

**FINAL**  
**UI Staff Council Meeting**  
**Online via Zoom**  
**Wednesday, November 11, 2020**

**Present:** Wendy Askling, Damien Blair, Mihaela D. Bojin, Matsalyn Brown, Jackie Curnick, Em Domingues, Kathleen Ford, Jadvyga Gerasimovic, Michael Hesseltine, Erika Holm-Brown, Gregory Hopson, Genevieve Johnson, James Jorris, Becky Keogh, Jackie Kleppe, Tyler Lantz, Monica Madura, Emily Milke, Heather Mineart, Debra O'Connell-Moore, Emmett Oldham, Stephen Pacha, Steve Paulsen, H J Pedelty, Yelena Perkhounkova, Lisa Piper, Theodore Potter, Kathryn Reynolds, Jeremy Richardson, Jessica Richardson, Rubia Ruiz, Teri Schnelle, Lisa Schumacher, Mary Shumaker, Jenny Simpson, Glenda Smith, Jennifer Stout, Erin Turnis, Brenda Van Dee, Yashwant Prakash Vyas, Cassie Walizer, Angela Ward, Michael Weaver, Linda Weir Jacobi, Jessica Welter, Toni Woodbury, and Kevin Zihlman

**Absent:** Zach Girazian, Shari Heick, Jamie O'Meara, Carlton Petty, Sonia Slevinski, Jim Verry, Carrie Whittaker

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

**Guests:** Monique DiCarlo; Thomas Daggett, Ashley Holmes, Sam Mitchell, Hannah Rounds

**Welcome, Zoom Meeting Protocol, and Attendance:** Heather Mineart, UISC President

**President's Notes:**

- Review of Zoom Meeting protocol
- Attendance recorded by Marla via Zoom; guests asked to put their names into the chat box
- Minutes approval
  - The SC Executive Committee draft minutes from Wednesday, November 4, 2020 were approved as presented
  - The UISC draft minutes from Wednesday, October 14, 2020 were approved as presented via Zoom poll.

**Presentation Topics:**

**President's Update** – Heather Mineart, Staff Council President

- Opening for Org Rep. – College of Education – Kevin Zihlman, Chair of the Elections Committee, is working with the College to elect a councilor to replace Anne Wilson, who changed jobs within the university and is no longer eligible to represent the College of Education.
- Committee Representation Update – Heather mentioned how important it is for staff to be represented on various university committees and she highlighted some new appointments:
  - Accessibility Action Team – Damien Blair, Lisa Schumacher & Mike Weaver
  - Civil Protest & Public Demonstration Team – Greg Hopson & H. Pedelty
  - Committee on the Conflict of Interest in Employment – Wendy Askling
  - Future of Work Committee – Kevin Zihlman
- Presidential Search Update – the proposed committee membership was announced; committee membership will need final approval by the Board of Regents at their November 18 meeting. Heather has been appointed along with the other shared governance leaders and the leaders of the Merit Staff (AFSME) and Health Care Staff (SEIU). Heather will keep Council updated and will communicate when opportunities to add staff voices through various measures that the search process provides.
- COVID – shared governance leaders participate in weekly CIMT Shared Governance Liaison Meetings to receive updates from UI Leadership and CIMT Leaders.
- Org Rep Feedback Request – Heather showed a slide that listed several 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?
- Currently 75% of Org Reps responded. Exec will work with Org Reps to encourage more engagement with constituents and org leadership.
- Thank you – Heather took time to express her thanks to all councilors for all of the work you do, highlighting the staff who work in health care as they represent approximately 55% of P & S Staff across campus. Committees are working hard, even in the midst of the pandemic.

**New policies and procedures in response to the Title IX Regulations Addressing Sexual Harassment –**  
Monique DiCarlo, Sexual Misconduct Response & Title IX Coordinator

- Ms. DiCarlo presented several slides of updates in response to the more than 2,000 pages of new federal Title IX regulations.
- The university presently has an interim policy and procedure in place that will remain in effect until a permanent policy is implemented.
- One of the important takeaways is that the website of the Office of the Sexual Misconduct Response Coordinator (OSMRC) has many resources for all people who might be affected by sexual misconduct on the UI campus, particularly staff who are mandatory reporters.
- See her PowerPoint slides for more information.

**Bylaws Amendment Vote –** Em Domingues, Chair Bylaws Committee

- This amendment is presented for a vote by Staff Council under Article XIX, having been introduced at the October Staff Council meeting.
- Purpose: To foster a relationship with campus and the surrounding community by promoting volunteerism among Staff Councilors.
- Scope of Concern:
  1. Collaborate with Staff Council members to identify volunteer opportunities across campus and in the surrounding community.
  2. Organize volunteer opportunities for Staff Council participation.
  3. Encourage Staff Council members to document and submit their University and Council-related volunteer efforts to the Community Outreach Committee and provide a procedure to do so.
- Kevin Zihlman moved; Genevieve Johnson seconded; the motion was approved via a Zoom poll.

**DEI Updates -**

- Reimagining Campus Safety Action Committee Update – Matsalyn Brown; the committee is continuing to meet with representatives of Astig, the consulting firm. They discussed several aspects of the projects including listening sessions, initializing focus groups, stakeholder engagement, videos, and a timeline. The committee will also refine their prototypes throughout the process. The deadline for recommendations to the president has been moved from the end of December to February 2021.
- DEI Committee Update – Mike Weaver listed several things that the committee is working on.
  - They are working with the Awards Committee on a new DEI award
  - Working with the Bylaws Committee on how to include representatives of the Diversity Councils as part of Staff Council
  - Planning a DEI event that will include speakers and panel discussions
  - They have created an Accessibility Action Committee
  - The Committee has appointed members as liaisons to all of the SC committees to help with their DEI efforts
  - Co-Chair Becky Keogh mentioned that there are several BUILD sessions with openings this fall and encouraged councilors to sign up for spring 2021 sessions as well.
  - On this Veteran's Day, she mentioned the "Ruck March," a virtual event November 19-26, 2020.

### **Committee Updates** – Committee Chairs and Co-chairs

- Awards – James Jorris: the Committee is working with the Communications Committee on an article highlighting the award nominees from the last round of awards. They are also working on a new DEI Award in conjunction with the DEI Committee.
- Bylaws – Em Domingues: the Committee completed its work with the Community Outreach Committee on updating its purpose and scope of concern; it is still working on updates regarding the distribution of meeting minutes by the Secretary; and it is working with the DEI Committee on how non-Staff Council staff might have representatives join Staff Council.
- Committee on Committees – Brenda Van Dee: the Committee is working on updating procedures for choosing among applicants by anonymizing relevant data on applications to reduce bias. The Committee has also arranged to receive implicit bias training from Bria Marcelo.
- Communications Committee – Ted Potter: the Committee is working with several committees to solicit stories for the SC newsletter; he also encouraged other committees to submit stories that might be of interest to UI staff, particularly in advocating for staff. The Committee is also planning to add a committee updates/news section to each committee's web page to highlight ongoing committee work. The Committee is also studying newsletter and website analytics to see how we can increase open rates and drive traffic to the SC website. Ted encouraged councilors and committee chairs to send news stories to anyone on the committee or to Marla.
- Community Outreach – Angela Ward: the Committee just completed to work on updating its purpose and scope of concern.
- Education – Glenda Smith: mentoring among staff councilors is continuing; Glenda encouraged mentors to check in with mentees.
- Elections – Kevin Zihlman: in addition to recruiting a new College of Education representative, the Committee is working on a letter to go to councilors to explain what it's like to serve on the Executive Committee and explain the nomination and election process. Kevin hopes to present a program to that effect at the December or January SC meeting.
- Healthcare – Michael Hesseltine: he and Jackie Kleppe are co-chairs. As they consider their DEI goal, Sonia Slevinski shared a video that addressed an aspect of DEI in a helpful way. They had scheduled a meeting with UIHC leadership that had to be postponed due to the recent surge in COVID cases. Jackie mentioned that she is also serving on the Communications Committee and that as stories and councilor profiles are published they will be forwarded to healthcare staff via NoonNews and the loop.
- Human Resources – Teri Schnelle & Yashwant Prakash Vyas:
  - The Committee elected Yashwant as co-chair
  - One goal that they're working on is release time for P&S and Merit staff for service on shared governance bodies and for professional development; met with Sean Hesler and Teresa Kulper to understand the DEI universal competency, and had a great conversation about the competencies and the connection to performance evaluation. Next step is to create resources with staff and support Sean in supervisor training; met with Sean Hesler and Trevor Glanz to understand performance evaluation and compensation processes. In process of scheduling a meeting with Carlton Petty to learn about what is covered in the Supervising @Iowa Training. Subcommittee to share goal template. Committee members to meet with their local HR to understand performance evaluation and raise policy. Yelena to reach out to Trevor to request an analysis on the performance rating and raise data to understand any correlation.
- MSE/C – Damien Blair: the Committee is reaching out to the Staff Councils at UNI and Iowa State to reestablish members of the Regents Interinstitutional Supervisory and Confidential Committee (RISCAC) to collaborate on this year's annual letter from RISCAC to the Board Office.
- University Relations – Mihaela Bojin: the Committee invited Liz Miller to speak in preparation for Hawkeye Caucus and reaching out to state and federal legislators.

Heather thanked all of the Chairs/Co-Chairs for their leadership and the councilors for their hard work.

### **Open discussion and round table** – all

- Heather shared that the Executive Committee signs onto joint shared governance statements as we perceive they represent our views as representatives of UI staff and to show solidarity with the other shared governance groups. Heather discussed how statements are generated and how often the statements are considered via email with short turnaround times.

- Mihaela asked whether councilors have any suggestions for presentation topics or speakers. None were voiced.
- Ted asked whether the newsletter meets staff needs; some commented that they liked the newsletter but weren't sure that staff were spending much time on it. Marla shared that our open rates have been increasing incrementally from December 2019 through October 2020.
- Marla announced that the next SC meeting will be via Zoom webinar, which means
  - The meeting will look substantially the same over Zoom
  - Councilors will have the same rights they have now – they can share video and verbal comments and chats
  - Voting will be restricted to councilors without needing to exclude guests
  - Guests will be able to observe but will not be able to participate

**Meeting adjourned:** Mihaela Bojin moved to adjourn; Becky Keogh seconded motion; Heather adjourned the meeting.

**Next Meeting:** December 9, 2020, 2:30-4:30 PM (via Zoom)