

*FINAL*

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

**Present:** Genevieve Johnson, Heather Mineart, Theodore Potter, Glenda Smith, Brenda Van Dee, Mike Weaver, and Kevin Zihlman

**Absent:** Mihaela Bojin, Teri Schnelle

**Administrative Liaisons:** Marla Rosenblum

**Guests:** Em Domingues

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

- November 4, 2020- UISC Executive Committee Meeting – Approved.

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

Em presented an amendment to Article XIII regarding having the 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.

The Executive Committee approved the amendment for its first reading at the December Staff Council meeting.

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

- Kevin Zihlman, Elections Committee Chair, worked with the College of Education to fill the vacant Staff Council position; Brian Douglas was elected and will participate in new councilor orientation.
- Committee representation update
  - Future of Work @ Iowa Advisory Committee – Staff Council members on the committee are: Kathy Ford, Genevieve Johnson, Teri Schnelle, Lisa Schumacher, Yashwant Prakash Vyas, and Mike Weaver
  - Accessibility Action Plan – Staff Council members on the committee are: Damien Blair, Heather Mineart, Emmett Oldham, Lisa Schumacher, and Mike Weaver
  - UI President Search Committee news – Heather will attend the first meeting this Friday; the agenda is available on the Board of Regents' website; she described several aspects of the search process and tentative timeline; Heather also stated that co-chairs Professor Sandy Daack-Hirsch and Dean John Keller will be attending the December all staff council meeting and discussing the committee, timeline and process.
- Heather described how she met with each Executive Committee member and expressed appreciation to each for their comments and insights. Some themes emerged from those conversations, including:
  - Fewer speakers during SC meetings to provide more roundtable time for councilors; use breakout rooms to allow councilors time with one another to discuss what we heard during

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- the meeting or other issues
- Have Exec members facilitate SC meeting breakout rooms; Exec Comm can brainstorm topics for SC meeting breakout rooms, not to direct conversation but to spark conversation if/when conversation lags.
  - Have breakout rooms consist of a cross-section of function and org reps, with one newer councilor, health care members and one Exec member in each room
  - Re-thinking how Exec operates; one suggestion is to extend term to 2 years
  - Subcommittees – the work of Exec might be more efficient if there were some subcommittees
  - Have an Exec member report on meetings that leadership attends, such as with UI President, Provost, HR, shared governance leaders.
  - Topics for the general meeting could include having a councilor report on their particular areas of campus; another idea was to ask a committee representative to describe one of their accomplishments in detail
  - One suggestion was to have Heather provide a “week in review & the week ahead” email to councilors giving an overview of meetings the Exec Comm/Heather has attended and what’s coming up in the week ahead (i.e. Exec. Comm. meeting with the President, Provost, etc.) and ask for feedback or potential questions/concerns we can bring up. This also gives councilors an opportunity to get a ‘behind the scenes’ look that might spark interest for councilors to run for Exec Comm.
  - She reintroduced the subject of using a Qualtrics survey to solicit feedback from staff; there was discussion as to the purpose of the survey and what means we might use for deploying it; Marla shared the wording of the survey, that it works on multiple devices, the simplicity of the question, and the fact that it’s anonymous, although one can enter a name in the last box. Some councilors want staff to be able to include their email address if they want a response to their comment. Exec delegated the issue of collecting feedback and its publicity campaign to the Communications Committee. The latter is to make a proposal to Exec for their consideration and approval.
  - Heather reported that the University Relations Committee requested the org rep feedback as the wants to communicate with units that have shared governance groups and help foster relationships between UISC and units SG groups.

## Discussion Topics

### Organization Rep Feedback – continuation from last month

- Heather encourages Org Reps to reach out to their Org leadership to become part of a communication loop within their Org to their mutual benefit. Some Org Reps have reported resistance from their leadership and other Reps haven’t tried to connect, so Heather wants to assist Org Reps by encouraging them to talk with her and other Org Reps who have succeeded in making those connections. She also thought UI leadership might help with those connections.

### Staff Council Principles/Goals Discussion and Exec’s Role

- The discussion combined elements of this topic and the policies and procedures manual topic. We discussed Articles II and XII regarding Staff Council’s mission and goals and the need to review them in light of the evolution of Staff Council.
- Ted recommend creating a task force or the like to review these matters and work with Exec and Bylaws to determine how to amend these provisions.
- Heather recommended convening several ad hoc groups to explore the SC principles and goals, policies and procedures, and Org Rep feedback. Exec will discuss further next month.

### Policies and Procedures /Operations Document Discussion

- This discussion was considered with the topic above.

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**Constituent Feedback Survey – discussed under President’s remarks**

**December Staff Council Meeting**

- Heather briefly reviewed the agenda; she particularly asked people to share any DEI-related activities from our areas. She will be going over the Org Rep feedback and asking what obstacles councilors are facing in connecting with their unit/department leadership.
- We revisited the purposes of breakout rooms; members of Exec were asked to let Marla know soon as to whether they feel comfortable facilitating the discussion in a breakout room.

**Meeting adjourned: Genevieve moved, Brenda seconded; all agreed.**

**Next meeting:** January 6, 2021 2:30-4:30 pm, Online via Zoom