

UI Staff Council Executive Committee
Wednesday, Sept. 7, 2022
2:30 – 4:30 pm
2520B UCC

Attendance

Present

Brett Cloyd, Molly James, James Jorris, Brian Morelli, Isaac Podolefsky, David Stenersen, Kevin Zihlman.

Absent

Jackie Kleppe, Jessica Welter

Administrative Liaison

Marla Rosenblum

Guests

Joni Troester, Cheryl Reardon, Nima Chaudhary

Approval of UISC Executive committee meeting minutes

- The August 3, 2022 UISC Executive Committee Meeting are approved with no edits. Motion by Podolefsky, second by Cloyd.

Discussion topics

Coke Request review – David Stenersen, SC Budget Officer

UI Wellness/liveWELL has requested \$8,000 to support ongoing liveWELL programs. Staff Council has supported similar requests from UI Wellness in the past. A Health Fair, which is next scheduled for Nov. 2, 2022, is a top recipient of the funds. Week of Wellness events hosted across campus also get funding from this pool.

There have been some branding and co-branding opportunities in the past tied to the Health Fair. SCEC plans to formally ask the SC logo be included in marketing materials and on sight promotion, and have a table presence at the Health Fair.

Stenersen also provided an update that our new funding for this year has not hit our MFK, so there may be a delay in transferring money to UI Wellness. The money is expected by end of October, which would be in advance of the Health Fair. Funds will be transferred as soon as possible.

ACTION: SCEC unanimously approves the funding request

Well-being Collaborative follow-up and discussion- Joni Troester, Senior Assistant VP & Deputy CHRO – Total Rewards

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Troester introduced a tentative schedule of topics that UI Wellness plans to present to Staff Council throughout the year. These topics tie back to the Wellbeing Collaborative initiative designed to build wellness into the core fabric of the university. Each meeting would have a 10 minute presentation on a specific topic with a call to action for SC members, as well as a brief communication piece that will be distributed in coordination with the SC monthly newsletter.

The first topic, Kognito, scheduled for the Sept. 14 SC meeting. Kognito is a suicide prevention training platform designed to help people recognize concerning signs, how to respond whether as a peer or supervisor, and where to direct them for help. The call to action will be for SC members to complete the 20-25 minute online Kognito training and encourage three colleagues to do so as well.

Tentative schedule:

October 12: Nutrition Opportunities

November 9: Well-Being at the Local Level (all of us as leaders in well-being)

December 14: Gratitude

Spring 2023 Topics:

1. What's new for 2023
2. Inclusion and Belonging
3. Built and Natural Environment
4. Resilience and Mental Health
5. UI Emergency Hardship Fund

SCEC offered two suggestions:

1. The Wellness team could provide an “elevator pitch” about what is the Wellbeing Collaborative to include at the bottom of each communication piece disseminated by Staff Council.
2. The Wellbeing team could create a single slide tied to the monthly topic that would help SC members to communicate the effort/information among their constituents.

UI Strategic Plan and Staff Success, Cheryl Reardon, Associate Vice-President, and Chief HR Officer

Reardon reviewed a draft Staff Success implementation plan with tentative year one priorities. The plan is intended to improve employee retention, employee recruitment, and employee career advancement. Staff Success directly ties into Student Success. UI needs employees to be successful and engaged to lead to student success. A Staff Success Team will lead the implementation effort. The team structure is broken into six subcommittees

- Retain – Employee lifecycle & Career pathways
- Retain – Supervisor training & Leadership
- Rewards & Incentives
- Recruit - Pipeline

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- Recruit - EVP & Recruitment Process
- Student Classification & Compensation

Reardon put out the call for shared governance representation on the committees. Those interested should send [Andrea French](#) an email with a few sentences regarding interest in the committee experience and expertise. **Deadline for submission** is Sept 12, 2022. Committees will be identified by UHR leadership team in early September.

September Staff Council Meeting Agenda

SCEC supported the September SC Agenda. Key items include a presentation about HR benefits updates; Know Your UI; Wellbeing Collaborative – Kognito; Remaining committee goals.

Bylaws committee - policy and procedure manual / committee chair selection process - Nima Chaudhary, Bylaws committee co-chair

The Bylaws committee is working to update the policy and procedures manual to provide more clarity on the process for committees to select a chair each year. Updating the policy was a goal of last year's Bylaws committee. An overarching principle of the effort has been to provide guidance without being overly prescriptive.

The Bylaws committee proposed the following language:

Committee Leadership Selection Process

Once the Committee membership has been determined, the President will request that each Committee meet to discuss whom to recommend for Committee chair/co-chairs. The President will take into consideration multiple variables when selecting Committee chairs/co-chairs:

Recommendations from the previous year's Committee on which councilor should assume the chair/co-chair role;

Recommendations from the current year's Committee on which councilor wants to assume the chair/co-chair role;

If multiple councilors are interested in a chair/co-chair position, the recommended process would be an internal election amongst current members of the Committee. The election method can be decided upon by committee members.

A best practice when determining Committee leadership positions is to consider previous Committee participation to ensure some continuity from year to year. However, consideration needs to be given to new councilors that desire a Committee leadership role to support inclusiveness of the Committee chair/co-chair selection process. Consistent with the Bylaws, the President of Staff Council has the authority to

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appoint Committee chairs/co-chairs; however, Staff Council also desires to have engaged councilors in Committee leadership roles.

Zihlman said the Staff Council Bylaws require SCEC to approve or reject changes to the policies and procedures manual, as well as provide recommendations.

The topic generated discussion:

- When is the best timing to select leadership? This year, chairs were selected in July. In the past, they have been selected in August. Podolefsky floated the idea of selecting chairs in May or June to allow the committees more time to work during the year.
- Should chair roles be restricted to returning SC members? This idea was offered but the consensus was that we don't want to discourage new members from getting engaged in the manner that best suits them.
- We discussed creating a best practice in which the previous year's committee chair or co-chairs attend the first committee meeting of the follow year to provide a brief overview of the work that's been done and recommendations for the year ahead. The feeling was many new committee members come in green not fully understanding the committee, so could benefit from background and institutional knowledge.
- An idea was floated to formalize procedures for voting for all committees (using Qualtrics, sending in bios).

Chaudhary requested SCEC provide feedback by Sept. 21.

Other topics

Jorris reported the search committee for Rosenblum's replacement as the administrative liaison for SC has a strong candidate pool.

Adjournment

- Jorris motioned to adjourn; Morelli seconded; motion carried.
- Meeting adjourned at 4:35 pm.

Next meeting

October 5, 2022

2:30-4:30pm

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