

IOWA

Staff Council

Staff Council Committee Mid-Year Update

Presented by chairs and co-chairs

Wednesday, November 13, 2024

IOWA

Access, Opportunity and Diversity Committee (AOD)

Nima Chaudhary & Teri Schnelle

Purpose

Our mission is to promote diversity awareness and recommend strategies to increase diversity and inclusion for all staff at the University of Iowa. Aligned with the University's "Core Values" and Institutional Goal 5, we strive to foster a culturally diverse and inclusive campus community.

ACCESS, OPPORTUNITY, & DIVERSITY



Powered by ChatGPT

Goal 1: By December 2024, officially change the DEI committee name to comply with state and university requirements, including revision of scope of concern.

- Progress/status: Have agreement from the committee and the Executive Committee on changes to the name and scope. The next step is to submit changes to the Bylaws Committee, and then bring changes for a vote by Staff Council.
- Metrics: Name change approved and updated in Bylaws and relevant documents, website.
- Timeline/timeframe: December 2024

Goal 2: By September 2024, review annual DEI celebration to evaluate whether to continue as a stand-alone event, revamp the event or partner with other efforts; continue with the DEI/ADO awards to recognize excellence across UI for those helping increase access, diversity and opportunity and doing DEI work.

- Progress/status: Decided not to host a stand-alone event. Committee members are meeting with various groups on campus to learn about opportunities to partner to recognize staff efforts across campus. The committee has decided to recognize staff regularly in the Staff Council newsletter, and we are working on a process.
- Metrics: Decision made on status of DEI celebration; partnering with other groups for event OR planning and executing the stand-alone event in March, April, or May.
- Timeline/timeframe: Decision complete.

Goal 3: Continue to build partnerships with affinity groups and host listening sessions to address the need for staff to feel heard; invite Val Garr to speak to our committee

- Progress/status: Committee members are meeting with various groups on campus to learn about how we can collaborate and support each other's work.
- Metrics: Meet with all affinity groups (Delegate to other committee members who are interested); host 1 or more listening sessions; have Val Garr or other expert to committee as a learning opportunity
- Timeline/timeframe: June 2025

AOD Bylaws Request: 1st Reading

The requests being made in the proposed changes to the Bylaws are:

- 1. Rename the Committee:** Change the committee name from **Diversity, Equity, and Inclusion Committee** to **Access, Opportunity, and Diversity (AOD) Committee**.
- 2. Revise the Purpose:** Broaden the focus to not only support diversity and inclusion but also promote access, diversity awareness, and opportunities for engagement aligned with the University's "Core Values."
- 3. Adjust the Scope of Concern:**
 - Encourage staff participation in programs that promote access and increase diversity awareness.
 - Engage more actively with various diversity groups on campus and in the community.
 - Update how information is shared with the Council and university staff, seeking greater support for diversity initiatives.
 - Request annual updates from the Division of Access, Opportunity, and Diversity, and report on progress annually to the Staff Council.

The current Bylaws language:

Diversity, Equity, and Inclusion Committee

Purpose: *Provide support to University of Iowa staff in fostering a culturally diverse and inclusive university community*

Scope of Concern:

1. Support and develop programs that promote diversity awareness, and an inclusive, supportive campus environment
2. Inform the Council and university staff of these programs, and solicit active support from the Council for their promotion
3. Actively collaborate with other diversity groups on campus, and in the community
4. Request annual progress reports on staff diversity and inclusivity from the appropriate university diversity office, and share these reports with the Council and university staff

Membership: No special requirements

Changes proposed:

Access, Opportunity, and Diversity Committee (AOD)

Purpose

To promote access, diversity awareness, and opportunities for engagement among constituents on campus, in alignment with the University of Iowa's "Core Values."

Scope of Concern

1. Develop and encourage staff participation in programs that promote access, increase diversity awareness, and create opportunities for engagement.
2. Actively engage with various diversity groups on campus and in the community, supporting their goals and collaborating on events and programs that foster a sense of belonging and mutual support.
3. Disseminate information to Council and staff on diversity programs and current activities, seeking Council's support to promote these initiatives.
4. Request annual updates from the Division of Access, Opportunity and Diversity on progress made in increasing access, opportunities, and diversity among staff, and report findings to Staff Council annually.

AOD Bylaws Request: 1st Reading

Current Bylaws Language:

Diversity, Equity, and Inclusion Committee

Purpose: *Provide support to University of Iowa staff in fostering a culturally diverse and inclusive university community*

Scope of Concern:

1. Support and develop programs that promote diversity awareness, and an inclusive, supportive campus environment
2. Inform the Council and university staff of these programs, and solicit active support from the Council for their promotion
3. Actively collaborate with other diversity groups on campus, and in the community
4. Request annual progress reports on staff diversity and inclusivity from the appropriate university diversity office, and share these reports with the Council and university staff

Membership: No special requirements

Changes Proposed:

Access, Opportunity, and Diversity Committee (AOD)

Purpose

To promote access, diversity awareness, and opportunities for engagement among constituents on campus, in alignment with the University of Iowa's "Core Values."

Scope of Concern

1. **Develop and encourage staff participation in programs that promote access, increase diversity awareness, and create opportunities for engagement.**
2. **Actively engage with various diversity groups on campus and in the community, supporting their goals and collaborating on events and programs that foster a sense of belonging and mutual support.**
3. **Disseminate information to Council and staff on diversity programs and current activities, seeking Council's support to promote these initiatives.**
4. **Request annual updates from the Division of Access, Opportunity and Diversity on progress made in increasing access, opportunities, and diversity among staff, and report findings to Staff Council annually.**

IOWA

Awards Committee

Hilary Jensen

Purpose

To recognize and reward staff for outstanding service to the University of Iowa and the broader community.

Awards Management: Administer and manage awards that honor staff achievements, including:

1. Board of Regents Staff Excellence Award
2. UI Outstanding Staff Award
3. David J. Skorton Staff Excellence Award in Service to the University of Iowa
4. Richard E. Gibson Award for Merit Staff
5. Welcoming and Respectful Environment Staff Award



Goal 1: Update name of DEI award to “The Staff Award for a Welcoming and Respectful Environment” and remove committee member number for Bylaws

- Progress/status - Completed!
- Metrics – N/A
- Timeline/timeframe
 - Bylaws readings occurred in September and October.
 - Name change and criteria have officially been updated on SC website.

Goal 2: Increase number of nominations

- Progress/status - In progress (aligns with award timeline)
- Metrics
 - More nominations than last year
 - More merit staff nominations than last year
- Timeline/timeframe
 - Nominations officially open on 11/11.
 - Announcement went out in SC newsletter on 11/6.
 - Committee working on directed communication to past award winners, nominators and SC members to elicit more nominations.

Goal 3: Streamline nomination process

- Progress/status - In progress
- Metrics
 - Less follow-up on nominations
 - More nominations received
- Timeline/timeframe
 - November – access to workflow
 - Work with IT on updates (clear instructions, save for later)

The logo for the University of Iowa, featuring the word "IOWA" in a bold, yellow, sans-serif font on a black rectangular background.

Staff Council
Awards Committee

Staff Council Award Nominations Now Open

Time to Recognize Outstanding Colleagues at the University of Iowa

Fall Break is the perfect opportunity to express our appreciation for the hard work and dedication of our colleagues. Do you know a UI Professional and Scientific or Merit employee who deserves recognition for an outstanding accomplishment, significant contribution to the University of Iowa or the State of Iowa, or exceptional commitment to public service? If so, consider nominating them for one of the prestigious awards.

A vertical banner with a dark background and a golden, sparkling light effect on the left side. The text "STAFF COUNCIL AWARDS NOMINATIONS ARE OPEN" is written in a glowing, white, sans-serif font at the top. Below it, the year "2024" is displayed in large, 3D, golden numbers. At the bottom, the text "NOMINATIONS CLOSE FRIDAY, JANUARY 10, 2025!" is written in a smaller, glowing, white, sans-serif font. A list of four bullet points is at the bottom right, each starting with a golden checkmark.

STAFF COUNCIL AWARDS
NOMINATIONS ARE OPEN

NOMINATIONS CLOSE FRIDAY,
JANUARY 10, 2025!

- ✓ We can present up to 18 total awards to deserving staff.
- ✓ Each winner receives a \$500-\$1000 prize.
- ✓ [Nomination Process](#)
- ✓ Send questions to staffawards@uiowa.edu

Staff Council Awards

The Board of Regents Staff Excellence Award

Recognizing exceptional staff members for their outstanding performance.

The UI Outstanding Staff Award

Honoring individuals who have made a significant impact on the University of Iowa.

The David J. Skorton Staff Excellence Award in Service to the University of Iowa

Celebrating exceptional service and dedication to the University.

The Richard E. Gibson Merit Staff Award for Innovation and Excellence in Customer Service

Recognizing innovation and excellence in customer service by Merit staff.

The Staff Award for Welcoming and Respectful Environment

Established to shine a light on staff members who work toward achieving a welcoming, supportive and inclusive working environment.

IOWA

Committee on Committees

Erika Holm-Brown & Jenni Yoder

Purpose

The Committee on Committees is responsible for identifying and recommending highly qualified candidates to represent staff on the [University of Iowa's charter and non-charter committees](#), as well as other standing committees. The committee also fills vacancies that arise on these committees throughout the year. Candidates' eligibility is determined by the **UI Operations Manual, Part 1, Section 2.8(6)**, which outlines requirements for both charter and non-charter committees.

Annual Term of Charter Committees

Each charter committee operates on an annual term from **September 1** to **August 31** of the following year.

Selection of Chairperson(s)

By **August 31** each year, the President of the University, in consultation with the Presidents of the three assemblies, will appoint a chairperson and, if applicable, a co-chair for each charter committee for the upcoming term.



Goal 1: Evaluate and improve communications to select the most qualified committee members for the most applicable staff representation

- Progress/status- Starting soon. On November 18 agenda
- Metrics-
 - Will review application questions November/December
 - Review announcements November/December
- Timeline/timeframe-
 - November 2024: Review application questions
 - November 2024: Review nomination and application solicitation communications
 - March 1, 2025: Review selection determination notices

Goal 2: Continue and build campus connections for committee nominations and selections

- Progress/status- in Progress
- Metrics
 - Monitoring liaison communications monthly
- Timeline/timeframe
 - Committee liaison communication/charter committee meeting attendance by December
 - Will begin to discuss strategies and resources for nominations December/January

Goal 3: Continue to document procedures and roles of Committee on Committees

- Progress/status- In progress
- Metrics –
 - Procedures Flowchart reviewed and updated November 2024
- Timeline/timeframe - Ongoing review and updates as learn revised contacts and procedures

IOWA

Communications Committee

Lindsay Lansberry & Brian Morelli

Purpose

The Communications Committee is dedicated to ensuring the effective communication of timely and relevant information to councilors, represented staff, and other stakeholders interested in the activities of the Staff Council.



Goal 1: Better enable Staff Councilors to communicate with their constituents

- Progress/status:
 - In progress: Create new templates for staff spotlight articles and forms for other committee articles.
 - In progress: Proactively communicate expectation with councilors (roles of function vs organization rep).
- Metrics:
 - 4 forms created.
 - Draft: Best Practice guide, Staff Councilor communications with constituents, including Please Share/May Share emails.
 - Complete: Template, Introductory email to constituents.
 - Complete: Template, Committee news submission for Staff Council monthly newsletter.
 - Complete: Article templates for Staff Councilor Spotlight and Staff Spotlight.
 - Scheduled presentation of best practices guide to executive committee.
 - Plan to email best practice guide to SC members.
- Timeline/timeframe: Complete by June 2025

Goal 2: Maintain and optimize newsletter

- Progress/status
 - Complete: Review and update the newsletter distribution schedule.
 - Complete: Article standards including word counts document.
 - In progress: Met with OSC to discuss collaboration and support each other's missions. Have not met with Health Care Comms.
 - In progress: Explore using AI to improve efficiency.
- Metrics
 - Created newsletter schedule and article standards doc.
 - Distributed 4 newsletters
 - Oct: 3,714 messages opened, 39% open rate; 940 links clicked, 6% click rate.
 - Sept: 3,781 messages opened, 40% open rate; 685 links clicked, 5% click rate.
 - June: 3,762 messages opened, 40% open rate; 790 links clicked, 5% click rate.
- Timeline/timeframe
 - Monthly

Goal 3: Highlight programs and initiatives that support the SC president's mission, vision, and values.

- Progress/status
 - NOTE: This goal needs to be reviewed given the leadership change.
 - In progress: Identify areas of focus for highlighting resources for staff.
 - In progress: Partnering with resources to tell their story.
 - In progress: Highlight different organizations within UI – introduce people to different teams.
- Metrics
 - Partnered with OVPR to identify staff researchers to highlight.
 - Highlighting resources and programs: Staff appreciation grants, tuition assistance, Blood bank, LGBTQ services, Discover Your University, Voting information.
- Timeline/timeframe
 - On going

IOWA

Community Outreach Committee

Anne Hinkle & Molly James

Purpose

The Community Outreach Committee aims to strengthen relationships with the surrounding community through charitable initiatives and contributions.



Powered by ChatGPT

Goal 1: 70 % of councilors will participate in one volunteer event.
50% of all councilors will participate in 2 or more volunteer events.

- Progress:

- We have shown a definite increase in the number of persons getting involved! We are at about 50% right now for Councilors participating in at least 1 event and most of those persons have participated in more than one 😊

- Metrics:

- Every time a person logs hours for volunteering in a sponsored event it is logged into a spreadsheet along with the name of the event they participated in.

- Timeframe:

- We log hours for calculating the Volunteer of the Year award winner from June through April yearly.

Goal 2: Increase the number of scheduled events to 2 a month while diversifying our events to allow people more opportunities and preferences for volunteering.

- **Progress:**

- We have totally exceeded this goal for the most part!!! Some months have offered 5 events to participate in!

- **Metrics:**

- We keep track of each scheduled event by date and name of the event; and who logs as being present.

- **Timeframe:**

- Again, information is captured yearly from June through April.

Goal 3: Increase number of people logging their hours!

- Progress:
 - More persons are logging! We have made efforts on our end to remind persons before and just after events to remember to log!
- Metrics:
 - The only real tool we have is persons remembering to log 🙄 We will continue our efforts to remind those who spend their time helping at our sponsored events to LOG!!!!