

IOWA

Staff Council Committee: End-of- Year Progress Updates

Presented by Committee Co-chairs



▶ **Awards Committee** | Teri Schnelle & Kat Tandy, Co-chairs

Goals

- #1** *Simplify and clarify the nomination process.*
- #2** *Create a best practices guide for nominating staff for awards.*
- #3** *Increase nominations.*
- #4** *Adjust membership guidelines for Awards Selection Committee.*

Key Accomplishments

- Created best practices guide.
- 54 total nominations for 2023-2024 (highest number of nominations we have received).
- Drafted a Handbook for future committees.
- Supported the new Institutional Awards process/event.

Key Metrics

- Number of nominations for 2023-2024.
- Number of departments submitting nominations.
- Increased quality of nominations submitted.

Indicators of Success

- Clarified and simplified nomination process.
- Guide created to share on Staff Council website for nominators.
- Receive more nominations than last year and from a larger cross-section of the university.
- Guidelines in place for Awards Selection Committee.
- 1 new award identified.

Outcomes or Impacts

- Continued recognition of the exceptional work of staff which supports satisfaction and retention.
- Increased access to the award nomination process.
- Increased equity in the nomination and selection process.
- Increased recognition of the exceptional work of staff.

▶▶ **Bylaws Committee** | Josey Bathke & Teri Schnelle, Co-chairs

Goals

- #1 ***Expand UISC by 2 positions to reflect the proportionate number of councilors for the employees in the Behavioral Health area***
- #2 ***Meet with each committee to discuss their needs for bylaws updates based on their committee goals***
- #3 ***REVISED: Support committees conducting standard reviews and revisions of their bylaws***

▶▶ Bylaws Committee | **Growth & Achievements**

Accomplished or
 In Progress

Key Accomplishments

- GOAL 1: DONE
- GOAL 2: DONE
- GOAL 3: REVISED *and now DONE*

Key Metrics

- GOAL 1: *increased number of UISC councilors*
- GOAL 2: *meetings held*
- GOAL 3: *submit revisions to UISC for voting/adoption*

Indicators of Success

- GOAL 1: *membership is proportionate*
- GOAL 2: *all committees respond*
- GOAL 3: *confirmation of no changes needed, or revisions submitted to UISC for voting/adoption*

Outcomes or Impacts

- GOAL 1: *equitable representation*
- GOAL 2: *support for all co-chairs*
- GOAL 3: *updated and current bylaws*

Goals

#1 *Improve overall communication*

#2 *Clarify and document procedures and roles*

Key Accomplishments

- Visit committees and update master tracking with committee function and membership expectations
- Offer Q&A to clarify role and charge of UISC Committee on Committees
- Determine the timeline for the 2023-2024 Council year and update template with roles, dates, and duties
- Creation of mid-term placement workflow and document templates

Key Metrics

- ?

Indicators of Success

- Committee leadership requesting guidance for Staff membership inquiries
- ConC Q&A added as an agenda item for one meeting of each committee
- Successful process completion, including committee chair nominations
- Complete indicated updates across published resources (UISC Bylaws, Ops Manual)
- Timely completion of committee placement process
- Accessible template and processes folders in shared drive

Outcomes or Impacts

- Elicit perceived committee scope and purpose from other Shared Governance bodies
- Collaborate with other Shared Governance bodies in the President's University Charter Review
- Review committee scope and purpose across published resources (UISC Bylaws, Ops Manual, etc.) to assess for congruency
- Update documentation in the shared drive to guide future committee members



Goals

- #1** *Better enable staff councilors to communicate with their constituents.*
- #2** *Continue to infuse our work with the principles of Diversity, Equity, and Inclusion.*
- #3** *Complete a comprehensive review and update of the Staff Council Website.*
- #4** *Complete an assessment of how we can improve communication with staff located off main campus.*

Key Accomplishments

- Goal 1: Reviewed orientation materials and resources. Made recommendations on how to improve expectations with councilors during the onboarding process.
- Goal 1: Centralized the process for communicating pre & post meeting communications to constituents.
- Goal 3: Website review and recommendations are complete. Implementation of changes are still pending.

Key Metrics

- 7 newsletters sent to constituents this SC year.
- 51 articles written
- 36% average open rate amongst staff members
- All newsletters have met our DEI & Wellbeing goals

Indicators of Success

- Average newsletter open rate has increased by 5% over last year.
- Increased the number of non-councilor attendees at the monthly meetings.

Outcomes or Impacts

- Goal 1: Creation of guidelines and tools to help staff councilors communicate and build relationships with their constituents.
- Goal 2: Communications that highlight and support the diversity of our community.
- Goal 3: Improved functionality/useability of the Staff Council website.
- Goal 4: On hold

▶▶ **Community Outreach Committee** | Anne Hinkle & Molly James, Co-chairs

Goals

- #1** *70% of Councilors to volunteer in for at least 1 opportunity*
- #2** *Providing at least 1 volunteer opportunity a month endorsed by our committee*
- #3** *Documenting our processes and contacts for events to assist in future planning*
- #4** *Assign committee members to lead various events for our committee to "advertise" for volunteers*
- #5** *Document events through photography*
- #6** *Partner with United Way*
- #7** *Collaborate with other Shared Governance on campus*

Key Accomplishments

- Our biggest accomplishments so far this year include getting others in our committee excited about leading events as well as collaborating with both United Way and others on campus from CLAS, etc. in several volunteer opportunities!

Key Metrics

- We now have most of our processes in writing to assist future members of our committee with planning and on a more fun note we have MANY more photos than in previous years to document our accomplishments and memories together.

Indicators of Success

- Our biggest indicator of success for the year so far is that we already have 222.25 hours of volunteer time logged – we are on our way to hopefully beating last year's final # of 255 for the 22-23 Councilor year!

Outcomes or Impacts

- As always, we hope to aid in helping our community both here on campus and in the surrounding areas.
- We hope to assist in making persons smile and to bring us as a Council closer together through volunteerism.



DEI Committee | Hilary Jensen & Vickie Roesner, Co-chairs

Goals

#1 *DEI Annual Event*

#2 *Supporting DEI Community Events/Collaboration*

#3 *Education on DEI Communications*

Key Accomplishments

- Standing monthly agenda item, helping us stay on track for Spring 2024 event.
- Connections and collaboration with other diversity councils across campus have been made (UI Latinx and disability awareness). Connection made with Hubbard Scholars Mentorship Program.
- Monthly DEI update to UISC regarding upcoming events and celebrations.

Key Metrics

- Survey to be sent to attendees after Spring 2024 event to gauge effectiveness and success.
- Track number of connections made with diversity councils.
- Supporting UI Strategic plan, share updates as necessary.

Indicators of Success

- Key UI/UIHC stakeholders scheduled to speak and attend event. Collaboration achieved with UISG, UIGPG and Faculty Senate.
- Responsiveness from UI Diversity councils.
- Awareness of diversity programs and activities happening on campus.

Outcomes or Impacts

- Successful DEI Annual Event to help foster a welcoming and inclusive destination university.
- Promotion of diversity awareness and collaboration among diversity councils.
- Encouragement of staff council participation

Goals

- #1** *Complete UISC introductory video for new UI staff*
- #2** *Maintain UISC mentorship program; Write SOP & Incorporate feedback*
- #3** *3: (new) Develop initial and mid-year orientation for new UISC staff members*

Key Accomplishments

- UISC video is done and in orientation materials
- All new UISC members paired with mentor
- Health and Wellness fair went great!
- Completed first mid-year orientation as a trial run for next year

Key Metrics

- Orientation Video is complete
- 400+ visitors at the Health and Wellness fair
- SOP semi-final draft is done
- Mid-Year Check-In orientation complete

Indicators of Success

- Feedback on video was overwhelmingly positive
- Will solicit mentorship program feedback soon
- Many positive interactions at Health Fair

Outcomes or Impacts

- Awareness of UISC should increase with video and presence at Health Fair
- Orientation: Provide UISC members tools/support needed to be successful and effective

Goals

#1 *Ensure a smooth election process*

#2 *Advance nomination promotion*

#3 *Review election process*

Key Accomplishments

- Collaborated with ASC, Bylaws and with Executive Committee approval, increased BH representative by 2 due to increase in staff.
- Followed the same procedure for the Downtown Healthcare Campus acquisition, increased 1 BH and 1 org rep, and other vacancies.
- Updated the employee to representative ratio in the SC policies and procedures.

Key Metrics

- Employee to representative ratio set in the SC Policies and Procedures (P&P).

Indicators of Success

- Updated P&P for future use.
- Employee to representative ratio set in the SC Policies and Procedures.

Outcomes or Impacts

- Easier election and vacancy filling for future SC councilors with increased clarity.
- Better compliance with P&P.
- More representation on SC for functions as they grow.



Goals

- #1** *Maintain engagement and meaningful relationship between UI Staff Council Health Care committee and UI Health Care leadership team.*
- #2** *Continue our commitment towards diversity, equity, and inclusion issues*
- #3** *Support employee resiliency, safety, and mental health*
- #4** *Increase Staff Council visibility within the UI Health Care community*

Key Accomplishments

- Our biggest accomplishment this year was to build our relationship with UIHC Leadership and welcome the Medical Center Downtown staff.

Key Metrics

- Regular meetings with UIHC Leadership held
- Speaker presentations
- Participation in events for increased visibility

Indicators of Success

- Feedback from UIHC leadership has been positive
- Diversity speaker planned for May
- Participated in Science Thursday, MCD welcoming event, and hospital week
- Relay staff concerns to UIHC Leadership

Outcomes or Impacts

- UIHC leadership and staff are gaining awareness of our work and representation

Goals

- #1** *Strengthen catastrophic leave by identifying gaps.*
- #2** *Continue to advocate for increased funding for tuition assistance.*
- #3** *Follow up with HR regarding remote agreement updates.*

Key Accomplishments

- Submitted the Tuition Assistance proposal for consideration to the Board of Regents.
- In progress: Catastrophic Leave and Remote Agreements

Key Metrics

- Collected additional data to identify college and unit utilization.
- Gathered testimonials that highlighted the benefits to staff.
- Identified assets highlighted through data analysis.

Indicators of Success

- Family Charter Committee is interested in collaborating regarding Catastrophic leave.
- Received overwhelming positive response from senior administrators and will present TA proposal to board of regents in April.
- Increase awareness of remote agreement process.

Outcomes or Impacts

- TA funding will increase, more staff benefit
- Catastrophic leave will be more accessible
- Increased clarity of utilization for remote work



Merit Supervisory Exempt/Confidential Committee | Dawn Coffman, Rubia Ruiz & Tony Senio, Chairs

Goals

- #1** Review and update MSEC specific survey and send in fall and spring to allow our constituents to voice concerns anonymously.
- #2** Look into options on what we can do for Merit staff employees in general rather than just MSEC with numbers decreasing and many merit staff are not part of a collective bargaining unit.
- #3** Communicate with Regents Institutions (IA State, UNI, ISD, and IESBVI) in January to compile updated MSEC employee data for 2024. Double check on Regents institutions interest in RISCAC.
- #4** Prepare RISCAC statement to Board of Regents. Have final draft completed by end of February

Merit Supervisory Exempt/Confidential Committee | **Growth & Achievements**

 **Accomplished or In Progress**

Key Accomplishments

- Communicated with IA State, UNI, ISD, and IESBVI.
- Created a survey for MSEC staff
- Prepared the RISCAC statement

Key Metrics

- Met monthly to discuss differences between merit and merit supervisory exempt to get better understanding
- Invited Trevor Glanz to attend one of our meetings to give us more insight on the classifications
- Considered all of our SMART goals and used those in creating our MSEC survey for our constituents

Indicators of Success

- Communicated with Regents institutions to obtain their numbers to add to our RISCAC statement to Board of Regents.
- Our Survey is live and will continue to monitor the results as they come in.

Outcomes or Impacts

- Have already started to come up with goal ideas for next year
- Our survey is live now and will be reviewing results as they come in
- Board of Regents letter was turned into Cheryl Reardon last week.

Goals

#1 *Continue engagement with state legislators.*

#2 *Collaborate with shared governance groups on campus*

#3 *Increase partnership with peers within Big Ten*

Key Accomplishments

- Met with state legislators at two forums in partnership with faculty senate, and student government.
- Reached out to members of the state legislature as part of Hawkeye Caucus
- Resumed outreach to campus staff council groups to hear about their work and offer support
- Helped Big Ten by facilitating 3 meetings and sharing resources about governance issues

Key Metrics

- Three legislators joined Staff Council meetings
- Five legislators attended fall forum; 3 attended spring forum. Attendance was around 30 participants for each.
- Passed our goal of talking to 15 state legislators
- Our 14 Councilors had a busy day at Hawkeye Caucus.
- Met with 7 shared governance groups with more to come and created spreadsheet to monitor progress. New presentation slides were created

Indicators of Success

- We are building on the legislative forum model by inviting undergrad and graduate student government groups.
- We are building relationships with legislators so we can invite them to future Staff Council meetings.
- We are participating with the Big Ten to build community with our colleagues and meet challenges
- We are visiting campus staff council groups to increase participation and encourage future Staff Councilors

Outcomes or Impacts

- Be part of a positive effort to share and celebrate the work of UI staff in a variety of settings.
- Actively build recognition across the University by emphasizing the value of collaborative roles for UI Staff Council.
- Learning about issues that were not on the radar of Staff Council and building a sense of community