

UI Staff Council Executive Committee  
Wednesday, August 4, 2021  
2:30 – 4:30 pm  
UCC 2520B 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

None

## Approval of UISC Executive committee meeting minutes

### Minutes approval:

- July 7, 2021 – UISC Executive Committee Meeting – Motion by Heather, second by James, approved with no edits.

## Discussion topics

### Strategic Plan Update – Heather

- No updates from the last SCEC meeting.
- Kevin shared the steering committee is meeting next week and a survey has been sent out asking for feedback on institution mission, vision, and core values. The idea of UI being a destination university is still discussed.
- Kevin believes the planning process is on schedule even with a new president.

### Coke Request – UI Wellness – Marla & Jenny

- SCEC received a request for \$8,000 in Coke funds from UI wellness to support the health fair. Historically, this request has been approved and UISC is typically a sponsor for the health fair.
- These funds were requested last year but not transferred until rather late in the year. The health fair did not occur as normal, and the funds may have been used elsewhere.
- SCEC discussed the uncertainty regarding Coke funds since funds are based on sales from the prior year and UISC has not been given any notification when/if funds will be awarded. In a typical year, UISC knows the Coke funds amount in September or October.
- SCEC considered the following information when evaluating the UI Wellness request:
  - Prior to the last meeting, UISC had \$39,000 in Coke funds remaining
  - SCEC approved **\$14,000** of Coke funds in the July meeting
  - About **\$14,000** is earmarked for staff award winners and will be awarded this October
  - \$10,000 was approved by last year's SCEC for diversity councils and shared governance groups across campus. Only about \$4,000 has been requested and awarded. **\$6,000** remains earmarked for this purpose.

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- SCEC understands the importance of making a timely decision but ultimately chose to defer this Coke funds approval at this time.
  - Jenny will follow-up with UI Wellness regarding any left-over awarded Coke funds from last year since the health fair did not occur in the same way as a typical year.
  - Kevin will contact finance to gain a better idea of possible Coke funds.
  - There is the option of awarding a smaller amount than originally requested.

**Approach to SCEC meeting with President Wilson and Provost Kregel; agenda topics for Provost Kregel meeting (Aug 17)**

- SCEC is scheduled to meet with Provost Kregel on August 17 and President Wilson on September 21.
- Traditionally, these meetings include SCEC, Chief HR Officer & Associate Vice President Cheryl Reardon, and either Provost Kregel or President Wilson.
- UISC President, Past President, and Vice-President have a separate, informal, bi-weekly meeting with [Pete Matthes](#), [Laura McLeran](#), and Cheryl Reardon.
- SCEC is thankful for these meetings since they have more access to senior leadership than other Regent institutions and nothing requires these meetings to occur.
- Those meeting with Pete, Laura, and Cheryl were asked to consider consolidating SCEC meetings with leadership or decreasing the frequency of the informal meetings.
- SCEC's discussion emphasized the unique access UISC has to the President, Provost, and senior advisors. In addition, SCEC has not had an opportunity to interact with President Wilson yet. These meetings are vital to supporting communication and advocating for staff. SCEC does not want to see these meetings reduced or attendance changed.
- Kevin will work with Pete, Laura, and Cheryl to brainstorm solutions for the additional informal meetings. Ideas included extending the time between meetings and/or inviting all SCEC members to a meeting once a quarter.

**Next steps on discussions with exiting councilors**

- Kevin, Matsalyn, Rubia, James, Shari, and Becky will be matched with the six exiting staff councilors who indicated on the exit survey that they would be open to meeting.
- Ideas included inviting them to "After Staff Council" social times and scheduling 30 minute check-ins.

**Back-up for Admin Coordinator activities**

- There is currently a need to temporarily reassign Marla's duties beginning August 17<sup>th</sup> for an unknown period of time.
- SCEC reviewed a detailed spreadsheet of upcoming Admin Coordinator duties and discussed potential solutions for a back-up. Select SCEC, UISC members, and UISC committees will be approached to provide support during this time. There is potential for admin support from an HR staff member as well.
- Examples of duties include homecoming planning, updating the UISC website, award recognition planning, sending out UISC meeting packets, and assisting with filling open UISC vacancies (three in the last two weeks).

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**TIAA Campus Visit (Oct 27)**

- TIAA leadership is expected to visit campus the morning of October 27<sup>th</sup> in response to the TIAA Farmlands Resolution.
- UISC will be involved in these meetings in some way. Kevin believes HR is serious about our calls for transparency and is hearing the voices of faculty and staff.
- Kevin will solicit feedback from UISC in preparation for this meeting.

**General Discussion about Return-to-Work Experiences and CDC Upcoming Healthcare Guidance**

- Rubia provided updates from UIHC:
  - UIHC cannot require the vaccination. Around 90% of UIHC employees are vaccinated and UIHC is continuing to encourage all employees to receive the vaccine.
  - Iowa River Landing is committed to enforcing visitor and mask regulations.
  - There is no separate COVID clinic anymore so those with COVID symptoms are being treated at regular clinics.
  - The same quarantine standards apply to vaccinated and unvaccinated individuals.
- On the academic side:
  - Senior leadership is continuing to monitor numbers
  - Athletics is moving forward with full capacity at sporting events
  - Classrooms have been set to pre-COVID standards
- Shari asked if there is a role UISC could play in supporting the vaccine communication campaigns. Kevin acknowledged new communications will be released encouraging people to consult with their own personal doctor.
- SCEC acknowledged there will be a group of students, faculty, and staff who will not receive the vaccine, regardless of communications and this is a diversity of opinion issue.

**August Staff Council Meeting Agenda**

*Breakout session brainstorm/discussion*

- Two breakout sessions will occur in August: 1) University/COVID response and 2) a focus on initial future of work, return to work experiences, and feedback UISC members are hearing from constituents.

*Possible speakers for October SC meeting (non-HR)*

- Currently, discussions penciled in for October include retention strategies and advice on succession planning.
- Possible October speakers suggested:
  - Liz Tovar
  - A spotlight on the [State Hygienic Laboratory](#)
  - Healthcare leadership and Campus Planning and Development were suggested though they are not a fit for October since they're on the agenda for later in the year or separate campus-wide meetings will occur

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**Travel Advisory Committee**

- UISC is in need of a representative to the Travel Advisory Committee. Jenny will provide more details on this committee.

**Adjournment**

- James motioned, Matsalyn seconded; motion carried.
- Meeting adjourned at 4:30 pm.

**Next meeting:** September 1, 2021 2:30-4:30 pm, Zoom