

FINAL
UI Staff Council Meeting
Online via Zoom
Wednesday, December 9, 2020

Present: Wendy Askling, Damien Blair, Matsalyn Brown, Brian Douglas, Em Domingues, Jadvyga Gerasimovic, Zach Girazian, Shari Heick, 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, Jamie O'Meara, Emmett Oldham, Stephen Pacha, Steve Paulsen, H J Pedelty, Yelena Perkhounkova, Carlton Petty, Lisa Piper, Theodore Potter, Kathryn Reynolds, Jeremy Richardson, Jessica Richardson, Rubia Ruiz, Teri Schnelle, Lisa Schumacher, Mary Shumaker, Jenny Simpson, Sonia Slevinski, Glenda Smith, Erin Turnis, Brenda Van Dee, Jim Verry, Yashwant Prakash Vyas, Cassie Walizer, Angela Ward, Michael Weaver, Linda Weir Jacobi, Jessica Welter, Carrie Whittaker, Anne Wilson, Toni Woodbury, and Kevin Zihlman

Absent: Mihaela D. Bojin, Jackie Curnick, Kathleen Ford, Jennifer Stout

Administrative Liaisons: Marla Rosenblum, Cheryl Reardon

Guests: Dr. Dan Fick, Professor Sandra Daack-Kirsch, Dean John Keller, Mr. Sean Hesler, Bellinda Assemien, Brittany Benda, Manuela Cretella Foglio, Thomas Daggett, Steven Edwards, Sandy Gerard, Ashley Holmes, Makur Jain, Amanda Jensen, Julie Jones, Laura Kastens, Parang Kim, Kelly Kirby, Jan Knebel, David Kozishek, Rethy Kristnamurthy, Liz Lara, Sam Mitchell, Kyle McEvelly, Sara Morelli, Brian Movely, Lisa Neff-Letts, Mary Neuberger, Mary Paterson, Marcus Phillips, Isaac Podolefsky, Natalie Potter, Keith Provin, Hannah Rounds, Tracy Schmidt, Gregg Schmitt, Michelle Smith, Tammy Smith, Rob Svetly, Kristen Turley, Holly Yodie

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
 - SC Minutes of November 11, 2020. *The minutes were approved as amended.*
 - SCEC Minutes of December 2, 2020 were presented; *no comments were made.*

Presentation Topics:

COVID-19 Update – Dr. Dan Fick, University of Iowa Campus Health Officer

- Dr. Fick began by showing several graphs with COVID trends, from national to Iowa to Johnson County to UI campus; the numbers in Iowa and the county and at UI are trending down; rather than think of the virus coming in waves, think swimming pool – people keep getting in so you experience a series of small waves and that's what we're experiencing in Iowa with COVID cases; so long as we remain vigilant and continue to follow CDC guidelines regarding masks and other measures, cases will continue to trend down, with little waves up and down along the way.
- Testing: lots of ways to look at it; peer institutions are not uniform in approach; new surveillance testing will be coming but it will be limited.
- The CDC has issued updated quarantine guidance so UI will be implementing modifications to its guidelines.
- Vaccine: he started with “don't call us. we'll call you” to indicate that the vaccine will not be widely available for quite some time
 - The healthcare enterprise realizes that because of limited numbers of doses available at first, small numbers of people will receive the vaccine; there will be hurt feelings and some people will not feel valued, but guidance will be followed as to who gets the vaccine and in what order.
 - Following strict guidance from CDC and The Iowa Department of Public Health

- Forums will be held to communicate how the vaccine will be rolled out; the vaccine will be coming to the health care complex first and then out to main campus
- Maybe by March or April more vaccines will be available
- Most likely people will receive the vaccine through their care provider because there's a follow up vaccine (for the Pfizer vaccine) and we want to document their vaccines within their medical record.
- The vaccine does not include any of the virus but RNA is injected and the immune system is activated to kill the virus
- 60% of people need to get the vaccine in order for COVID-19 to begin to fade away
- Answers to questions
 - The vaccine will not be mandatory for employees
 - How long will the vaccine provide immunity? No one knows at this point but preliminary indications are that it will last at least several years in a similar fashion to other vaccines
 - Are there adverse reactions to something in the vaccine? Not at this time although some patients are allergic to vaccines in general so they may have some reaction, but the primary adverse effects of the vaccine relate to soreness of the muscle where the injection occurs and aches and pains for about 24 hours similar to the flu.
 - Amazing that the vaccine could be produced so quickly; it seems to be due to the fact that many people were willing to participate in the vaccine trials so companies could evaluate the efficacy more quickly; in the past companies couldn't get large participant pools so it took longer.
 - Do we need both doses? For the best protection, two shots are recommended (for Pfizer vaccine)
 - Will there be a cost for the vaccine? The vaccine will be free for those under UI health care plans.

UI Presidential Search – Professor Sandra Daack-Hirsch and Dean John Keller, co-chairs

- Dean Keller talked about the make-up of the search committee and how representative it is of the University as a whole. He said that the AGB-Search firm was used successfully for presidential searches at UNI and ISU so he is comfortable with them helping UI. He also mentioned that AGB-Search has experience conducting searches in the virtual environment so that helps him feel comfortable under the current conditions.
- In the aftermath of the last search for UI president, the Board of Regents, State of Iowa (BOR) and UI leadership crafted a “best practices” document for future presidential searches. Professor Daack-Hirsch said this document was front and center in discussions between the Search Committee co-chairs and BOR liaisons and AGB-Search; this fact helped the co-chairs take seriously the statement from the BOR that they want this search to be directed by the university and not by the BOR.
- The search timeline seems aggressive because the search committee wants to have new leadership on campus as soon as possible; if circumstances arise that delay parts of the search process, the timeline has flexibility.
- The committee wants UI constituent and community feedback, so they have created ways for both to participate. Staff can attend listening posts scheduled for December 11, 15, and/or 16 at specified times: <https://presidentalsearch.uiowa.edu/search-process/listening-sessions>. There are specified times for faculty, students, alumni, and community members as well. Anyone can provide feedback via the Presidential Search website: <http://presidentalsearch.uiowa.edu>.
- The committee intends to forward an appropriate number of finalists to the BOR for their consideration. The committee anticipates that with 2 BOR members on the search committee, one of the finalists will be acceptable to the entire BOR.

HR Updates -

- Supervisor Training update – Sean Hesler, Director UI Learning and Development
 - Sean gave us an update on supervisor training including information about the various catalysts that supported the creation and implementation of supervisor training: the independent, external employment practices review (conducted by Fredrikson & Byron, P.A.) identified (among other things) a need to be more consistent in the application of employment practices across campus; the Diversity Equity and Inclusion Action Plan emphasizes promoting modeling and implementing DEI values and embedding DEI in all human resources practices; the Working @ Iowa survey consistently identifies supervisory

- skills and feedback as areas for improvement; and shared government and human resources groups recommend supervisor training be a priority.
- He went through the timeline for implementing supervisor training and provided metrics as to supervisors completing training and assessment. He indicated that UHR has received some positive comments from supervisors regarding the training.
- Human Resources expects all required supervisors to complete the training by the end of May 2021.
- Future of Work @ Iowa – Cheryl Reardon, Chief HR Officer and Associate Vice-President
 - As the state and the nation anticipate a vaccine and the eventual fading away of COVID-19, how does UHR re-imagine work at UI? Cheryl identified several factors:
 - Identify the impact of COVID-19 on the delivery of the core mission of the institution as it relates to employees.
 - How do we re-envision high impact practices to create a highly engaged and inclusive workforce?
 - Identify potential opportunities to further enhance and support proactive talent and retention strategies, DEI strategies and positive employee experiences.
 - What does the evolution of HR policies, services and strategies look like?
 - UHR has created an Employee Experience Committee that has five subcommittees. The subcommittees will discuss issues and create surveys to elicit employee feedback on employment practices.
 - Faculty/Instructors – Dr. Lois Geist
 - Staff – Joni Troester and Jennifer Lassner
 - Health Care – Gary Milavetz
 - Physical Space – Joseph Bilotta
 - Technology – Steve Fleagle and Tracy Scott
 - An Advisory Committee will help subcommittees by providing reactions to early subcommittee recommendations
 - The timeline envisions eliciting feedback in spring of 2021. UHR hopes to present final report and recommendations to UI leadership in June 2021.
- Additional Paid Time Off Proclamation – Cheryl explained that the additional paid days off that were given to all state employees by Governor Reynolds have different impacts for full-time employees and Academic or 9-month employees. If an employee has questions, they should contact UHR.

Bylaws Amendment First Read – Em Domingues, Bylaws Committee Chair

- Em presented an amendment to Article XIII regarding having the SC meeting minutes be distributed to members in a timely manner.

Article XIII – Meetings

Section 6. Minutes taken at Staff Council meetings will be sent to the members of the Council in draft form no later than 8 business days post-meeting.

Justification: This will ensure that all members of the meeting that were present have adequate time to review and present changes to the minutes prior to approval.

- There was no discussion; this amendment will be presented next month for a vote.

DEI Updates -

- Reimagining Campus Safety Action Committee Update – Matsalyn Brown:
 - Since UI Staff Council met on November 11, the Reimagining Campus Safety Action Committee announced the dates for the listening sessions in February to gather different perspectives, experiences, and viewpoints.
 - Wednesday, February 3, 2021
 - Thursday, February 11, 2021
 - The times and Zoom information will be announced later.
 - See the Iowa Now article: <https://now.uiowa.edu/2020/11/reimagining-campus-safety-action-committee-announces-town-hall-meetings-gather-campus-input>

- The Committee is continuing to meet with Astig Planning, the consulting company. Astig representatives are meeting with stakeholder groups starting this week regarding the committee prototypes to solicit feedback. They'll meet with six groups by the end of this semester, including:
 - The Diversity Councils
 - Multicultural & International Students (MISSE)
- The committee is scheduled to receive the feedback from these stakeholder groups on Tuesday and the idea groups (or subcommittees) will reconvene to tweak our prototypes according to the results.
- More meetings will be scheduled with the various stakeholder groups later in the new semester, including UI Staff Council.
- At this morning's meeting, Ben Lewis and Anne Matthes from Student Services joined us. They'll be helping the committee create our prototype videos and to illustrate options for us for the upcoming listening sessions for the entire campus in February.
- DEI Committee Update – committee co-chair Mike Weaver reiterated the committee's plan to offer their assistance to other SC committees as they discuss DEI goals for the year. He announced that the SC-sponsored celebration of DEI will likely be held in early March and that they hope to convene a panel of speakers from the community and the campus to discuss important DEI issues that arose during the Black Lives Matter protests and the Iowa City Community Police Review Board discussions. The group would like to find ways to maintain the momentum of those community discussions. They hope to follow up the celebration with a survey to gauge reactions to the panel discussion.
- Yashwant Prakash Vyas noted that the Division of Diversity, Equity, and Inclusion and the Center for Teaching created a training for instructors in response to the Diversity Action Plan. The training is called "Inclusive and Equitable Course Design and Instruction in Contemporary Classroom" and is intended for all instructors at UI. UI community members may sign up through learning and development in Self-Service. There are two sessions: January 12 and 15, 2021.

Community Outreach – Angela Ward, committee co-chair

- There are 3 opportunities for councilors to serve
 - Please help support patients at University of Iowa Hospitals & Clinics and UI Stead Family Children's Hospital this winter by donating the gift of life! Whole blood and platelet donors are needed. Please consider scheduling an appointment at your earliest convenience. There are opportunities to donate at UI DeGowin Blood Center (Elevator B, Level 2) or at blood drives held in the Old Capitol Mall (150 North Riverside Drive in Iowa City). To maintain social distancing, donors need to schedule an appointment before coming to donate. To sign up, visit uihc.org/degowin and click "Start Your Donation Today" or call 319-356-2058.
 - "Adopt a Health Care Worker" – this is a site to nominate someone and to adopt someone. It is not limited to UI, Mercy, or the VA Hospitals; the form is easy to complete. All the information is here: <https://icareatgether.com/adopt-a-health-care-worker/>
 - MLK Day of Service (mlk.uiowa.edu); this year the service will be virtual; there will be things to do at home during the week of January 18th.
 - Councilors may log their volunteer time for donating blood or participating in other events by using the form found here: <https://workflow.uiowa.edu/entry/new/4485>.

President's Remarks – Heather Mineart, Staff Council President

- Heather welcomed new councilor Brian Douglas, the Org Rep for College of Education staff.
- Committee Representation Update – several additional councilors have been added to committees
 - Accessibility Action Team –Damien Blair, Heather Mineart, Emmett Oldham, Lisa Schumacher & Mike Weaver
 - Future of Work @ Iowa Advisory Committee –Kathy Ford, Genevieve Johnson, Teri Schnelle, Lisa Schumacher, Yashwant Prakash Vyas & Mike Weaver
- Congratulations to two councilors who were highlighted for their success:
 - Lisa Schumacher is the Senior Education & Compliance Specialist in the Human Subjects Office; she was contacted by The Chronicle of Higher Education because of her research on Student Caregivers to get information about what the University of Iowa is doing to support students who are caregivers.

- Yashwant Prakash Vyas is the Assistant Director of Diversity Resources in the Division of Diversity, Equity, and Inclusion; he was awarded the 2020 National Association of Student Personnel Administrators (NASPA) Region IV-East Outstanding New Professional Award.
- Heather outlined 3 new ad hoc committees that have been created comprising of Executive Committee members to initiate the process and make a first round of charge, suggestions, etc. and then open the invitation to other members of council to address the following:
 - Policies & Procedures - fully create a manual of policies and procedures not codified in the SC bylaws; reasoning includes internal controls, regulatory compliance, employee training and consistency and can be changed easier than a Bylaws change.
 - Guidelines & Principles–review our mission under article II in our bylaws; establish what our values and principles are by identifying the behaviors we want/don't want and use those to determine our values and then create guiding principles.
 - Org Rep Feedback/Relationships - create processes that SC can use during orientation and/or communication with org reps to help foster relationships with their units; could be org rep to org rep mentoring, connecting with units SG groups, 'how to' guide.

Breakout sessions – Heather

- Why breakout rooms?
 - Creating opportunities for councilors to communicate in smaller groups
- Composition
 - Executive Committee member facilitating/hosting
 - Cross-section of function/org reps
 - At least one new councilor
 - At least two healthcare councilors
- Going Forward
 - Each future breakout session will be a different combination of councilors

The breakout rooms included a variety of people and group sizes, partly because some councilors couldn't be moved out of the main room; overall, councilors were grateful for small group discussion.

Meeting adjourned: Jeremy Richardson moved to adjourn; Carlton Petty seconded motion; Heather adjourned the meeting.

Next Meeting: January 13, 2021, 2:30-4:30 PM (via Zoom)