

FINAL

UI Staff Council Executive Committee
Monday, August 3, 2020
11:30 am -1:30 pm
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, Cheryl Reardon

Guests:

Welcome / Attendance / Review-Approval of UISC Executive Committee Meeting Minutes:

- Heather welcomed the members and outlined the meeting; she also noted that Kevin would be late, and that Glenda might be late or not be able to attend.
- July 1, 2020- UISC Executive Committee Meeting Minutes – Approved with no edits.

President's Update, Heather Mineart, Staff Council President:

- Heather, Kevin, and Mike met with Faculty Senate leaders Joe Yockey, Teresa Marshall and Jerry Anthony the chair of the Faculty Senate Government Relations Committee to discuss their plans for a resolution regarding diversity, equity and inclusion. The question was brought up to have a joint statement/resolution regarding diversity, equity and inclusion action plans that all shared governance groups can jointly sign. Shared governance leadership met and discussed this joint resolution and all four governance groups are on board so the next steps will be for Faculty Senate to meet with Bria Marcelo in the Division of Diversity, Equity and Inclusion before any further action is taken.
- Shared governance presidents (Staff Council, Faculty Senate, Undergraduate Student Government and Graduate Student/Professional Student Government) requested that Interim Provost Kregel appoint one representative from each of the shared governance bodies to sit on the CIMT's Contingency Planning Workgroup. The Contingency Planning Workgroup objective is to develop contingency plans directly aligned with the FY 2020-21 calendar, in preparation for the possibility of a resurgence of the COVID-19 pandemic at some point during the year. Interim Provost Kregel welcomed the addition of each shared governance group President to the workgroup which meets weekly.
- Heather praised the work of the Communications Committee on the update of the SC website, which will be launched shortly.
- Heather noted that 16 councilors have earned BUILD certification, while an additional 14 councilors have attended at least one BUILD session. The numbers decreased from last year due to councilors ending their service on SC and new councilors not having attended as many sessions.
- The Elections Committee is working on ways to assist councilors interested in serving on the Executive Committee. This project was initiated in response to comments from current and outgoing councilors who felt they weren't provided with enough or timely information. The committee hopes to offer a session during a SC meeting in December or January that introduces the work of officers and the Executive Committee and then invite those interested to attend an Executive Committee meeting in February or March to experience the typical meeting and be able to make an informed decision about running for a position. One suggestion was to create a webinar that could accomplish the same goal but not take up meeting time. One could ask questions of the appropriate officer or member offline. Another suggestion was to ask those interested whether they would like to be connected to an officer or member with whom to have a personal conversation regarding their position on the Executive Committee. The Elections Committee will make a proposal to the Executive

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Committee.

- Heather also discussed an email that went out to all councilors soliciting information on if councilors are members of other campus committees in which they are representing Staff Council. The email also contained a current list of committees across campus with staff council representation and others that councilors have yet to be named. Heather will follow up with committee liaisons in identifying whether they need representation still or if the position has been filled as many councilors expressed interest in serving should an availability still be open.
- Regarding the publication of meeting minutes, Genevieve indicated that the Bylaws Committee is in the process of considering an amendment that would move up the publication of meeting minutes.
- The discussion turned to what Executive Committee members are hearing from their SC colleagues. Genevieve shared that councilors have expressed an interest in more time during SC meetings for general discussion. Brenda shared that the people with whom she's spoken are 50/50 regarding the open discussion at the last SC meeting – some liked the general discussion but others weren't as keen on it. Mike reminded us that we need to honor our guest speakers' time, but we should also try to allow for discussion time as appropriate. Perhaps topics could be assessed for likelihood of extended discussion and slotted so that ones that would engender little to no discussion would be placed earlier in the meeting; other topics could be slotted later to allow for discussion time without keeping other speakers waiting. Mihaela suggested some topics could be webinars to be watched at a different time, allowing more time for discussion during the SC meetings. She also suggested allotting time for committees to present their work when it's particularly timely or significant, as opposed to asking each committee to report.

Group Discussion Topics:

Topic 1- A discussion with Cheryl Reardon, Chief HR Officer and Associate Vice President

- Heather asked Cheryl to give a bit of SC and EC history, the roles they play on campus and how they've overcome times of uncertainty.
- Cheryl talked about how Staff Council and UI shared governance has been around since the 1970s; it was started by Ken Moore from the Department of Microscopy.
- Shared governance at UI has grown and evolved over the years and will continue to grow and evolve.
- Cheryl shared that when she was President of Staff Council in 2003, she met with the UI President only 4 times per year; today, that number is 11 times per year because that's the level of importance President Harreld places on shared governance. The fact that the EC also meets regularly with the Provost, and Officers meet with other shared governance leaders, and many other campus leaders shows the importance of Staff Council.
- In light of that important role, Cheryl suggested that Staff Council needs to step up and lead on the important issues facing staff across campus. There are many issues facing the university including budget cuts, the coronavirus, social and student unrest – Staff Council should discern a set of principles regarding these issues and be able to articulate those principles to UI leadership and the shared governance partners.
- SC should be prepared to give advice to President Harreld (he will ask for it) and to Deans and other administrators (who may not ask but who will look for it anyway). When they ask for our advice, we should frame our responses in terms of the principles we articulate.
- It will be important to be humble – all on Executive Committee are campus leaders and staff will be looking to us to advocate on their behalf. If you have an attitude of service and humility, you will do well for your constituents and there will be opportunities to participate in other leadership roles on campus.
- Heather asked how we should go about discerning the principles? We may need to have guidance from experts. Heather will call an ad hoc Executive Committee meeting to discern principles.
- One area that Cheryl identified as important for SC to address is helping councilors understand

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university budgets. She suggested scheduling some experts to present something like “Budget 101,” a high-level overview of the complexities of academic institutions so that councilors have some facility discussing university finances with constituents. Knowing the difference between General Fund budgets and other types of fund budgets as well as state allocations can inform conversations. She also mentioned the complexities of dealing with federal and state laws that affect the various employees on campus and the need to have a basic understanding of how they interact with other laws.

- Heather followed up Cheryl’s talk with an expression of gratitude for the level of shared governance participation at UI, especially compared to UNI and ISU; Mike Weaver chimed in that UI shared governance is more robust than at other Big Ten universities.

Topic 2- Miscellaneous

- Review August Staff Council Meeting Agenda
 - There was a discussion as to how to provide time for group discussion during SC meetings. The consensus seems to be to schedule fewer speakers and provide more time during a scheduled “roundtable.” Several people thought it would be best to have guided discussion perhaps by asking councilors to submit issues of concern ahead of time, as opposed to an open forum.
 - Following Cheryl Reardon’s account of UISC’s historical timeline, Brenda suggested it would be beneficial for current Staff Councilors to hear about our progression and how UISC is constantly learning and evolving. Mihaela suggested Heather find a way to present the ways SC officers are participating in shared governance to the entire membership so that we all are aware of our role on campus.
 - Mihaela asked for a clarification regarding the committee goals item on the agenda – Heather will ask committee chairs to report on their goals for the upcoming year.
- Ted had asked to add a couple of items to discuss during the meeting
 - The new/updated SC website is ready to launch; Marla has an announcement ready for councilors; we could launch Wednesday and ask for councilor comments; the Committee plans to announce the new website to UI staff in the July/August SC newsletter the week of August 10th; he asked if there were any comments or suggestions. People were positive about the new website and are OK with launch soon.
 - The July/August Newsletter – the first story is “We’re in this Together” and is meant to show that SC is intending to act on issues facing our campus and community. Can someone write up a couple of paragraphs on our behalf? Genevieve volunteered to write a draft; Teri agreed to help edit the piece.
- Heather asked whether people had suggestions for speakers to the Executive Committee. The head of UIHC or another UIHC official [Gerry Clancy or Suresh Gunasekaran] were suggestions, although some thought they would be good for a regular SC meeting.
- “What I Heard” Notes Next Steps
 - Marla started the discussion by enumerating the pros and cons
 - Pros – good to get some notes out quickly to help further conversations on issues
 - Cons – the notes often don’t align with final minutes; there can be misunderstandings
 - Genevieve reiterated that the Bylaws Committee will be proposing more expeditious production and consideration of the minutes, to allow for timely publishing.
 - Mike asked whether requiring the minutes be approved earlier was necessary, inasmuch as each councilor can take their own notes with their own constituents in mind.
 - No decision was reached as to next steps.
- Roundtable – discussions in this fashion occurred earlier

Meeting was adjourned by acclamation.

Next meeting: September 2, 2020, 2:30-4:30 pm, via Zoom