

FINAL

UI Staff Council Executive Committee
Wednesday, February 3, 2021
2:30-4:30 pm
Online via Zoom

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

Absent: Teri Schnelle

Administrative Liaisons: Marla Rosenblum

Guests: Em Domingues, Mary Shumaker, and James Jorris

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

- January 6, 2021- UISC Executive Committee Meeting – Minutes approved.

Bylaws Amendment Proposals –Em Domingues, Bylaws Committee Chair

- **Bylaws Publication Proposal Article XVI: Staff Council Committees; Bylaws Committee – Scope of Concern, Section 3**
 - Current language – After the last meeting of the Staff Council operational year, compile and transmit all updates to the Bylaws to the Executive Committee, who will forward them to University Relations for updating the UI Operations Manual.
 - Proposed language – After the last meeting of the Staff Council operational year, compile and transmit all updates to the Bylaws to the Executive Committee, who will forward them to the editor of the UI Operations Manual for publication.
 - The Executive Committee approved moving this proposal forward at the next Staff Council meeting.
- **Committee Chair Selection Proposal**
 - **Article XI: Duties of Officers – Section 1 (President)**
 - Delete: “3. Appoint committee chairs”
 - Renumber remaining duties accordingly.
 - **Article XVI: Staff Council Committees**
 - Delete: “The Staff Council President shall designate a chairperson for each standing committee.”
 - Replace with: “In absence of a more specific requirement below, each standing committee shall (after having met once at the beginning of a council year) select its own chairperson(s).”
- The group discussed several concerns regarding the selection of committee chairs. Em said the Bylaws Committee wants to ensure nothing prevents a newcomer from being considered for a leadership position; they also want to make sure procedures don’t favor any category of councilors.
- Several Exec members and Marla voiced the opinion that continuity in Committee leadership seems important for committee work. Em acknowledged that continuity is one factor but that other factors should also be considered, including the fact that councilors who volunteer to serve have incentive to come up to speed quickly, that goals can be discerned and acted upon by consensus, as opposed to having a leader in place at the beginning, and that committees should be empowered to elect their leadership. Marla raised the concern that some committees have rather complex duties and that a lack of continuity could add significant work to the Administrative Services Coordinator.
- Exec asked Em to take Exec’s concerns back to the Bylaws Committee for further consideration.
- There seems to be a perception among councilors – past and present – that SC leadership looks the same year after year; it was pointed out that several officers serve more than one year on Exec by

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design, so more communication might help to explain that perception. There was a suggestion to have listening sessions led by Exec members in which councilors can ask questions about being on the Executive Committee.

- Regarding committee chairs and co-chairs, another suggestion was to create a document explaining chair duties and time commitments that mirrors Kevin's document regarding Executive Committee duties and time commitments.

President's Remarks, Heather Mineart, Staff Council President

Presidential Search Update

UI Presidential Search Website [UI Website](#)

BOR website: <https://www.iowaregents.edu/meetings/university-of-iowa-presidential-search>

- Heather reminded Exec members that all search committee meetings are livestreamed and agenda, archive videos and the leadership profile can be found on the BOR website
- AGB Search firm compiled feedback from the listening sessions and feedback from the search committee into a document of presidential attributes/position description; the search committee has reviewed this document and made recommendations and updates, which is now available online
- The search committee met on January 20
 - Next steps in presidential search process
 - In much of a lull until we start receiving applicants
 - UI Presidential search website
 - Will continue to be updated and opportunities to provide feedback
 - Discussion of potential questions for semifinalists
 - Subgroups
 - Diversity, Equity, and Inclusion
 - Communication Skills
 - Leadership Philosophy
 - Vision for UI (including Health Care)
 - Collaboration/Experience with Shared Governance

Campus Update/CIMT

- Shared Governance Presidents still meet with the CIMT bi-weekly to discuss:
 - Emergency Management
 - Communications
 - Planning
 - Logistics
 - Operations
 - Health & Safety
 - Finance & Admin.
- The University of Iowa continues to vaccinate frontline health care workers at UI Hospitals & Clinics as well as faculty, staff, and students who provide clinical patient care in UI health sciences colleges and departments. It will likely take several weeks or more to vaccinate the entire group in [priority population Phase 1A](#). The university, along with Johnson County, is reviewing the Iowa Department of Public Health's [recommendations for Phase 1B](#) to determine eligible populations on campus.
- The university will vaccinate faculty and staff who, based on their employment duties at the UI, are identified as a priority population under IDPH guidelines (for example, faculty and staff who provide clinical patient care and first responders). Students in priority groups also may receive a vaccination through the university.
- Most UI employees will receive their vaccine through their primary care provider or pharmacy. The university will not be hosting employee vaccination clinics on the main campus for several reasons, including:

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- Requirement to follow state guidelines for priority populations
- Limited supply of the vaccine
- Cold storage requirements for the Pfizer vaccine
- Enhanced record keeping required by the state
- Additional scheduling and logistics required for two doses
- For more information:
 - UI COVID-19 Website: <https://coronavirus.uiowa.edu/>
 - UI COVID-19 FAQ: <https://coronavirus.uiowa.edu/faqs>

Path Forward/P3

- Path Forward & P3 Funding – Year 0 Funding
 - The Path Forward Steering Committee co-chairs had the difficult task of reviewing and selecting proposals which met all criteria that demonstrated the highest potential to have institutional impact toward facilitating progress across strategic priorities.
 - The proposals that aligned with the criteria and had the most potential for high institutional impact were then forwarded to the Path Forward Steering Committee. The Path Forward Steering Committee reviewed 7 proposals and had a rubric for guidance.
 - These proposals were then forwarded to the P3 Board of Directors for final review.

Strategic Plan: shared governance leaders continue to meet with UI leadership as the UI begins its strategic planning process for 2021-2026. More information to follow.

Discussion Topics

Tuition Assistance proposal – Kevin Zihlman

- Went to CSAC and asked for additional \$225,000 each year over the next three years to help determine the level of need among staff.
- Used a visual and verbal presentation in the meeting, particularly focusing on how far UI is behind peers and UNI/ISU
- The Deans on CSAC were very supportive of the proposal (Keller & Washburn)
- Working with Cheryl Reardon and Sean Hesler on language of the proposal
- Will take proposal to Budget Review Board in March
- This is a pilot, but the hope is to make this funding permanent.

Follow-up discussion on TIAA Farmland Investment Practices - Heather will follow up discussions via email

DEI Staff Award Proposal – Mary Shumaker and James Jorris, Awards Committee Co-Chairs

- The Awards Committee is proposing a new award to acknowledge staff leadership in Diversity, Equity, and Inclusion. The Award is modeled on other Staff Council awards and a proposed new Faculty Senate Award for Distinguished Leadership in DEI. See attached proposal.
- James presented an introduction that framed the proposal and asked for funding of a new annual award, to be called: Staff Award for Distinguished Leadership in Diversity, Equity, and Inclusion. The committee recommends 6 awards of \$500 each, along with a commemorative gift; SC would provide up to \$3,000 out of Coke Funds each year.
- A question was raised as to whether this award is duplicative of the Diversity Catalyst Award – perhaps we should touch base with that group, so they know about the proposed award. There was a concern about the request for 6 awards. The numbers of awards is a suggestion and the Executive Committee can make the final decision.
- A suggestion was made that the awards could be timed for the same time as the annual DEI Celebration.
- The Executive Committee thanked James and Mary for their committee's hard work developing and presenting the award proposal.

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- The Executive Committee decided to consider the proposal with other Coke Funds proposals.

Coke Funds Request and Next Steps for 2021 Fund (usage ideas) – Brenda Van Dee, Budget Officer

- Brenda presented a proposal from an individual for tuition funds for a graduate program.
 - The Committee discussed the fact that Coke Funds are designed to benefit more than one staff person, as evidenced by requests that have been granted over the years and by the inclusion of a question on the form that asks specifically for the numbers of staff who might benefit.
 - A concern was raised that the person is a staff councilor; another concern was also raised that an exception was already made for this individual last fall.
 - There was a motion to deny this request in full; the motion was seconded; all who were in the meeting approved the motion by a show of hands.
- The Committee discussed the need for formal policies and procedures for considering Coke Funds requests.
- Brenda presented the proposal from the Awards Committee for DEI Awards funds
 - It was suggested we examine the Faculty Senate DEI award to see how many awards they plan to offer. A councilor found that the Faculty Senate is proposing only one award.
 - Another suggestion was that this proposal is duplicative; perhaps we could support more funds to the Diversity Catalyst Award.
 - Kevin moved that Exec send the proposal back to the Awards Committee for further consideration; Heather seconded; all in the meeting agreed. Brenda will send back to committee.

Councilor Letters of Support – scope and feasibility – postponed to next month

SCEC subcommittee read-outs – postponed to next month

- Policies and Procedures
- Guidelines and Principles
- Org Rep Feedback/Relationships

Feedback from Staff – Next Steps - postponed to next month

February Staff Council Meeting – breakout rooms or committee read-outs?

- The Executive Committee agreed to have SC Committee read-outs instead of breakout rooms.

Meeting adjourned: Genevieve moved; Glenda seconded; all who remained in the meeting approved.

Next meeting: March 3, 2021 2:30-4:30 pm, Online via Zoom