

**FINAL**  
**UI Staff Council Meeting**  
**Conducted virtually due to COVID-19 (via Zoom)**  
**Thursday, June 25, 2020 (rescheduled from June 10, 2020)**

**Present:** Wendy Askling, Damien Blair, Mihaela D. Bojin, Matsalyn Brown, Em Domingues, Kathleen Ford, Jadvyga Gerasimovic, Zach Girazian, Shari Heick, Michael Hesseltine, Erika Holm-Brown, Gregory Hopson, Genevieve Johnson, James Jorris, Becky Keogh, Jackie Kleppe, Tyler Lantz, Monica Madura, Heather Mineart, Debra O’Connell-Moore, Stephen Pacha, H J Pedelty, Yelena Perkhounkova, Carlton Petty, Lisa Piper, Ted Potter, Julie Qidwai, Kathryn Reynolds, Rubia Ruiz, Teri Schnelle, Lisa Schumacher, Mary Shumaker, Jenny Simpson, Sonia Slevinski, Glenda Smith, Erin Turnis, Brenda Van Dee, Jim Verry, Yashwant Prakash Vyas, Cassie Walizer, Angela Ward, Michael Weaver, Linda Weir Jacobi, Jessica Welter, Carrie Whittaker, Anne Wilson, Toni Woodbury, and Kevin Zihlman

**Absent:** Libby Conley, Emily Milke, Jamie O’Meara, Steve Paulsen, Jeremy Richardson, Jessica Richardson, and Jennifer Stout,

**Administrative Liaisons:** Marla Rosenblum. Cheryl Reardon

**Guests:** Patricia Baird, Rhiannon Bell, Austin Montelius, Gayle Robertson, and Kyle Vanderploeg

**Welcome, Minutes and Meeting Protocol:** Heather Mineart, UI Staff Council President

**Minutes Adoption:**

- June 3, 2020 Executive Committee Meeting Minutes [no edits]
- May 13, 2020 UISC Meeting Minutes-
  - *Minor edits. Accepted as amended. Motion: Jackie Kleppe; Second: Genevieve Johnson*

**Meeting protocol:**

- Zoom meeting protocols reviewed
- Zoom will be the mode of Staff Council meetings for the foreseeable future

**New Council Year: Welcome, Vision, and Challenges: Heather Mineart, Staff Council President**

- Heather welcomed new Staff Council (SC) members and greeted returning councilors.
- She laid out her vision for her term as President by thanking previous Presidents and reiterating the importance of carrying out the work they started, particularly in the areas of diversity, equity, and inclusion, BUILD certification for all councilors, an emphasis on reaching out to Merit staff, and the Charter Committee review process.
- In addition to these priorities, she wants to focus on monitoring the university’s plans for the safe return of staff to campus, SC DEI action plans, and SC committee priorities and work.
- In the wake of the SC Executive Committee’s statement [To Our Campus Community](#), Heather reviewed the Executive Committee’s efforts to identify actions and influences that Staff Council and councilors can take/employ in the areas of diversity, equity, and inclusion, and stated that these actions will be a priority of Staff Council this year.
  - She described the actions and influences that the Executive Committee identified and that she asked Past President Mike Weaver to divide them into themes for councilors to consider as we make goals and objectives for work this year.
  - She said councilors will receive an email with a link to a Qualtrics survey by which they can see the themes and the actions/influences and will be able to prioritize them within each theme. When the priorities are determined, they will be communicated to each councilor.
  - Each SC committee will be encouraged to incorporate those priorities into their goals and objectives for the Council year.
- Charter Committee Review will be another focus for the year; she has chosen the Presidential Charter Committee on Diversity as the committee for Staff Council review.
- Going forward, the Executive Committee will meet to make committee assignments as a prerequisite

for the Staff Council retreat that occurs during the July monthly meeting.

- The retreat will be online via Zoom; committees will meet in breakout rooms to set goals, priorities, and objectives.
- Brenda Van Dee asked about function group communications; Heather said time would be set aside during the retreat for some function group councilors to meet to discuss joint communications to their function group constituents.
- Michael Hesseltine suggested that new councilors might be overwhelmed by the information shared and he encouraged new councilors to reach out to their mentors, other councilors, or the officers to ask questions.

### **Presentation Topics:**

#### **Campus Update** – Kevin Kregel, Executive Vice-Provost and Senior Associate Provost for Faculty

- He discussed his work on the Planning Section workgroup of the UI Critical Incident Management Team (CIMT) for the university. The CIMT is a UI term referring to individuals serving in leadership positions within the Incident Command System (ICS) structure. ICS is a component of the National Incident Management System (NIMS) and is the recognized best practice. It is used in and out of academia per Homeland Security Presidential Directive 5.
- Lead sections fulfill specific disaster response roles within the emergency operations center (EOC) in order to manage the incident (i.e., Planning, Operations, Logistics, Finance and Administration, Incident Commander, PIO, Safety Officer, etc.). EOC serves as a centralized coordination point, both internally and externally, in response to a disaster/emergency. These lead roles are assigned by the University of Iowa President.
- More information may be found online about the [Critical Incident Management Plan](#) and [Critical Incident Management Team](#).
- The university learned a lot during the flood of 2008 regarding the breadth and depth of operations affected and the need for multiple teams addressing the various issues. That experience prepared the university to implement the current CIMT. As with many crises, teams met seven days per week in the initial stages of the pandemic; more recently, meetings have dropped back to four or five days.
- With the university releasing plans for returning faculty, students, and staff to campus for fall classes and activities, the faculty have had mixed reactions. Some are anxious to get back to interacting with students in person, while other are concerned that being on campus will compromise their health. For faculty who do not feel comfortable teaching in person, the university will address those concerns through temporary alternate work reviews, with a separate review for faculty deemed to be in the vulnerable population category.
- He said that temporary alternate work reviews will apply to P&S staff as well.
- He emphasized that the university and faculty/staff will need to remain flexible because of the unpredictability of COVID-19. Testing and contact tracing will be important; testing will be offered to those who are symptomatic; the Johnson County Department of Public Health will deal with contact tracing, not UI.
- UI is still determining guidelines for how groups meet in person; UI recommends groups physical distance and ensure a room large enough to meet the 50% capacity guideline.
- UI is still considering how to physical distance with 4,600+ first year students, particularly OnIowa and the block "I" in Kinnick Stadium. Some classes will meet online while some classes must meet in person for specific aspects, such as labs, arts, and medical/dental.
- Libraries and residence halls recreation centers are slated to remain open after Thanksgiving and through finals.
- He anticipates many staff will work from home into the fall semester; decisions will be made at the collegiate and unit levels.
- Questions raised were:
  - Will there be thermal scanners for classrooms? No; prohibitively expensive and they can't be monitored appropriately in real time.
  - Has contact tracing begun? Kevin reiterated that contact tracing is being handled by the Johnson County Department of Public Health.
  - Will commencement be virtual in December? That is currently the plan, but it has not yet been officially announced.

**Human Resources Update** – Cheryl Reardon, Associate Vice President and Chief HR Officer (see the PowerPoint presentation for the slides she used for this presentation)

- **Human Resources – Review of last year**
  - Cheryl had asked councilors to indicate on a 3X5 card what they'd like to hear about from HR; she showed a word cloud that represented the topics and then showed a slide listing the topics that several campus experts had presented to SC over the past year.
  - For this year, councilors will be asked to complete a Qualtrics survey that asks the same question – what would we like to hear about HR this year? She also suggested we include any questions that our constituents ask us. The results will be forwarded to Cheryl by Marla without attribution to the author.
- **HR Plans:**
  - Cheryl went through several slides that outlined various HR plans going forward.
    - Employee support, providing mental health resources, means of measuring productivity for the benefit of employees and their supervisors, and childcare resources, particularly in light of the closure of childcare centers and the possibility that they will remain closed this fall.
    - Remote Work Support, providing remote work agreements, resources for helping remote workers with ergonomic workstation suggestions, and IT support for employees working remotely.
    - Return to Campus –
      - Takes much coordination between units and HR; the latter is developing a Workflow form to help units plan for employees returning to campus.
      - All employees must sign a social contract (so-called “Attestation”) that they will abide by rules such as wearing a mask and face shield when in campus buildings. Enforcement via employees holding one another accountable, rather than having supervisors or administrators have that responsibility; “we’re all in this together.”
      - Units/supervisors to determine which functions and/or individuals need to be on campus. HR recommends:
        - Remote when possible; HR will help with alternate work locations where possible
        - Hybrid; when someone needs to be on campus intermittently, coordinate so that employees can maintain appropriate distancing; goal is to keep density in buildings low; will encourage flexible schedules as appropriate
        - On campus – as few as possible and develop plans to coordinate for appropriate distancing; HR will coordinate additional protective equipment as appropriate
  - Supervisor Training
    - No in person training since March; virtual training is going slowly; about 30% of the 3,000+ supervisors have taken the training
    - Have shifted some training to help supervisors supervise remote employees; most haven't supervised a remote employee, so tend to micro-manage; HR to add a module to the supervisor training that addresses supervising remote employees.
  - DEI Efforts
    - HR working with the Reimagining Campus Safety Action Committee with the goal of working to make the campus safe and inclusive.

**New Staff Council Year Planning** - Heather

- Donation to front-line staff – Heather asked Budget Officer, Brenda Van Dee, to explain this donation
  - SC Executive Committee voted to donate \$2,500 of the SC allocated funds to provide support to front-line staff. Brenda worked with Jenni Stout who is on the UIHC COVID Employee Resilience and Recognition Task Force. Jenni suggested the donation go to the “Comfort Cart,” a cart that contains food and non-food items that they give away to front-line workers at University of Iowa Hospitals and Clinics on main campus. The cart rotates around the hospital to dispense the items.
  - Comfort Cart workers track where they go so lots of staff benefit
  - One councilor asked whether the Comfort Cart travels outside of the hospital; the answer is no. Might there be some way of getting items to non-hospital front-line workers? Send your suggestions as to other front-line workers to Brenda, who will explore options.

- Heather said there are lots of unknowns in the coming year.
  - She looks forward to a year of change and being agile.
  - Please document what staff are saying and feeling and asking you and share what you learn with Staff Council.

### **Reminders**

- The Executive Committee will make committee assignments on Monday, June 29<sup>th</sup>, so look for your assignments.
- Look for and complete the survey on Diversity, Equity, and Inclusion actions and influences.

**Meeting adjourned:** By acclimation.

**Next Meeting:** July 8, 2020 2:30-4:30 PM (TBD)