

# 2020-2021 Staff Council Committee Year-End Report May 2021

## Awards Committee

Chair/Co-chairs:	Mary Shumaker, James Jorris
Committee members:	Jadvyga Gerasimovic, James Jorris, Jessica Richardson, Mary Shumaker, Jennifer Stout

### 2020-2021 Awards Committee Goals:

GOAL #1 Continue to evaluate the selection criteria and scoring system and reviewing examples of other award scoring systems and update as needed. (COMPLETED)
GOAL #2 Create, define, and promote a DEI award to award staff members who exemplify Diversity, Equity, and Inclusion around campus and our community. (COMPLETED)
GOAL #3 Recognize non-winning nominees by publicly highlighting them in The Loop and Iowa NOW, and other campus publications and/or websites. (COMPLETED)
GOAL #4 Promote the awards perhaps once a month in campus publications like Noon News and The Loop to better inform the entire campus community of all 4 awards. (COMPLETED)
GOAL #5 Evaluate our award presentation process to be a virtual presentation to adapt to the world we live in. (COMPLETED)

### Accomplishments against goals:

- Actively worked on letting winners/nominees know of results
- Chose 2020/21 UISC Staff Awards winners
- Sent out award letters to all the winners
- Letters of recognition were sent out to all the nominees (thank you Marla)
- Worked with Iowa Now to publish the award winners
- Worked with UISC Communication committee to publish ALL the nominees for recognition
- Monitoring the creation and implementation of a 2019/2020 Faculty and Staff Awards Celebration which was accomplished (thank you Marla)
- Published the Staff and Faculty Award winners in Iowa Now mid-November
- Worked with Communication Committee to promote ALL 20/21 award nominees in the UISC newsletter
- 20/21 Nominee spotlights in UISC newsletter will include name, bio, and brief excerpt on their accomplishments
- Created Award nominee bios to be shared on the UISC website
- Worked with the UISC DEI committee on creation of a UISC DEI Award and created the UISC DEI Award

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- Formed a proposal package to present to UISC Executive Board for the new DEI Award
- Collaborated in a small way in the promotion across UIHC of recognizing the 2 UIHC staff members who won UISC awards this year in UIHC publication The Loop

### **Thoughts or aspirations for the Awards Committee for the upcoming council year:**

- Continue promotion of ALL UISC awards
- Continue NEW publications of ALL winners and nominees
- Continue recognition letters to nominees and congratulatory letters to winners

### **Any other comments**

- Thank you to all the collaboration from fellow UISC Committees
- Thank you to all UISC Award Committee members for their efforts in accomplishing all of our goals this past year

### **Bylaws Committee**

Chair/Co-chairs:	Em Domingues
Committee members:	Em Domingues, Genevieve Johnson, Deb O'Connell-Moore, H Pedelty Julie Qidwai (Start of council year – September 2020)

### **2020-2021 Bylaws Committee Goals and Accomplishments Against Each:**

1. Increase transparency through amendment(s) that ensure all meetings are open and accessible, and that meeting materials and minutes are circulated promptly.
  - a. Developed and passed an amendment to ensure that draft meeting minutes are provided to all councilors no later than 8 business days post-meeting.
2. Empower individual councilors through a combination of amendment(s) formally redistributing authority for key council processes back to the councilors themselves, and educating all members about their existing power, duties, and responsibilities under Robert's Rules of Order.
  - a. Developed a comprehensive proposal to grant standing committees the authority to select their own chairs (in lieu of appointment by the Staff Council President), and consistently communicated to Executive Committee that distributing power back to individual councilors for this and other key processes would be a meaningful way to increase engagement and participation. Due to a lack of sufficient votes on Executive Committee, this proposal was not advanced to a first reading.
3. Recognizing that Staff Council exists to give all P&S staff a voice in dialog with administration, and that whether intentionally or unintentionally, formally or by tradition, the voices of individuals from vulnerable populations are consistently excluded from these conversations, create formal and permanent representative positions on Staff Council for constituencies structurally excluded from campus decision making and shared governance.
  - a. Researched a model for adding a new category of representatives to Staff Council (in addition to Job Function and Organizational Unit categories) for underrepresented populations on campus, similar to UISG Constituency Senators. Given the intricacies

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involved in this concept and a lack of bandwidth to resolve remaining questions, this model was not advanced beyond the research stage.

4. Serve the needs of other committees as they evaluate their own bylaws and propose updates as needed.
  - a. Assisted the Community Outreach Committee in revising their purpose and scope of concern
  - b. Assisted the HR Committee in amending the Bylaws to align with work they performed with UHR and UIHC HR to strengthen time release language for Council service

### Thoughts or aspirations for the Bylaws committee for the upcoming council year:

As a general theme, evaluating existing council procedures (whether formal or informal) with an eye toward empowering individual councilors and increasing participation continues to hold significant merit, and ought to be pursued in the upcoming council year.

### Committee on Committees

Chair/Co-chairs:	Steve Paulsen and Brenda Van Dee
Committee members:	Mihaela Bojin, Emily Milke, Steve Paulsen, H Pedelty, Sonia Slevinski, Brenda Van Dee and Linda Weir Jacobi

### 2020-2021 Committee on Committee Goals and Accomplishments Against Each:

**GOAL #1** - Clarify the criteria for selection, as noted in our purpose, and provide this information on our Committee on Committee's website to include the Faculty Senate's committee report page link for additional information for interested staff members. Based on these yearly reports, determine 'best qualified' for each committee starting with the upcoming committee openings for FY21. Develop a scoring matrix consistent with committee needs.

#### ***Completed***

**GOAL #2** – In support of the University's Strategic Diversity, Equity, and Inclusion across campus, our committee aims to review the current application, it's process and potential idea of redacting identifying information on the application prior to selection by committee members.

#### ***Launched redacting of identifiable information/completed - Suggestions for following year(s) noted below***

**GOAL #3** – Determine whether committee members should visit Presidential Charter Committees, if so, have a clear purpose for visiting them. Weigh the pros and cons of these visits (membership qualifications, put a face to our UISC CoC's role for staff members) Helpful to review the committee charge and verify it's still accurate.

***Completed – recommend continuing the review every year, we visited the specific committees that had openings for clarity of our upcoming applicants***

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**GOAL #4** – Encourage committee members to complete Implicit Bias class and solicit ideas from various Diversity Groups on campus for equity and inclusion for a diverse pool of applicants.

**Completed** – *guest speaker, Bria Marcelo provided presentation to group members – presentation in 'Meeting and Agendas' January 5, 2021*

**GOAL #5** – List of our committee openings on our Committee on Committees website to allow ample review time for potential applicants.

**Completed** – *Reference timeline for outreach efforts/next steps*

### **Other notable accomplishments:**

- Successful placement of three mid-year openings (Sustainability, Parking & Transportation & Research Council)
- Committee met monthly and twice in April via Zoom due to pandemic/Covid
- Noted in goal #2 above – we reached out to diversity councils to share the opportunity for applying to charter/non-charter committees.
- Requested feedback from outgoing Presidential Charter/non-charter committees on their experiences & suggestions
- New questions were established to identify more specific answers to our questions.

### **Thoughts or aspirations for the Committee on Committees for the upcoming council year:**

- Mass email, for communicating application is open, can be set up front to rerun, instead of doing it twice/three times.
- Committees that did not have a vacancy, but staff indicated interest, were noted. In this case if an opening occurs, they will be provided the same survey questions to determine who will be the selected candidate. Alternates for committees that had openings were 2-3<sup>rd</sup> picks from our selections. All are noted in the '2020.2021 c on c master' spreadsheet alongside the selected/successful candidate.
- Redacting information worked well for inaugural year; Marla removed/edited this information before committee members reviewed applications. However, the charter/non-charter committee oversight people have the ultimate decision to approve/disapprove our recommendation
- Prior to application review – have committee members report out on their experiences from visiting the open charter committees for overall knowledge of what each committee is seeking.
- Annual review of recruitment & best practices for Diversity, Equity, and Inclusion
- Questions regarding DEI may need reviewed to crystalize what the committee is looking for (experiences vs. certifications/self-study)
- Implement mechanism to report-out to UISC who have staff representation on charter/non-charter committees to executive time once/year?

### **Any other comments you would like to share:**

Steve and Brenda are happy to help with future questions, if needed.

Committee may need to work with By-Laws committee to review the language of this committee

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Empower staff to keep in touch with this committee on any issues or vacancies that may occur when they are appointed to their particular charter/non-charter committee

### Communications Committee

Chair:	Theodore A. (Ted) Potter
Committee members:	Damien Blair, Jackie Curnick, Zach Girazian, Jackie Kleppe, Ted Potter, Jessica Richardson, Marla Rosenblum, and Linda Weir-Jacobi

### 2020-2021 Communications Committee Goals and Accomplishments Against Each:

#### Newsletter – Zach & Jackie

- Review timeline and plot out issues, but remain flexible as to content – Zach compiled the timeline and we used it generally during the course of the year.
- Assign liaisons to committees – members reached out to various committees during the year and coordinated adding their content to the SC newsletter in a timely manner.

#### Social Media - Jackie, Damien, Ted and Marla

- Review platforms and discuss potential uses – determined that Facebook is the most appropriate platform at this time.
- Damien will coordinate the technology end – DONE: Damien used the Facebook tools to “follow” as many UI entity pages as appropriate in hopes of adding views to the SC Facebook page.

#### Committee news

- Committee liaisons to find appropriate contact(s) for news – SUCCESSFUL; we’ve had some good responses
- Solicit targeted news from selected committees during the year – monitor timeline – SUCCESSFUL; we’ve focused on Awards and worked with Elections for some good content.

#### DEI

- Find ways to incorporate DEI into communications – SUCCESSFUL to an extent; we’re making videos accessible before posting and focusing our editing on eliminating bias in articles and the SC website.
- The Committee also had two meetings to discuss how best to keep DEI as a focus for SC communications with UI staff.

#### Outreach to Merit Staff

Work with Mike Weaver on how to communicate staff activities to Merit Staff – ABANDONED, as this is an item for the Executive Committee to explore.

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## Other notable accomplishments:

### Newsletter

- Recorded video interviews with UISC members in hopes of generating interest in activities and encouraging staff to consider joining UISC; the Committee is exploring the ROI as we consider outreach next year.

## Thoughts or aspirations for the Communications Committee for the upcoming council year:

### Newsletter

- Discern the frequency of the newsletter to maximize impact as measured by open rates and time spent on content
- Adjust timeline in keeping with frequency

### Communications strategies

- Explore additional means of communicating to and with staff

Continue working with UI Healthcare to leverage additional channels for outreach to staff

## Any other comments:

The Committee cannot function without the direct support of Marla. She shares her expertise, enthusiasm, and wisdom in every aspect of Communications to the benefit of UISC. We cannot thank her enough for all that she contributes to our meetings, to our outward-facing platforms and messaging, and to each of us in our work on the Committee.

## Community Outreach

Chair/Co-Chairs:	Angela Ward & Anne Wilson, part of the year, Jim Verry replaced her when she took a job across the river
Committee members:	Jackie Curnick, Erika Holm, Jeremy Richardson, , Jim Verry, Angela Ward, Jessica Welter

## 2020--2021 Community Outreach Committee Goals and Accomplishments Against Each:

### GOAL #1 – UPDATE COMMITTEE’S SCOPE AND PURPOSE

Continue work from last year’s goal to update committee’s scope and purpose, as they are currently in conflict.

- Research committee history
- Suggest edits to scope and purpose as a committee
- Discuss/gather input from UISC members?
- Take steps to update scope and purpose with Exec Council and Bylaws

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Goal 1: yes, with the Bylaws Committee's and Council's votes, goal was reached

### **GOAL #2 – DETERMINE WHAT OUTREACH COUNTS FOR RECORDING HOURS**

In conjunction with Goal #1, review what activities count and for whom.

- Review past volunteer hours that have been recorded using the workflow form.
- Discuss as a committee does it count only if you help plan/staff event or does simply attending an event count?
- Consider if the definition of what counts should be more relaxed given pandemic.
- Educate UISC on what activities count and how to record efforts.

Goal 2: yes, we determined that the pandemic did not relax the definition for what constituted volunteer hours and that they needed to remain limited to SC members and activities related to the University and/or community

### **GOAL #3 – PROVIDE OUTREACH OPPORTUNITIES**

- Provide meaningful opportunities for UISC members, being mindful of the impact COVID-19 is having on available opportunities and keeping safety as a priority.
- Determine needs, looking for ways to incorporate DEI
- 65% of UISC participates in at least one event and 35% of UISC members participate in 2 or more events
- Homecoming parade: if this is happening this year, consider making this an ad hoc committee as suggested by last year's committee.

Goal 3: a qualified yes, as much as was possible since most of the opportunities we were able to find were limited to fundraising. We did pass on any that we were able to find, although with staff working from home and other changing commitments due to the pandemic, it was not a time for many volunteer opportunities

### **GOAL #4 - COMMUNICATION**

- Promote future outreach opportunities and encourage UISC participation.
- Highlight past outreach activities through progress reports to UISC.
- Update UISC committee webpage with updated stats. Consider offering website viewers a way to contact us with possible outreach opportunities (use staff council email address so Marla can forward to chairs?)
- Ensure easy access to volunteer hour tracking website link, including regular correspondence.

Goal 4: another qualified yes, as much as was possible since there were few stats to pass on, we did provide the link to record hours, there just weren't many hours to record

### **Other Notable Accomplishments**

Anne Wilson organized and created an outstanding virtual Homecoming Parade entry video that unfortunately did not win any prizes.

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### Thoughts or aspirations for this committee for the upcoming council year:

- Hopefully some of the volunteer activities that the Council and the volunteer organizations have enjoyed together in the past will become available in the new council year.

### Diversity Equity and Inclusion Committee:

Chair/Co-chairs:	Matsalyn Brown, Michael Weaver
Committee members:	Matsalyn Brown, Kathleen Ford, Becky Keogh, Emmett Oldham, Stephen Pacha, Carlton Petty, Lisa Piper, Kathryn Reynolds, Lisa Polakowski Schumacher, Michael Weaver

### 2020-2021 DEI Committee Goals and Accomplishments Against Each:

**GOAL #1** - Work with the Bylaws Committee to codify representation from institutional Diversity Councils. Consider options for making Diversity Council chair(s) voting members.

**Accomplishment for Goal #1:** The Bylaws Committee are receiving feedback for their proposal to the full council to create new full staff council positions in the constituency councilor model. This model would allow for the election of new councilors to represent a specific constituency and not require the Diversity Councils to change their bylaws. They are also working on a way to increase diversity among those represented at UISC meetings, specifically by formalizing roles for underrepresented groups. The expectation is that a formal proposal will be brought to the full council in the next council year.

**GOAL #2** - Continue with the Diversity, Equity, and Inclusion Celebration. Consider alternate location/virtual programming to accommodate more participants and potential remote access. Add an educational component and an invited (external) keynote speaker.

**Accomplishment for Goal #2:** Initially, the committee planned to hold a virtual event and had hoped to put together a panel of local and University leaders to discuss the future of local social justice initiatives. While panelists were being invited, a second opportunity arose to invite University leadership, as well as an external consultant who would be doing DEI training and planning for the institution. Unfortunately, we were unable to make this work on the planned timeline but have alternatively worked with the Executive Committee to repurpose the event's funds to offer one-time \$500 mini-grants to each of the University's Diversity Councils.

**GOAL #3** - Meet with Katie McCullough to learn about and discuss the climate survey scheduled for fall, 2020. Efforts should focus on how Staff Council can increase UI Staff participation.

**Accomplishment for Goal #3:** The committee met with Katie McCullough to discuss the timeline for the climate survey and was informed that Bria Marcelo would talk with the full council at the October meeting. We focused our efforts on encouraging staff to complete the Climate Survey.

**GOAL #4** - Engage with Facilities Management and other stakeholders regarding pertinent campus issues:

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- Renew committee focus on gender-neutral bathrooms, working with previous members to understand current and upcoming institutional plans.
- Learn about and engage regarding building and restroom access for persons with disabilities.

**Accomplishments for Goal #4:** The committee worked with the co-chairs of the campus-wide Accessibility Action Committee to provide membership on each of their five goal subcommittees, which are inclusive of the components of this goal. The DEI Committee recommends that current councilors maintain their positions on these subcommittees in the next council year and that new councilors fill vacancies.

**GOAL #5** - Meet with Interim Associate Vice President for Diversity, Equity, and Inclusion Liz Tovar to discuss Staff Council goals.

**Accomplishments for Goal #5** – The committee was informed that Liz Tovar was to present to the entire UISC on October 14. President Mineart had suggested joint meetings with the Executive Committee, DEI Committee, and Dr. Tovar. Committee co-chairs talked with Dr. Tovar regarding specific goals and partnerships throughout the council year.

**GOAL #6** - Assist other Staff Council committees with their Diversity, Equity, and Inclusion-focused goals.

### **Accomplishments for Goal #6:**

- Outreach Committee (Matsalyn) - the committee requested suggestions to include DEI principles into their outreach opportunities since COVID made volunteering difficult since our previous partnerships overlapped with COVID vulnerable populations. Ideas discussed included the Dream Center, University food pantry, University clothing closet (currently closed), DVIP, and the Guidelink Center.
- Awards Committee (Mike) - the committee proposed and initiated a Staff Council Diversity, Equity, and Inclusion award. Two DEI awards have been approved and will be given in 2021.
- Education Committee (Kathy) - Kathy met with the committee in December. She shared our goals with them and provided prompts to think about what they could do before their meeting and they came back with ways to incorporate DEI goals.
- Communications Committee (Becky) - Jessica Richardson suggested DEI info be included on the newsletter and website. Becky worked with her to share our minutes. They are also working to include more DEI principles into their publications.
- Healthcare Committee (Emmett) - the committee discussed what has changed since COVID and how DEI are affected. Every single member said something that their team is doing that has DEI related values to it. Emmett talked about the new COVID center's DEI committee. There are about 40 members now (including Emmett and fellow staff councilor James Jorris.)
- Accessibility Action Committee (Lisa S.) - she and the committee discussed the importance of language and ability and the DEI committee was encouraged to think more about both things.
- Elections Committee (Mike) - the committee continued to reach out to the Diversity Councils and held a virtual event to talk about Staff Council and recruit candidates.

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- University Relations (Mike) - the University Relations Committee was a key partner in developing the mini-grant program, which included local shared governance groups in addition to the Diversity Councils.

### **Other Accomplishments:**

Mike Weaver and Becky Keogh represented the DEI Committee at the UI DEI Success Collaborative meetings.

- The DEI Committee also encouraged all UISC to take the United Way 21-Day Equity Challenge to learn more, especially with all the racial injustice that has been brought to light locally and across the nation.
- Becky Keogh informed the UISC about upcoming DEI trainings each month.

### **Thoughts or aspirations for the Diversity Committee for the upcoming council year:**

Work with UI DEI Success Collaborative and Diversity Councils to get their input on what they'd like to see at the next annual UISC DEI event and what suggestions they might like to see for our goals.

### **Any other comments you would like to share:**

Continuing to have representation from the committee on the UI DEI Success Collaborative meetings are an important way for us to learn about events and happenings with the Diversity Councils and other DEI committees across campus. It also good way to connect with the Diversity Councils and others.

## **Education Committee**

Chair/Co-chairs:	Carrie Whittaker & Glenda Smith
Committee members:	Wendy Askling, Steve Paulsen, Jenny Simpson, Glenda Smith, Carrie Whittaker

### **2020-2021 Education Committee Goals and Accomplishments Against Each:**

1. Presence at UI Faculty/Staff and UI Health Care orientation – explore options
  - Accomplishment(s): In lieu of our presence this past year, Marla was key to sending new staff a welcome letter; Wendy expanded the verbiage to encourage enrollment in DEI training programs within this letter (addresses #3)
2. Mentorship program - Maintain
  - Send out reminder to meet mentee/mentor
  - Send reminder in October
  - Send survey January 2021 (6 months' out)
  - Accomplishment(s): Achieved 100% pairing of mentee to mentor as openings occurred through the year. Reminder sent in October to touch base. Survey rework completed and now sending as separate surveys to mentee and mentor. Sent one survey for the year in April. No survey sent in January. Awaiting results.
3. Partner with Diversity Committee on DEI initiatives

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- Accomplishment(s): UISC DEI committee member attended one meeting with us to discuss where can incorporate DEI – see #1.

### Thoughts or aspirations for the Education committee for the upcoming council year:

Determine where we can weave DEI into this committee more

### Elections Committee

Chair:	Kevin Zihlman
Committee members:	Heather Mineart, Mike Weaver, Erin Turnis, Brenda Van Dee, Kevin Zihlman

### 2020-2021 Elections Committee Goals and Accomplishments Against Each:

1. In support of inclusivity, present (in person and by email) to current Staff Councilors about the opportunities and the process to run for Executive Committee by the December 2020 or January 2021. Increase awareness within current staff council membership about Executive Committee opportunities.
  - The Elections Committee did create a document that was shared and presented to the full Staff Council regarding the duties, responsibilities and time demands of being on the Executive Committee (both being an officer and an at large member)
2. Continue to explore new lines of University communication to get the word about Staff Council elections for Function Representatives, including a Staff Council information session open to UI staff.
  - This is on-going from year to year, should be a continual goal for future committees.
3. Maintain and refine electronic voting procedures for Staff Council Executive Committee voting. Codify this process through a desk procedure document.
  - Continuing to work this out, but will continue to work on creating a desk procedure for future committees to use assuming electronic voting is here to stay.

### Thoughts or aspirations for this committee for the upcoming council year:

Continue to explore how technology can assist in getting the word about Function elections.

### Health Care Committee

Chair/Co-chairs:	Jackie Kleppe and Michael Hesseltine		
Committee members:	Gerasimovic, Jadvyga	Mineart, Heather	Smith, Glenda
	Hesseltine, Michael	O'Connell-Moore, Debra	Stout, Jennifer
	Holm, Erika	Oldham, Emmett	Van Dee, Brenda

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	Hopson, Gregory	Pacha, Stephen D	Weaver, Michael	
	Jorris, James	Rosenblum, Marla	Welter, Jessica	
	Kleppe, Jacqueline	Ruiz, Rubia	Woodbury, Toni	
	Lantz, Tyler	Shumaker, Mary	Zihlman, Kevin	
	Milke, Emily	Slevinski, Sonia		

### 2020-2021 Health Care Committee Goals and Accomplishments Against Each:

1. **Enhance our understanding, advocacy and commitment towards diversity, equity and inclusion issues through training and engagement**
  - a) Committee member(s) attend nursing DEI meetings.
  - b) Committee members are active part of new HSSB DEI committee; and featured in SC newsletter in March.  
Committee members sharing DEI related news/info with committee and re-sharing with constituents and departments (Video – Nov; Black History month – Feb)
2. **Support employee engagement and resiliency efforts to maintain a sense of unity that while we are working apart, we are still together.**
  - a. Health care committee members featured in Councilor spotlight is re-shared in Noon News/The Loop (Rubia Ruiz, James Jorris, Brenda VanDee)
  - b. Upcoming staff council meeting announcements in Noon News monthly and agenda shared through Org rep to all health care staff.
  - c. Meeting minutes posted on the loop; link to SC newsletter added to Loop
  - d. Promotion of Committees, Nominations and Awards promoted through Noon News
  - e. Health care staff SC award recipients shared on digital screens and in Noon News
  - f. Communications tactics and leads document established to maintain sustainability of efforts
    - i. Leaders from Employee Engagement and Resiliency Committee presented to HC committee (May)
3. **Develop an engaging and meaningful relationship between UI Staff Council Health Care committee and UI Health Care leadership team**
  - a. Met with VPMA Chief of Staff Karen Butler to discuss best option to present to leadership for engagement with staff council.
  - b. Proposal for recommendation for staff council engagement with leadership is in draft form and put on hold due to Covid and busy councilors and leadership (2/21)

### Other Notable Accomplishments:

Established inventory and documented process for sharing and communicating updates with health care staff.

### Thoughts or aspirations for the Health Care Committee for the upcoming council year:

Establish stronger connection with UI Health Care leadership similar to the exec board and the UI president. Do this through a reimagining of the leadership meetings and share a proposal to UIHC leadership shaping out purpose, goals, intended outcomes, timelines and mutually beneficial relationship.

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### Any other comments:

Looking for best practices, staff council presentation templates, of exec board that we can repurpose to get buy in from UIHC leadership to value and utilized a relationships with staff council.

### Human Resources Committee

Chair/Co-chairs:	Teri Schnelle and Yashwant Prakash Vyas
Committee members:	<ul style="list-style-type: none"> <li><input type="checkbox"/> Members: Monica Madura, Yelena Perkhounkova, Rubia Ruiz, Teri Schnelle, Erin Turnis, Yashwant Prakash Vyas, Cassie Walizer, Toni Woodbury</li> <li><input type="checkbox"/> Ad-hoc: Heather Mineart, Mike Weaver, Kevin Zihlman</li> <li><input type="checkbox"/> HR administrative liaisons and Representatives: John Laverty</li> </ul>

### 2020-2021 Human Resources Committee Goals and Accomplishments Against Each:

Goal #1: Advocate for a work/time release policy in the operations manual for P&S and merit staff to participate in shared governance and professional development.

- Policy was created and it was vetted by UIHC and UHR.
- After review by faculty senate, policy will be added to the operations manual.

Goal #2: Create and implement specific guidance for evaluating DEI as a universal competency in performance evaluations to ensure that staff and supervisors are held accountable to participate in training and staff are recognized for their work.

- Employee Guide to Performance Evaluation was created and will be added to SC website.
- This guide is intended to help staff across the University of Iowa make the most of their performance evaluation.

Goal #3: To forge a solid, transparent, and uniform connection between performance assessment and compensation, recognition, professional development, and career advancement opportunities.

- Recommendations for UHR were drafted and vetted through members of HR committee and UHR.

Goal #4: Continued follow-up on modifications to probation periods and catastrophic leave changes.

- Probation Period:
  - Final review of the policy in April and discussion in UHR.
- Catastrophic Leave:
  - This was on pause due to COVID and staff turnover.

### Other notable accomplishments:

- We responded to the concerns shared by staff regarding access to internet during pandemic.

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- We reviewed the Workplace Support Matrix
- We discussed concerns regarding bullying and explored adding a policy to the operations manual regarding bullying.
- We engaged in discussion with various offices on grievance process (we had Tiffini Stevenson and Todd Rent join meeting), compensation and class guidelines (we had Trevor Glanz join meeting), career advancement (we had Trevor Glanz join meeting), and tuition assistance (we had Sean Hesler join meeting).
- Made progress with the tuition assistance program funding proposal.

### Thoughts or aspirations for the Human Resources Committee for the upcoming council year:

- Further explore bullying policy
- Follow-up on future considerations listed in Goal #3 document
- Continue to support catastrophic leave changes
- Follow-up on the implementation of Supervising @ Iowa training to discuss outcomes and potential improvements
- Create video series to supplement the Employee Guide to Performance Evaluations

### Any other comments:

- Continue to support staff by seeking their feedback and/or addressing their concerns during the Future of Work @ Iowa process
- Continue to invite a staff representative from FRIC to provide updates during monthly meetings

### MSE/C Committee

Chair:	Damien Blair
Committee members:	Damien Blair, Heather Mineart, Lisa Piper, Erin Turnis, Michael Weaver

### 2020-2021 MSE/C Committee Goals and Accomplishments Against Each

- **Create survey to send in fall and spring to allow our constituents to voice concerns anonymously.**
  - The Communications Committee was creating a similar survey, so we shared this survey in February and May with a note encouraging MSEC employees to share any thoughts/concerns they deem important.

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- **Reestablish RISCAC (Regents Interinstitutional Supervisory and Confidential Advisory Committee) members at Regents Institutions.**
  - Heather reached out on to the Staff Councils at the other Regents institutions on our behalf. There did not seem to be much interest to establish new RISCAC contacts, due to low numbers of MSEC employees.
- **Prepare annual letter to Board of Regents by the end of February 2021 with updated MSEC numbers from each of the Regents Institutions.**
  - Letter drafted with updated MSEC numbers and sent to the BOR on time.

### Other notable accomplishments

We continued to share any relevant messages to constituents, and just make our presence known, so that MSEC employees are aware we exist, and they can come to us with concerns.

### University Relations:

Chair/Co-chairs:	Mihaela Bojin and Shari Heick
Committee members:	Mihaela Bojin, Shari Heick, Greg Hopson, Monica Madura, Tyler Lantz, Jamie O’Meara, Jenny Simpson, Angela Ward, Brian Douglas, Teri Schnelle, Mike Weaver

### 2020-2021 University Relations Committee Goals and Accomplishments Against Each:

#### Engage the UI Office of Government Relations and State Legislators

Met with Keith Saunders, UI Director of State Relations and Elizabeth Mills, UI Constituent Relations Coordinator to learn about UI priorities and receive information on how to best communicate with policy makers. Hawkeye Caucus was cancelled again this year.

#### Serve as bridge to other UI shared governance groups and local Staff Councils

Updated list of contacts (UI shared governance, Diversity Councils, local Staff Councils)  
Communicated with local staff councils and diversity councils about offer of funding.

#### Grow relationships with Big 10 peers

Mike Weaver – coordinated spring and fall meetings and updated committee on efforts  
UR – discussions on shared governance and best practices at Big 10 universities (ongoing and new efforts)

#### Partner with UISC Committees:

Connect and coordinate with DEI – support their outreach efforts  
Education – UR brochure/marketing materials

## **2020-2021 Staff Council Committee Year-End Report May 2021**

### **Other Notable Accomplishments:**

- Co-Chairs participated in UI's Legislative Update meetings organized by Pete Matthes, during legislative session.
- Co-Chairs were invited by Rick Dobyns to participate in a newly developed training for Faculty Senate to learn how to connect with policy makers.
- Continue to attend and support Big 10 committee advocacy group.
- Engaged the UI Office of Government Relations.

### **Thoughts or aspirations for the University Relations Committee for the upcoming council year:**

First meeting - Create a timeline of meeting topics and deadlines. Delegate tasks and ask for updates at each meeting.

Second meeting - Invite Keith and Liz from UI Government Relations to hold a training session for committee members to provide information on how to best communicate with state legislators. Request a list of legislators from Keith Saunders that he thinks are most valuable to connect with. Ask each committee member to pick one legislator to reach out to and introduce themselves and promote staff council. Research this legislator (with the assistance of Govt Relations), brief others so prepared for Hawkeye Caucus.

Foster relationships with legislators from previous years – keep a list of those that we've talked to. "Can" a message from each member to share with legislators (share with UI Govt Relations so they can use these stories when communicating with legislators). Elevator pitches could be reviewed from past councilors. (one minute intro). This could be done in combination with the Communications Committee.

Explore ways to connect with local shared governance and encourage their participation.

- Invite UISC Org Reps to committee meetings to brainstorm on ways to connect and collaborate.
- Ask UISC Org reps to bring back info to UISC – needs, successes, outcomes

Chairs of this committee continue to attend and support Big 10 committee advocacy group. Mike Weaver has coordinated this for the last couple of years, but now rotates to another school to serve as coordinator.