

UI Staff Council Executive Committee
Wednesday, July 7, 2021
2:30 – 4:30 pm
Online via Zoom

ATTENDANCE

Present

Kevin Zihlman, Rubia Ruiz, Shari Heick, Matsalyn Brown, James Jorris, Jenny Simpson, Heather Mineart, Becky Keogh

Absent

Jackie Kleppe

Administrative Liaisons

Marla Rosenblum

Guests

Diana Kremzar, Director UI Family Services

APPROVAL OF UISC EXECUTIVE COMMITTEE MEETING MINUTES

Minutes approval:

- June 2, 2021 – UISC Executive Committee Meeting – approved with no edits.

DISCUSSION TOPICS

Strategic Plan – Heather

- UISC has an opportunity to represent staff through involvement in the [2022-2027 Strategic Plan development process](#). Kevin is a part of the steering committee (“Strategy Team”), Heather is a member of one of four development teams, and Teri Schnelle represents UISC on the Data & Assessment Team.
- Development teams include: Student Success Team, Faculty & Staff Success Team, Diversity, Equity, & Inclusive Team, and Research & Discovery Team.
- Heather is part of the Faculty & Staff Success Team and their four themes include:
 - o Culture
 - o Institutional Resources
 - o Recruitment and Retention
 - o Community Engagement
- Kevin and Heather will update SCEC members regularly and discuss how UISC members can be involved, potentially inviting strategic planning leaders Provost Kregel and Marty Shultz to speak about the process and hear feedback.
- The strategic plan focuses on how to develop UI into a “destination university” for students, faculty, and staff. The strategic plan will also help guide P3 funding opportunities.
- Matsalyn asked if and how the UI DEI strategic plan will be integrated into the greater UI strategic plan, mirroring recent Tippie College of Business practices. The general consensus was that DEI will be represented since there is a specific DEI development team.

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CSAC Appointments for the current term – Kevin/Heather

- When the new budget model was introduced, then-President Harreld created Central Services Advisory Committees (CSAC) to provide guidance for funding requests within central service units. Funding requests from these units are reviewed by CSACs and can continue on to the [Budget Review Board](#).
- UISC has an opportunity to represent staff through involvement in these committees.
- CSAC committees and UISC involvement include:
 - Central Administration (Kevin Zihlman)
 - Facility Management (Jenny Simpson)
 - Information Technology (Rubia Ruiz)
 - Provost Office (Becky Keogh)
 - Research Office (Heather Mineart)
 - Student Life (James Jorris)
- The recent tuition assistance proposal is an example of a funding request using this system. This proposal was driven by Staff Council and co-sponsored by Human Resources, which falls under Central Administration. The proposal went to the Central Administration CSAC and then on to the Budget Review Board.
- Jenny encouraged SCEC to increase transparency about the budget process, including CSAC operations, so staff are informed about the budget and how it affects them.

Coke Requests Review – Jenny Simpson, Budget Officer

- Jenny presented the UISC budget. Just over \$39,000 (\$39,460.35) of Coke funds rolled over from the previous year. Over \$11,500 (\$11,688.60) of that amount was requested and approved during the previous year but has not been claimed or dispersed. Some of the \$500 mini grants offered to diversity or local councils are included in this amount. In some cases, these were unable to be dispersed in the previous year due to the receiving councils' account types. It is still unknown what Coke funds we may receive due to COVID.
- SCEC approved the following requests for Coke funds:
 - Heidi Zahner Youtes \$12,000 request for staff appreciation grants (a similar amount was approved last year as well)
 - Heidi Zahner Youtes \$2,000 request for the [Improving Our Workplace Award \(I.O.W.A.\)](#) (also approved last year)
 - Valerie Van Zee \$500 request for an event during the Public Health Lab Professionals Appreciation Week. This request was technically approved and allocated last fiscal year but due to the recipient's account type, the funds could not roll over and the request was made during this fiscal year.

Family Issues Update and Discussion – Diana Kremzar, Director UI Family Services

Diana Kremzar spoke to SCEC about current concerns facing UI staff:

- Access to childcare - childcare centers locally are experiencing staffing shortages. Return to work and staff shortages have created issues, especially with 0-2 year old spots available. Message to HR leaders is to practice extreme flexibility for employees. Even if people can

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find a spot for their children, it might not be a convenient location or within their original budget.

- Return to campus anxiety as it pertains to flexibility and caregiving – employees may be experiencing some “first day of school” anxiety and/or transition anxiety during this time. There is also concern from staff about how their children, who have been home for the past 15 months, will adapt socially and emotionally. Staff are also concerned about their young children who are not yet eligible for the vaccine.
- Employee burnout – these past 15 months have left some burned out physically, emotionally, and mentally, especially if caring for young children or aging parents. The Employee Assistance Program (EAP) is seeing this more and national research also points to this trend. The main message is to practice flexibility, lead with empathy, and be as kind as you can during this transition because everyone is experiencing this a little bit differently.

Current activities Family Services is involved in during this transition:

1. Return to campus supervisor messages
 2. Future of Work pilot – promoting flexibility
 3. Employee resources to support parents/caregivers – making sure employees know about these resources:
 - a. Childcare and eldercare
 - b. Financial coaching
 - c. Work arrangement resources
 4. [Family issues charter committee FY 21 Recommendations](#) (report shared with HR committee)
 - a. Expand parent/caregiver leave web resources - educate staff for best use of accruals, provide more scenarios, one-stop shop for someone expecting a child or adopting where they can see all the options available.
 - b. Update Parental Leave policy language to be more inclusive – include references to other types of families
- Many of these issues have been here pre-COVID and COVID amplified them.
 - Kevin asked how the university is monitoring job changes due to lack of flexibility.
 - The university does not have the data yet but are doing what they can to capture this during exit interviews and turnover data.
 - Matsalyn drew attention to the unknowns regarding local school policies’ health precautions – how will a runny nose affect where kids can participate in school and how it will affect employees.
 - Becky shared a story of a constituent who has been able to work out a flexible schedule with their supervisor and department to allow them to spend their lunch time with their ailing parent.
 - Rubia asked where employees can go if seeking more flexibility.
 - Resources include the [Family Services](#) website, the [general Family Services email address](#), or [contacting Diana directly](#). Family Services is also here to help support employees needing guidance on how to have conversations with their supervisors regarding flexibility or employees looking for creative ways to increase flexibility in their position.

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July Staff Council Meeting Agenda

- The TIAA Farmland vote will occur via Zoom poll.
- The meeting pre-packet will also include resources for committees to record goals which will be collected at the end of the UISC meeting.
- The August UISC meeting will be hybrid. SCEC will test this set-up during their August hybrid meeting.

Leaving Councilor Survey Results and Next Steps – Marla

- When councilors leave, they have an opportunity to fill out an exit survey. 12 out of 14 exiting councilors responded this year.
- Majority of responses were positive (answering either strongly agree or agree).
- SCEC will develop a plan to meet with non-returning UISC members who included their names for potential follow-up.

ADJOURNMENT

- James motioned, Shari seconded; motion carried.
- Meeting adjourned at 4:31 pm.

Next meeting: August 4, 2021 2:30-4:30 pm, Zoom