

UI Staff Council Executive Committee  
Wednesday, July 1, 2020  
2:30-4:30 pm  
Online via Zoom

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

**Absent:** Glenda Smith

**Administrative Liaisons:** Marla Rosenblum

**Guests:** none

**Open meeting, Attendance, Approval of UISC Executive Committee Meeting Minutes:**

- June 3, 2020- UISC Executive Committee Meeting – Approved with minor edits.

**Group Discussion Topics:**

**DEI next steps-** Heather

Mike Weaver put together a Qualtrics survey regarding Diversity, Equity, and Inclusion actions and influences to be sent to Staff Council members for their consideration and feedback. In reconsidering the survey, Executive Committee members determined the themes and items are all important; Mike reconfigured the survey to remove the ranking of items and add text boxes under each theme so that councilors can propose additional items. The survey will go to councilors soon and be discussed at next week's retreat

**Approach to Retreat-** Heather

The retreat will consist of an open discussion regarding Council's approach to DEI (including themes and feedback from the Qualtrics form). Following the open discussion, we will hold breakouts by committee (via Zoom) where the committees can get to know one another and then discuss DEI actions that can be incorporated into their committee goals and objectives for the coming year. We will encourage committees to meet at a later date to flesh out goals, objectives, and plans for the SC year, including whether to recruit a co-chair or a person who can succeed the current chair next year.

Committee chairs will be approached via email by Heather with the new direction of the retreat. with an overview of the approach to the meeting.

**Transparency across campus about budget cuts (via UI website?) -** Heather

The main issue is whether Staff Council can influence units on campus to share their budget plans in a transparent manner. The ideal outcome would be for unit budget plans to be posted on one website so that the UI community may access the plans to see how other units are approaching budget issues. Some units such as health care have shared information via their website while other units have been open with their own staff but not going so far as to post that information online. Some councilors have tried to obtain information by contacting the appropriate budget person, but no information was provided. Heather will discuss the issue with Cheryl to perhaps determine next steps.

**Staff Awards update / status -** Marla

Nominations were extended to June; nominations are now closed. There are 16 awards in four categories: 6 Board of Regents, 2 Skorton, 2 Gibson, 6 Outstanding Staff. This year there are 38 nominees: 11 for Board of Regents, 6 each for the Skorton and Gibson awards, and 15 for Outstanding Staff. Each nominee has been notified of their nomination and is required to submit

UI Staff Council Executive Committee  
Wednesday, July 1, 2020

their CV and Job Description that will go to the Awards Committee along with their nomination documents. The Committee will evaluate each nomination to determine which nominees merit which awards. As part of the deliberation process, the Committee has discretion to bestow awards on nominees who best meet the qualifications for a particular award, regardless of the award for which the person was nominated. We are pleased to offer the two newly created Gibson awards to outstanding Merit Staff.

**Committee Assignments - Heather**

The officers completed the committee assignment process on Monday, June 29<sup>th</sup>. Committee Chairs had been identified at the end of last Staff Council year, thanks to good succession planning. Some committee co-chairs were identified during the assignment process while other co-chairs or chairs pro tem may be identified by committee chairs during the retreat meeting. All identified committee chairs and co-chairs contacted by Heather have agreed to serve this year. The Health Care Committee will have three leaders this year due to the fact that the committee is large and requires more coordinated leadership.

**Coke Funds update: '20 status, '21 potential allocations --Brenda Van Dee, Budget Officer**

- Brenda presented a report on the status of 2020 Coke funds that indicated revenues and expenses were in line with previous years and that approximately \$9000 will be carried over to 2021. She is unsure as to whether the amount of funds that have been provided over the past several years will be provided this year in light of the disruption of campus activities due to COVID-19. The funds are generally transferred in October, so we will have to wait and see.
- The Mary Jo Small funds were transferred to an account in Human Resources for 2020 awards; however, due to Covid-19, it was difficult for awardees to utilize the funds. It's unclear what the needs will be for 2021.
- Teri asked whether Staff Council is being transparent with how these funds are being spent and if not, might that information be listed on the SC website. Brenda said the information is not presently shared in one place but is often highlighted in news stories and in the aggregate on the Awards Committee web page. This opportunity can be explored.

**Staff Council meeting potential speakers / topics 2020-21 - Heather.**

- Nathan Stuckey FSDS / Healthcare FSDS
- External Relations w/ media discussion (strategic communications)
- Implicit bias training
- Dr. Michael Richards Board of Regents State of Iowa President
- Representatives from staff working on the Faculty / Staff Climate surveys and the Working at Iowa survey
- Title IX office
- Liz Mills from Government Relations regarding voter registration for staff, similar to "Hawk the Vote" for students
- Have more committees present during meetings
- There was some sentiment to reduce the content presented and provide more time for councilors to interact. Zoom fatigue can set in quickly and it's difficult to determine the engagement of councilors, so perhaps we should build in activity time. Teri suggested some short polls or games; others agreed with this suggestion. Kahoot was mentioned as a fun app.
- Need to explore ways to increase engagement
- Invite representative from Collegiate Shared Governance councils to report out to council

**Leaving Councilor exit survey results - Marla**

Every year exiting councilors receive a survey relating to their experience on staff council asking what they liked best, most useful or rewarding and ways their experience could have been improved. 6 of the 8 exiting councilors participated; most gave positive feedback, but there were some pointed comments.

UI Staff Council Executive Committee  
Wednesday, July 1, 2020

One person was disappointed that there wasn't more information and instruction for running for positions on the Executive Committee. Kevin volunteered to have the Elections Committee look into how that process can be more transparent and how to provide more support to councilors regarding running for Executive Committee positions.

**Roundtable - All**

Brenda expressed concern that shared governance officers aren't meeting as regularly and are not including other officer positions such as Budget Officer and Secretary. She said that the meetings are important ways officers make connections with others around campus. She also mentioned that we're missing making connections to state legislators. Heather said she would explore future meetings for all shared governance officers.

**Meeting adjourned by acclamation.**

**Next meeting:** August 5, 2020 2:30-4:30 pm, Online via Zoom