

UI Staff Council Executive Committee
Wednesday, May 5, 2021
2:30-4:30 pm
Online via Zoom

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

Absent: Glenda Smith

Administrative Liaisons: Marla Rosenblum

Guests:

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

- April 7, 2021- UISC Executive Committee Meeting – Approved.

Discussion Topics

Coke Funds - status for 2021 funding to Diversity Committees, local staff councils and other ideas (Mike, Mihaela, Brenda) - Brenda Van Dee, Budget Officer

- Three requests are presently in Workflow as a result of our outreach; these requests will be funded from the \$10,000 that was designated for this purpose.
- All Diversity Councils are thrilled to be offered funding
- The University Relations and DEI Committees will consider other funding opportunities around campus, such as the UI Food Pantry.
- Brenda requests that one SC member each from the University Relations and the DEI Committees carry over from year to year so that they can maintain institutional memory as to why we're funding these groups.

Policies and Procedures Manual Update – Ted Potter.

- UISC has several procedures that are not codified in the Bylaws – thus this Manual.
- The value of the Manual, which is a living document, is to add clarity, improve efficiency, and ensure consistency, particularly because SC members and the Executive Committee changes year to year. The hope is that the Manual results in added confidence in how Staff Council decisions are made.

Communications Committee Update – Ted Potter, Chair

- The Committee discussed our strategies for communicating with staff and reviewed some metrics, including newsletter open rates and Facebook page views, and will ask the new committee to discern next steps.
- May will be the last newsletter for now, as we plan to go on hiatus until later this summer. We will continue to post items to Facebook.
- The Committee will discern the best platforms for communicating with staff and we will consider the frequency of communications via those platforms; we will report the results of our discussions to the Executive Committee.

Budget Review Board Planning/Tuition Assistance – Kevin Zihlman

- Reviewed proposal and will present it again during the next meeting on May 6, 2021
- Revised talking points to clarify what the Tuition Assistance Program is and the purpose of the request.
- Budget Review Board is to vote on proposals at the end of the May 6th meeting.

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Staff Council Elections Update – Kevin Zihlman

- Thank you to Elections Committee members; thanks to Marla.
- Results of the elections have been communicated to current and new councilors via email
- Officer elections nominations end on Friday, May 7, 2021.
- Qualtrics will be used to run the election; Mike W. and Kevin Z. will work together to get the elections ready.
- Nominees will be notified about the process so they can be prepared to speak.
 - VP/President Elect confirmed nominees: Jackie Kleppe and Teri Schnelle
 - Secretary confirmed nominee: Becky Keogh
 - Budget Officer confirmed nominee: Jenny Simpson
 - At Large confirmed nominees: James Jorris, Erin Turnis, Jenny Simpson, Matsalyn Brown, Shari Heick, Rubia Ruiz, Becky Keogh

UI President-elect staff leadership meeting – Mike Weaver

- Barbara Wilson named as UI President
- A suggestion was made to ask her to come to our meetings in different campus locations, assuming in person meetings.

Office Budget Status -Marla Rosenblum

- Several items are in process – banners, stress balls, and table covering , among others.
- Marla plans to spend the remainder on longevity program supplies, name badges, polos and swag items such as post-it pads, pens, and other items with the UISC logo.

President's Remarks – Heather Mineart, Staff Council President

- UI Presidential Search – very transparent; staff voices were heard; committee felt the process was very successful. President-Elect Wilson is set to start on July 15.
- UISC Presidential Year in Review
 - Year was very different
 - First year that all meetings were held virtually.
 - We had to be agile; we may not have accomplished as much as in prior years, but it was a successful year.
 - Heather expressed appreciation for councilors efforts, especially Executive Committee members.
 - Communication was key – SC was successful in communicating to staff through a new website and the monthly newsletter. Councilors also worked hard to connect to constituents through regular communication channels. She was also encouraged that staff were engaged as evidenced by the record numbers of visitors to UISC meetings.
 - She is proud of the focus on Diversity, Equity, and Inclusion in each of the SC Committees, as well as the creation of a new staff DEI award.
 - Another accomplishment was the Committee on Committees' anonymizing the selection process for staff appointments to these university committees. This process eliminated some of the bias that had crept into the selection process. Many committees had new people appointed; several people were not reappointed, which brought some criticism, but the Executive Committee is comfortable that the process is more fair than the past and is in line with principle of DEI. Kevin related a positive comment from someone who liked hearing about the focus on DEI.
 - 30 of 55 councilors are participating on campus committees
 - The Tuition Assistance Program proposal is going forward to Budget Review Board on May 6 for final approval.
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 - She got a sense of what it might be like in the fall when we get back on campus through attending a few events in person this past month; it may not be smooth, but it will be nice to be

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back in person for some events.

May Staff Council Meeting Agenda

- Reviewed and approved

Adjourn: Kevin moved the meeting be adjourned, Mihaela seconded; motion carried.

Next meeting: June 2, 2021 2:30-4:30 pm, TBD