

UI Staff Council Executive Committee  
Wednesday, Oct. 5, 2022  
2:30 – 4:30 pm  
2520B UCC

## Attendance

### Present

Brett Cloyd, Molly James, James Jorris, Jackie Kleppe, Brian Morelli, Isaac Podolefsky, Kevin Zihlman.

### Absent

David Stenersen, Jessica Welter.

### Administrative Liaison

Marla Rosenblum

## Minutes

The Sept. 7, 2022 UISC Executive Committee Meeting are approved with no edits. Motion by Podolefsky, second by Cloyd.

## Discussion topics

### SCEC meeting agendas with UI leadership

Discussion and clarification took place around appropriate agenda topics for SCEC/UI Leadership meetings. For example, identifying topics that would be discussed with the Provost different from the President. Kleppe asked for ideas or input on items to be discussed with the Provost. It was suggested to review the roster of SC and ask for ideas from student-facing SC members. P3 funding came up as a topic to discuss with the provost, but in what ways would it be most helpful to staff council?

Podolefsky suggested that SC should identify an initiative that could warrant a P3 grant and conversation included suggested topics including staff retention and/or staff development. The SCEC discussed ideas around submitting a proposal and realized the deadline is approaching in the next 30 days and determined that this is something to consider planning several months in advance for with a potential sub-committee.

### Strength Finders Follow-up

SCEC continued to building on the Strengths Finder assessment all members completed. Members reviewed a breakdown of each members top 10 strengths and how they meshed.

### Bylaws committee - policy and procedure manual update on chairperson process – Kevin Zihlman, Bylaws Committee member

Zihlman noted the proposed language leads with continuity as a priority in selecting new committee chairs. However, the language leaves room for new SC members with strong interest, skills and experience could be considered. The update language leaves details intentionally vague in spots to leave discretion to committees. The key proposed language is as follows:

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BEST PRACTICES FOR RECOMMENDING CHAIRS FOR COMMITTEE

*When determining Committee leadership positions, the Committee is to consider previous Committee participation to ensure continuity of process from year to year. However, consideration should be given to new councilors that desire a Committee leadership role who may have strong interest, skills and experience related to the committee and to support engagement and inclusiveness of the Committee chair/co-chair selection process.*

To determine leadership the Committee should consider the size and needs of the committee, as well as the number who desire leadership, to use methods appropriate for a fair recommendation.

*(Methods of selection could be anonymous or by consensus, as chosen by the committee. If there is a tie in the recommendation process, the committee will send the names to the President of the Staff Council to make the final decision).*

*Consistent with the Bylaws, the President of Staff Council has the authority to appoint Committee chairs/co-chairs. keeping in mind the desire to have engaged councilors in Committee leadership roles.*

Three topics that could surface for review in the bylaws committee were introduced.

- SCEC meetings are closed other than to specifically invited guests. The question was whether this needs to be addressed in SC procedures. It is not currently.
- Where do Post Docs fall? They don't really have a home in shared governance on campus. There are approximately 800 to 1,200 post docs at UI. Kleppe will ask this to be an agenda item at the next UI Shared Governance meeting in October.
- A similar question was raised for merit staff and where they may fit in shared governance. Merit staff are represented by its union but only for collective bargaining. An idea was offered that merit staff could serve on ad hoc committees.

### **Committee Annual Goals Review and Discussion**

Kleppe is developing a framework for committees to maintain metrics to show progress toward goals and progress overall. Kleppe has been reviewing committee goals and updates looking for commonality.

The conversation expanded to how SC prepares committee chairs to lead their committees and set goals. The idea was again floated to either move up or move back the committee selection process with a tension being how to best prepare committees for success in the year ahead versus giving them more time to work.

SCEC discussed beefing up the training for chairs either by expanding the committee discussions to include presentations from each committee of what they are about and tasks they've accomplished during the regular SC meetings. This could help inform SC members what each committee is about so they have more background to decide whether they would like to step up as chair. Another idea was to have an orientation specifically for the chairs.

Some training areas for committee chairs could include:

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- How to run a meeting
- How to set meaningful goals
- How to set tactics to get there.
- Strategies to get engagement from members to execute tactics.

**October Staff Council Meeting Agenda**

- Working@Iowa Survey Launch Announcement – Nikole Mac, Director UI Leadership Development
- Well-Being Collaborative – Nutrition– Steph Beecher, Student Care & Assistance/Office of the Dean of Students and Megan Hammes, Senior Director UI Wellness
- Health Fair Update - Megan Hammes, Senior Director UI Wellness and Wendy Askling/Jordan Immerfall, Co-chairs Education Committee
- Enrollment Management Update – Brent Gage, Associate Vice-President for Enrollment Management
- How to be a UI Messenger - Breakout sessions
- Iowa Grow (Guided Reflection on Work) – Sarah Hansen, Vice-President for Student Life
- Community Outreach Update, Jenni Yoder and Anne Hinkle, Co-chairs Community Outreach Committee

**Coke Request review - Rosenblum**

Rosenblum stepped in for Stenersen to provide a partial update on Coke funds. She noted the grant money SC was expecting came in. The fund is sitting at \$79,000, although with commitments, the available total is around \$55,000.

**ASC Position Update**

A person has been selected. The person is an internal to UI hire. The person is still awaiting a start date, so the liaison's on the hiring committee held off making an announcement.

**Adjournment**

Podolefsky motioned to adjourn; James seconded; motion carried.

Meeting adjourned at 4:36 pm.

**Next meeting**

**November 2, 2022**

**2:30-4:30pm**

**2520B UCC**