

FINAL

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

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

Absent: Genevieve Johnson, Kevin Zihlman

Administrative Liaison: Marla Rosenblum

Guests: Trevor Glanz

Presentation: Proposed Comp/Class Actions – Trevor Glanz, Senior Director Comp/Class and HR Data Management and Kyle Anson, Director of Compensation, College of Medicine Administration

- Trevor told us that Kyle could not join us for the meeting
- Trevor presented seven points of focus regarding compensation and classification that he and Kyle would like to discuss with stakeholders:
 - Clarify expectations of the decentralized model for setting salaries and retaining documentation, with oversight from University Human Resources.
 - Further explain the market range and median zone and set more realistic expectations of an employee's position within the range.
 - Clarify the expectations regarding a salary increase for a career promotion, career shift and career advancement.
 - Develop guiding principles to the counteroffer process to account for internal offers at different pay levels, and to better account for additional guaranteed (or variable) compensation for external offers.
 - Update the flexible pay program guidelines to better meet the current needs of the university, become more simplistic, and to clarify eligibility.
 - Create awareness of the annual P&S salary equity review process from a general perspective that would be available as a new web page.
 - Implement a career advancement policy that is administered at the org level with oversight from University Human Resources.
- The theme is transparency – HR would like employees to have more information regarding salary ranges, market rates, flexible pay programs, and ways to have conversations with supervisors regarding salary and promotion issues.
- In response to the pandemic, more money was allocated for SPOT awards, so more awards were given and the amount was increased.
- Every January Human Resources begins a salary equity review to assess all P&S salaries by classification based on sex and race.
- Despite regular communication to employees, Trevor presents to Staff Council to encourage us to share his message regarding the efforts of UHR on these topics.

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

- October 7, 2020- UISC Executive Committee Meeting Minutes - approved.

President's Update, Heather Mineart, Staff Council President

- UISC Resignation – Anne Wilson, who moved into a different job at the university, may no longer represent the College of Education; Kevin Zihlman, the Chair of the Elections Committee, is working with the College to recruit another representative.
- Committee Representation Update – several councilors have been appointed to committees:
 - Future of Work Committee – Kevin Zihlman
 - Civil Protest and Public Demonstration Team – Greg Hopson and H. Pedelty

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- Committee on the Conflict of Interest in Employment – Wendy Askling
- Accessibility Action Team - Mike Weaver, Damien Blair, Lisa Schumacher
- Presidential Search – three staff members from among the various staff groups - P&S, Merit, SEIU and others – will be appointed; once the committee members have been recruited and have accepted their nominations, the committee will need to be approved by the Board of Regents at their November 18th meeting
- Budget Review Board – meets three times per year; Central Service Units get money from units; each shared governance body has representation on Central Service Advisory Committees (CSAC); there is a university Central Service Advisory Committee that oversees the unit CSACs; Heather asked the Central Administration’s CSAC whether they would consider the Staff Council tuition assistance request that Mike Weaver, Kevin Zihlman and Teri Schnelle worked on last SC year; they are open to reviewing it and providing feedback/next steps.

Discussion Topics

Organization Rep Feedback

- Heather requested feedback from Org Reps regarding Org Rep communication asking the below questions:
 - What are you hearing from your constituents in the units you represent?
 - Have you partnered with organizational leadership on important topics/initiatives?
 - Have you partnered with your organizational shared governance group (if any)? If so, are you forwarding your organization’s staff council meeting minutes to UISC?
 - Do you solicit information/opinions from constituents and share with Council?
 - Are you disseminating Council information to constituents?
- The Executive Committee would like to better formulate the relationships our organizational representatives are having with their units and to offer any assistance in fostering relationships.
- One suggestion is to assign veteran Org Rep mentors to new Org Reps to share insights and tips
- Another suggestion is to continue the small group meetings at the beginning of the Council year to share ideas and experiences
- Some councilors can’t access function email boxes due to UIHC firewalls or other issues; add that training to the small group meetings
- It appears from the responses to Heather’s request that councilors aren’t receiving much feedback from constituents; a suggestion is to help councilors reach out by creating some generic email templates

President/Provost Meeting Planning

- Staff Concerns is a standing agenda item
- Heather encouraged Exec members to bring staff feedback to these meetings; a suggestion was made to have Marla add a Qualtrics survey to the SC meeting packet to obtain feedback; Marla suggested having a simple survey that includes requesting some data regarding the source of the feedback so that can be conveyed; we can make the survey anonymous but add a spot for a name in case the person wants a reply regarding the issue raised.
- Whatever we gather from the Qualtrics survey could be included in SC newsletter or Councilor News

Coke Funds Request - - Brenda Van Dee, Budget Officer

- Wellness and Health Fair
 - \$8,000 is the ask; These funds will support prizes and incentives offered as part of the UI Health Fair, Weeks of Wellness Events (a local level engagement program to encourage participation in liveWELL services), and the online liveWELL wellness store. These funds will also support hiring instructors for these events such as UI Recreational Services.
 - Ted moved to approve; Heather seconded; approved
- Reward/Recognition for College of Liberal Arts & Sciences

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- \$500 is the ask for rental of the IMU
- Questions arose as to possibility of not meeting in person
- The request remains as “pending”
- SC has not yet received the Coke Funds for this year; Brenda has enquired and is waiting for a response
- Suggestion to provide some funds to local staff councils; may consider at a future SCEC meeting

Staff Council Principles/Goals Discussion and Exec’s Role (continuation)

- deferred

Policies and Procedures Document Discussion

- deferred

November Staff Council Meeting

- Ask committee chairs to talk about accomplishments over the last six months and what they hope to accomplish in the remaining six months of the Council year
- Suggestion to have a few questions to guide open discussion time during the SC meeting, such as asking councilors whether they need help connecting with constituents

UNC COVID-19 Staff Survey Discussion

- deferred

Adjournment: Mike moved to adjourn; Brenda/Mihaela seconded; motion approved.

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