

UI Staff Council Meeting
Iowa Theater, IMU
Wednesday, September 11, 2019

Present: Ewa Bardach, Damien Blair, Mihaela D. Bojin, Em Domingues, Beau Finley, Sally Fisher, Kathleen Ford, Jadvyga Gerasimovic, Amy Halvorson Bouffard, Shari Heick, Sara Heineman, Michael Hesseltine, Gregory Hopson, Genevieve Johnson, James Jorris, Karen Kluesner, Tyler Lantz, Monica Madura, Emily Milke, Heather Mineart, Jamie O'Meara, Stephen Pacha, Robin Paetzold, Steve Paulsen, H J Pedelty, Yelena Perkhounkova, Carlton Petty, Lisa Piper, Ted Potter, Kathryn Reynolds, Jessica Richardson, Julie Qidwai, Teri Schnelle, Mary Shumaker, Sonia Slevinski, Glenda Smith, Jennifer Stout, Brenda Van Dee, Linda Varvel, Jim Verry, Cassie Walizer, Angela Ward, Michael Weaver, Linda Weir Jacobi, Jessica Welter, John Weyer, Carrie Whittaker, Anne Wilson, Toni Woodbury, and Kevin Zihlman

Absent: Suzanne Doershuk, Jackie Kleppe, John Laverty, and Carrie Mahon

Administrative Liaisons: Cheryl Reardon and Marla Rosenblum

Guests: Bill Loyd Jr., Teresa Kulper, Cristobal McKinney, and Nathan Stucky

Welcome and Minutes: Mike Weaver, UISC President

Minute Adoption:

- August 14, 2019 - UI Staff Council meeting – *minor edit brought forth for review. Accepted as amended.*

Minutes Review:

- August 6, 2019 - UISC Executive Committee Meeting
- September 14, 2019 - UISC Executive Committee Meeting

Presentation Topics:

Catastrophic Leave Update – Nathan Stucky, Director UI Faculty and Staff Disability Services

Update to the University of Iowa [Catastrophic Leave Eligibility](#)

- **Current Eligibility Definition:** All faculty and staff who accrue vacation
Proposed Changes for the Eligibility Definition: All faculty and staff who have a 50% time, or greater, regular appointment.
- **Rationale:** The expanded definition would allow around 2,800+ 9-month faculty & 9-month staff to be eligible to receive donations from the catastrophic leave program.
- **Next Steps:** Human Resources is currently vetting the changes with the other Regent institutions and the Board of Regents (BOR) office. Human Resources is looking to present the changes to Board of Regents at their November meeting.
- **Discussion:**
 - Any requested change from the UI would result in a change to the Administrative code. If approved, then a change to the UI operations manual would need to take place.
 - The earliest any changes could take place would be January 1, 2020.
 - Human resources receives around 4 applications a week, ~200 applications for cat leave each year.
 - Applications require documentation from a healthcare provider.
- **Take Away Topics:**
 - Catastrophic leave is designed to fill the gap in the 90 day waiting period before individuals are eligible long term disability.
 - Expanding access to the catastrophic leave program for 9-month faculty & 9-month staff increases the pool to receive benefits by ~2,800+ 9-month faculty & 9-month staff
 - 9-month faculty and staff will be able to receive donations from others but will not be able to make donations as they do not accrue vacation.

Bylaws Amendments First Reading – John Weyer, Bylaws Committee Chair

- **2nd Reading, Proposed Changes to Article XII- addition of :**
SECTION 3. The Executive Committee reviews all proposed amendments to Staff Council Bylaws. The review shall be conducted according to the Policies & Procedures Manual. Approved proposed amendments to the bylaws then proceed according to Article XIX.

- **Rationale:** the Executive Committee is charged by the Bylaws “to formulate goals and direction for Council activities,” and therefore should review all proposed changes to the bylaws brought by the subordinate entities of the Staff Council. Article XIX could be amended to provide a procedure for committees, officers, or individual councilors to suggest amendments to the bylaws.
- **Call for vote:**
 - Jessica Richardson motioned; Heather Mineart confirmed motion
 - The vote passed with all in favor, 0 against, and 0 abstentions
- **1st Reading, Proposed Changes to Article XIX- addition of :**

SECTION 1. A proposed amendment shall be sent to the Executive Committee, via the Vice President/President Elect, for consideration by the entire committee at its next regular meeting.

SECTION 2. The Executive Committee may approve, modify, send back for revision, or reject the proposed amendment by a two-thirds vote. If the decision shall be provided, and the proposing group shall have an opportunity to submit an updated amendment to the Executive committee.

SECTION 3. If a proposed amendment is approved, the Vice President/President Elect shall transmit the proposed amendment to the Bylaws Committee to follow its procedures regarding amending the Bylaws.
- **Rationale:** codify the procedure for sending proposed amendments to the bylaws to the Executive Committee
- **Discussion:**
 - Article XIX has been refined and reworked to explain the possible outcomes.
 - Intention of the changes was to further explain that the Executive Committee will need to provide the proposing party a rationale for their veto.
- **With no objections or alternative language suggested, the proposal will move forward to a second reading in October.**

UI REACH – William (Bill) Loyd, Jr., Director UI REACH

“UI REACH (Realizing Educational and Career Hopes) is a comprehensive transition program for students ages 18-25 years old with intellectual, cognitive and learning disabilities. UI REACH offers an integrated college experience in a caring and structured environment. Academics, student life, and career and transition are areas of focus and upon completion students receive a two, three, or four-year certificate.” <https://education.uiowa.edu/services/reach>

- **Background:**
 - The University of Iowa established the UI REACH program in 2006. In 2008 the first class launched, with the first cohort group graduating in 2010. Today, UI Reach has approximately 192 graduates and now offers a two, three, or four year certificate option.
- **Mission:**
 - “Our mission is to provide an integrated Big 10 university experience which equips young adults with *intellectual, learning and developmental disabilities* to achieve greater independence through campus involvement, career development, coursework, and residence hall living. We strive to develop and implement best practices in postsecondary education within our field through collaborative research.”
- **Current Program:**
 - Prospective student application materials are reviewed using a holistic approach to determine if the student is an appropriate fit for admission to UI REACH. Current enrollment is 48 total students in the program for the fall 2019 semester.
 - Students go through the UI REACH Core Curriculum and Integrated Course Opportunities while also working on career exploration and preparation. The 3rd and 4th year students focus on independent living and continued academic/internship experiences.
- **How to Get Involved:**
 - Assist with developing internship/job sites on campus or in the community.
 - Volunteer for events, such as convocation.
 - Follow UI REACH on social media.
 - Tell others about the UI REACH program.
- **Promotional Videos:**
 - Introduction Video: <https://youtu.be/6PXCbtk3hHQ>
 - Hitting It Out of the Ball Park: <https://youtu.be/xfYdjYf-OTU>

Supervisor Training Update, Teresa Kulper, Director Organizational Effectiveness/Organizational Development, HR

Supervisory Excellence: A Unified Approach to Supervisory Development

- **Recent employment practices review findings:**
 - Policies are compliant with federal and state law but would benefit from clarification.
 - No inequitable treatment based on protected class but there are areas to improve.
 - Recommended training for supervisors, search committee members, and employees.
- **Supervisor Training@Iowa:**
 - Campus wide DEI action plan-build leadership skills and embed DEI in all HR Practices.
 - Working@Iowa survey results-enhance supervisor skills.
 - Stakeholders such as shared governance groups and HR Leaders- called for increased access to supervisor development.
- **HR charged with development of a campus wide training to include:**
 - Creating an equitable and inclusive culture.
 - Engaging employees to maximize performance.
 - Performance management, coaching, and documentation.
 - Ensuring consistent HR practices in hiring, onboarding, compensation, development, etc.
 - Leveraging the Employee Value Proposition (employee work experience).
- **Discussion:**
 - The scope for the initial trainings involve all administrative supervisors, of staff and faculty, on campus. (~3,000 supervisors) The goal is to have the initial group trained by the end of 2020.
 - Phase 2 and 3 of the initiative will involve creating a new leadership competency and expanding the availability to functional supervisors and graduate students.
 - Questions were raised about tracking and compliance over time: The required portion is only the Supervisor Training@Iowa sections, with hopes that those who attend will want to continue taking further managements courses throughout their careers.
 - There will be in person and online versions of the Supervisor Training@Iowa, as well as, assessment options that are being developed for supervisors to “test out” of sections they are proficient in already.
- **Take Away Topics:**
 - Send your content ideas to Kevin Zihlman or Teresa Kulper.
 - Send your communication/change management ideas to Blair Wagner.
 - Spread the word about the opportunity to take the training.
 - Participate in the pre-pilot or pilot sessions, provide feedback.

Miscellaneous/Announcements:

- **Committee Updates:** [\(see attached report\)](#)
- **UISC Swag Update:**
 - Please review the 3 proposed sticker designs and send Mike or Marla your feedback.
 - The current layout is consistent with the new branding expectations and utilizes the block IOWA design.

Meeting adjourned: [4:35 p.m.] Kevin Zihlman motioned; Gregory Hopson confirmed motion.

Next Meeting: October 9, 2019 2:30-4:30 PM, 2520D UCC