify how a Vice President/President-Elect may be replaced if the position becomes vacant for a reason other than succeeding to SC President
  - Proposal 7: Remove remaining references to Goals Committee in Articles XI and Article XVI.
- After discussion Proposal #4, #5, and #7 will move forward to full council for a first read at the November UISC meeting. Proposal #6 will return to committee for review before moving to full council for review.

#### **November Staff Council Meeting Agenda Review – Mike Weaver**

- Ombuds Annual Report – Cynthia Joyce, University Ombudsperson
- Climate Resolution – Matthieu Biger, Co- chair Sustainability Charter Committee
- Division of Student Life Collaboration – Melissa Shivers, Vice President for Student Life
- Bylaws Amendments – John Weyer, Bylaws Committee Chair

#### **Miscellaneous topics - all**

- Nominations sought for Vice President for Student Life – an email from Dean Steve Goddard (who is chairing the search committee) will come out soon seeking nominations and applications for internal candidates.
- P3 – review of current status and discussion regarding communication plan for impacted staff.
- Update on Open Enrollment numbers- we still have many who have not completed the open enrollment process. Open Enrollment runs from October 23, 2019 thru November 15, 2019 @ 5:00 p.m.

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

**Next meeting:** December 4, 2019, 2:30 - 4:30 pm 2670 UCC