

UI Staff Council Executive Committee
Tuesday, July 11, 2023
2:30 – 4:30 pm
2520B UCC

Attendance

Present: Neda Barrett, Nima Chaudhary, Makur Jain, Molly James, James Jorris, Jackie Kleppe, Brian Morelli, Ashley Peters, David Stenersen.

Liaison: Kellie Digmann

Minutes

SCEC approves June SCEC Meeting Minutes with no changes. (Motioned by Jain; Seconded by James.)

Discussion topics

July Staff Council Agenda Review

- Collaborate, Celebrate and Communicate: Introduce UISC Instagram Account
- Redesign of the IowaNow Website - Tricia Brown, Senior Director
- Round 1: Committee Breakout Session
- Round 2: Committee Breakout Session

Election Committee Items – Makur Jain

- Behavioral Health; Health Care Function Rep – Councilor Replacement
 - 8 nominees submitted. ASC will contact nominees to request a short statement of interest. Pool will be winnowed to two and SCEC will vote via Teams.
- Dentistry ORG Rep – Councilor Replacement
 - Joe Herwehe has been appointed.
- Breakdown of SC Representation for Behavioral Health; Health Care Function
 - Jain recommends expanding representation for this job function from 9 to 11 to maintain SC member ratio of 215 per councilor. This recommendation will go to the Bylaws Committee for further evaluation.

Microsoft Teams Tutorial – Manda Marshall, Senior IT Support Consultant

- Marshall provides overview of tools and best practices in Microsoft Teams for SCEC to better communicate.
- Teams resources can be found at:
 - <https://its.uiowa.edu/its-training>
 - <https://its.uiowa.edu/instructor-led-workshops-person-or-virtual>
 - <https://its.uiowa.edu/training-and-events>
 - <https://its.uiowa.edu/support/article/110901>

Budget Status Update – David Stenersen

SCEC receives a \$65,000 annual budget from Coca-Cola funds to distribute on an application basis. Funds are generally awarded in buckets:

- Awards and Recognition

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- Outreach
- Professional Development
- Family Services (memorial books)

Most of the Coca-Cola Fund budget is pre-allocated (ex: Mary Jo Small Fund, Iowa Fund). The opportunities and application process can be promoted by directing people to the SC website: <https://staff-council.uiowa.edu/about-staff-council/staff-council-funding-staff> and HR for applications: <https://hr.uiowa.edu/development/reward-and-recognition-programs/staff-appreciation-grant-program>. SCEC will review, discuss, and vote on each application.

Council Corner Review

During the June Staff Council meeting small groups introduced topics of concern or question for Staff Council to examine. Topics included:

Policies for out for state work: There is confusion about what is allowed/not allowed in terms of working out of state for short periods or long periods of time, such as pairing a vacation with time working remotely. SCEC pointed out information about the policy can be found at these links, including employees who's job duties allow, can work out of state for up to 30 days without filing special requests or paperwork. <https://hr.uiowa.edu/well-being/family-services/workplace-flexibility/work-arrangement-application-user-guide/domestic>, <https://hr.uiowa.edu/well-being/family-services/workplace-flexibility/work-arrangement-application-user-guide/temporary>. Permanent out of state work must be for a justifiable business reason.

Questions about vacation payout program. Some people had questions about why the payout program was implemented and some did not appreciate the mandatory nature of the policy. The website explaining the program has been updated with additional information: <https://hr.uiowa.edu/2023-vacation-payout-program>

Additional topics were also discussed including tuition, DEI, research staff representation, welcome email, Zoom messaging, parking, and more. Conversation will continue on how to best respond to these topics.

Adjournment

SCEC votes to adjourn.

Next meeting

Next Meeting

Tuesday, August 2, 2023

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