

FINAL

UI Staff Council Executive Committee
Wednesday, June 3, 2020
2:30-4:30 pm
Video Conference Call via Zoom

Present: Mihaela Bojin, Genevieve Johnson, Heather Mineart, Theodore Potter, Glenda Smith, Teri Schnelle, Brenda Van Dee, Mike Weaver, and Kevin Zihlman

Absent: none

Administrative Liaisons: Marla Rosenblum

Guests: None

Review / Approval of UISC Executive Committee Meeting Minutes:

- May 5, 2020- UISC Executive Committee Meeting – Approved with no edits.

President's Comments:

Group Discussion Topics:

Topic 1- Expectations for the Executive Committee – Heather Mineart

- Please treat the information and conversations as confidential

Topic 2- Executive Committee member onboarding discussion – Heather Mineart

- Heather described the monthly meeting outline, some of the responsibilities of the President, Vice President/President Elect, and the Past President, and some of the ways officers participate in meetings with shared governance partners.
- New Executive Committee members may have heard of many of the people and bodies the officers meet with, but Heather mentioned about a dozen in order to give those councilors a better idea of the breadth of involvement by these officers in shared governance.
- Human Resources has a strong connection to Staff Council; the President of Staff Council meets monthly with Cheryl Reardon, UI Chief Human Resources Officer and Associate Vice President.

Topic 3- Staff Council and Executive Committee Goals for the year – Heather Mineart

- One important goal is to continue to pursue some of the goals of previous Staff Council Presidents, including emphasis on diversity, equity, and inclusion initiatives, reaching out to Merit employees to open communications on shared concerns and goals, continuing to improve communicating and engaging with UI staff, recognizing the good work of staff, continuing support for staff professional development, continuing the Charter Committee reviews, and encouraging councilors to attain BUILD certification.
- Additional goals include focusing on support for how staff can safely return to work on campus, the ways Staff Council can help with disruptions in departments in light of budgetary and other challenges, how UI can assist employees who will continue to be in unpaid status as the campus reopens, how Staff Council can partner with Human Resources to identify and develop leaders among existing UI staff through the Executive Leadership Program and through a focus on succession planning from within.

Additional Topic: COVID-19 update – Heather Mineart

- UIHC continues to lose money, but is gaining back some revenue due to the hospital being allowed to perform elective procedures once again; patient numbers are climbing up in that regard
- UIHC is easing up on visitor policies to allow more visiting at this time

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- UI is reviewing procedures and policies for returning to campus buildings; returning to the idea of building coordinators to help that process.
- Every employee is to receive a kit with specific supplies, such as a face shield, mask, and gloves
- Training modules are also being implemented via ICON
- Each employee and student who is invited to campus to perform their work or live/go to class will be asked to fill out a type of “social contract” that includes a promise to wear appropriate masks/shields, abide by social distancing protocols, and cooperate with university policies related to university and governmental health guidelines.

Topic 4- Staff Council Budget – Brenda Van Dee and Marla Rosenblum

- Brenda described the history of funds that are distributed to Staff Council from the university’s contract with the Coca Cola Company. The “Coke Funds” are earmarked for various staff awards, events, and professional development opportunities. Year-to-year the amount has been \$66,000, but the figure is not firm until October. There was discussion as to whether the funds would remain at this level given the university’s current situation.
- Marla discussed the office budget, which is generally \$10,600 per year. The bulk of the money goes to SC swag and employee longevity certificates for milestone anniversaries. Some funds are allocated to send every-other President to Hawkeye Caucus in Washington, DC. This past year, Mike shared funds with Heather so both could attend. With the COVID-19 situation, some of the office budget was not spent on the usual items, so Marla was advised to spend that remaining funds on giveaways that promote Staff Council and that can be used going into the future.

Topic 5- Coke Funding Donation Idea Overview - Mike Weaver

- This arose out of Exec member Kevin Zihlman’s suggestion that Staff Council find a way to allocate money from the Coke funds to UI first responders or front-line workers. Mike, Kevin, Brenda and Marla discussed the amount of \$2,500 and worked to find a way to make that suggestion a reality. Mike found the COVID-19 fund through the Center for Advancement and pursued a donation to that fund, but after discussions, it was determined that the fund couldn’t accept the donation. Mike also found out that attempting to purchase supplies and donating them directly was not acceptable.
- Mike then suggested using the funds to provide first responders / front-line workers / hospital workers with ice cream from Heyn’s Dairy or some other vendor truck. Exec discussed various options, including Kona Ice and gift certificates. Brenda volunteered to contact Jenni Stout with Science Thursdays to see whether it’s feasible to have a vendor truck set up in the usual Science Thursdays spot; she will report back. No further action was taken.

Topic 6- Staff Council and Executive Committee meeting recordings – general discussion.

- Ted brought up the question whether he could record the SCEC and SC meetings for the purpose of creating accurate minutes. One issue is the confidential nature of conversations in SCEC, where there’s an expectation of confidentiality, whereas the SC meetings are open to the public, in which case anyone can record the meeting, so it seems as if recording should be fine for that meeting. Another issue is whether the recordings become public record, which implies the requirement of making arrangements for storing and accessing the files.
- Brenda mentioned that previous Secretary’s passed drafts to officers and speakers before reporting the draft; that makes the creation of minutes more accurate.
- Ted will work with Heather to pursue questions with university counsel’s office.
- Genevieve asked whether we’re posting the SC meeting Zoom link anywhere; Marla said she posts a line in the events post that says if they want to attend the meeting, they must ask for the link by sending an email to the Staff Council mailbox.

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Review of Agenda with Provost Fuentes

- Heather plans to ask the Provost about the meeting with the Board of Regents regarding how academics will be affected going forward
- Kevin asked whether we could ask about the fate of adjuncts and lecturers; we've heard that many will not have their contracts renewed, particularly in the College of Liberal Arts & Sciences. Heather encouraged that question.

Review of June Staff Council Meeting Agenda – Marla Rosenblum

2:30 Welcome, Minutes Approval, Zoom meeting protocol
2:35 New Council Year welcome, vision, and challenges – Heather Mineart, Staff Council President
2:50 Human Resources Update / UHR Focus Areas for Staff Council- Cheryl Reardon, Chief HR Officer and Associate Vice-President and Jan Waterhouse, Senior HR Lead Policy and Compliance
3:20 Campus Update – Kevin Kregel, Executive Vice-Provost and Senior Associate Provost for Faculty
4:05 New Staff Council Year Planning – Heather Mineart, Staff Council President
4:20 Round Table Discussion – all
4:30 Adjourn

- Marla mentioned that Cheryl had asked last year what SC wanted to hear about via comments on 3X5 cards. She created a word cloud and plans to recap what she discussed over the last year related to the word cloud. She also wants to solicit our desired topics for the coming year but this time it will be via an anonymous Qualtrics survey with the one question.
- Heather intends to have representatives from some of the 7 workgroups operating under the Critical Incident Management Team (CIMT) present to Staff Council; the first one is Kevin Kregel.
- A question arose as to how we can split into groups for planning. Zoom allows breakout rooms; some people think they work well, while others don't feel they work so well.
- If we're going to have a retreat in July, how will we get information to the new councilors about committees? Can someone be available to answer questions about serving on a particular committee? Marla will be providing some information, including the committee end of year reports, via the orientation packet to be sent to the new councilors ahead of the Orientation Meeting next Monday, June 8, 2020.

Roundtable – All

- Kevin brought up having SCEC make a statement regarding support of people of color, in particular UI staff of color, in response to local protests sparked by the death of George Floyd (a man of color) at the hands of a police officer in Minneapolis. Many students and staff have joined the protests.
- Teri Schnelle sent us a link to a resource that addresses these kinds of statements: "Institutional Response as Non-Performative: What University Communications (Don't) Say About Movements Toward Justice." <https://muse.jhu.edu/article/724913/pdf>.

Meeting adjourned at 4:35 pm: Brenda motioned; Genevieve confirmed motion.

Next meeting: July 1, 2020 2:30-4:30 pm, TBD