

FINAL

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

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

Absent: none

Administrative Liaisons: Marla Rosenblum

Guests: Em Domingues

Welcome, Attendance, Approval of UISC Executive Committee Meeting Minutes:

- August 3, 2020- UISC Executive Committee Meeting – Approved.

Staff Council meeting minutes approval process – Em Domingues

- Em provided Exec a draft proposal regarding the production of SC and SCEC meeting minutes aimed at providing councilors with more timely access to meeting information.
- Exec discussed the proposal, explored the timeframe proposed, determined that it will consider the proposal at a future meeting, and will get back to the Bylaws Committee.

President's Update, Heather Mineart, Staff Council President

- The Faculty Senate made an announcement that all four shared governance groups agreed to request that each group have a representative appointed to the Critical Incident Management Team (CIMT). The groups are also pushing for more transparency on the part of the university; one result is that data being collected related to COVID-19 is being shared three times per week instead of once or twice per week.
- Heather announced that Councilor Julie Qidwai will be leaving the university later this month and so her position on Staff Council and as Co-Chair of the Human Resources Committee will need to be filled. Heather led a discussion of the many considerations involved in filling these vacancies. The result of the discussions is that the College of Public Health Org Unit will be asked to elect a new representative, and the President, in consultation with the remaining Co-Chair (Teri Schnelle) and the Officers, will choose the new Co-Chair. As a point of order, it was pointed out that the SC Bylaws state that the HR Committee has a Chair and a Vice Chair.

Discussion Topics

Iowa City and Campus Covid-19 Discussion

- Some issues were discussed under President's Update
- The Physics Department has suspended hybrid and in-person instruction for the next two weeks
- Concern were raised for student workers who must report for in-person work

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

- It was confirmed that the annual allocation of \$66,000 would be granted, but typically does not reach General Ledger until October.
- Roughly \$10,000 of last year's allocation was carried over to this year
- There was a discussion of how funds were generally allocated since 2008; tuition assistance was one item that was available up until 2014; no one knows the history of the decision to discontinue tuition assistance from Staff Council but the surmise is it was dropped when UHR started its Tuition Assistance Program.

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- The consensus after the discussion is to provide limited tuition assistance during the pandemic and to re-evaluate in the future.
- There were three requests for funds
 - Mary Jo Small Fellowship request by Sean Hesler for \$25,000; due to the fact that last fiscal year's Spring MJSF allocation was not completely spent, the Executive Committee approved a motion to decline the current request at this time; the Budget Officer will communicate with Sean about making a subsequent request if there's demand, including FY21's spring allocation.
 - Staff Appreciation Grant Program and Iowa Award request by Heidi Zahner-Younts for \$14,000; the request was approved.
 - Tuition assistance request by Yashwant Prakash Vyas for \$2,772; discussed other assistance awards, including the Mary Jo Small Fellowship awards, noting the limits; approved allocating \$1,500
- The Budget Officer requests the budget summary and follow up from the funds for Comfort Cart information be added to the website; there was general agreement. Others suggested publicizing the availability of funds for staff via the SC newsletter.

July 2020 Staff Council Meeting – Next Steps – Heather

- The agenda is full of content so there won't be much time for a Roundtable
- The Committee discussed the procedure for approving the meeting minutes from the July 2020 Staff Council meeting due to the additional proposed edits.
- The Secretary will add the proposed edits to the July meeting minutes in a Track Changes format
- The minutes will be distributed with a note that explains the history of the minutes and the reason for councilors reviewing the minutes prior to the meeting. There will also be an explanation of the voting procedure.
 - History
 - The President allowed a special request to provide edits to the July minutes that Staff Council had reviewed but not formally approved
 - The proposed edits were emailed to the Secretary
 - The Secretary has incorporated those edits into to meeting minutes in a visible way so that councilors can view the original language and the proposed edits
 - The voting procedure
 - The President will introduce the minutes with the proposed edits
 - The President will state that the vote is confined to the question whether to accept the minutes with the proposed edits or to accept the minutes without the proposed edits. There will be no discussion of language or content.
 - The President will state that the choice with a simple majority of councilors taking the poll will be accepted.
 - The vote will be taken via Zoom poll; the poll will be deployed at the appropriate time during the meeting.

Staff Concerns – Heather Mineart, Staff Council President

- Staff have asked whether parking fees can be waived while they work from home and whether staff can be reimbursed for the use of personal equipment and personal internet; if staff ask Councilors about these issues, they are encouraged to refer staff to Debbie Zumbach and UI COVID-19 websites
- UI will not be participating in the deferral of Social Security tax payments that are allowed under a federal Executive Order.
- On September 1, 2020, Wellmark Blue Cross and Blue Shield removed restrictions on in-person appointments but co-pays apply.
- Staff may want an explanation as to the enforcement of the UI Extreme Weather Policy for the derecho weather event; HR has determined that the policy is most appropriate under the circumstances but encourages employees to work with their supervisors on flexible

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accommodations.

Meeting adjourned by acclimation.

Next meeting: October 7, 2020 2:30-4:30 pm, Online via Zoom