

UI Staff Council Executive Committee  
Wednesday, November 6, 2024  
2:30 – 4:30 pm  
2520B – UCC & Zoom

## Attendance

### Present

Neda Barrett, Nima Chaudhary, Molly James, James Jorris, Sam Mitchell, Ashley Peters, Donna Wong-Gibbons

### Unable to Attend

Brett Cloyd, David Stenerson

### Administrative Liaison

Kellie Digmann

## Approval of UISC Executive committee meeting minutes

### Minutes approval:

- Minutes from the UISC Executive Committee Meeting on October 2, 2024: Motion by Molly, seconded by Donna, and approved as is.

## Discussion topics

### November Staff Council Meeting (UISC) Agenda

Jorris shared the agenda for next week's UISC meeting. Would like to prioritize networking and communication during upcoming meeting agendas. There is not time to add a council corner in the November agenda, discussed offering the opportunity to network afterwards in an informal capacity. Recommendation approved, will send information out to the full staff council prior to the meeting.

Future topics: recommended having a team member from AOD provide an update on the Board of Regents AOD review and share the current state.

### Communications Committee

Mitchell shared communication guidelines document developed by committee to help clarify councilor roles and communication expectations. Committee is recommending a multi-modal approach to sharing: First by having this document included in the orientation packet, second by sending this communication out to all councilors at the beginning of the council year to act as a reminder of the expectations and third identifying specific bullet points to highlight throughout the year at monthly meetings. The Executive committee approves of the concept but has some recommendations for improving the resource. Executive committee would like to see the following adjustments made:

- Cut down to 1 page, if possible
- Format certain points into specific steps to better help councilors know what steps need to be taken and when.
- Add an addendum that includes common definitions (org, function, constituent) and FAQs
- Add an addendum that provides a visualization for Org and Function reps to better understand who they represent.

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Executive committee would like to review updates made and when approved will grant the Communications committee 10 minutes at an upcoming meeting.

### **Elections Committee**

Barrett shared concerns received about the current election process and how the time limitations do not accurately allow for councilors to assess a candidate's readiness and capacity to take on the role of Staff Council President. Barrett conferred with the Elections committee to make recommendations for improving the presidential election process. Executive Committee discussed and provided feedback on recommendations made. Elections committee will take feedback provided and create a formal proposal for the full staff council. Discussion with full staff council will allow for councilor input on the process. Recommendations include:

- Presidential candidates to submit a written statement with their vision and key goals prior to election date. Statements will be shared with councilors in advance and allow for a reasonable period to review prior to the election date.
- On the election date, Presidential candidates will give a brief statement sharing additional details about the mission and key goals and take part in a Q&A panel. Questions will be submitted in advance by councilors. Questions will be reviewed by the Elections committee, and they will make final question selections.
- To allow time for this adjustment, the process for voting for at-large committee members will be restructured. At-large candidates will submit a written statement and a two-minute video prior to the election date. Those submissions will be sent to councilors for review, along with a Qualtrics survey. Voting will take place via the Qualtrics survey and results will be shared with Staff Council members on the election date.

### **United Way Update**

Barrett shared reminder about the Ulowa, Heartlander's, and United Way collaboration. This event is scheduled to occur Friday, November 15th at 7:00 PM. Barrett also shared a reminder about the United Way Campaign Kickoff event. This event is scheduled to occur Monday, November 18th, 5:00 - 6:00 PM. The Executive committee will be pushing communications and encouraging councilors to share the events and attend if possible.

### **Coca-Cola Funding Requests**

- Jennifer Graham | \$1,047 | CLAS Staff Council Leadership & Staff Excellence award | Date of event: 4-17-25 | Workflow ID: 14874920
  - Vote to approve.
- Jennifer Graham | \$3,000 | CLAS Staff Council Professional Development award | Date of event: 3-21-25 | Workflow ID: 14874448
  - Committee questions why this submitter did not first seek out the Mary Jo Small fellowship fund. This is called out in the application process. Committee will ask David to reach out for clarification. This clarification is to address potential for duplicate funding requests for the same proposal. Committee will reassess after clarification is received.

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- Shuchita Poddar | \$540 | Enrollment Mgmt Equity Advocates entry fee to African American Museum of Iowa and the Czech-Slovak Museum | Date of event: 11-20-24 | Workflow ID: 14906185
  - Staff Council is not permitted to fund diversity related requests without the event first receiving formal approval from the AOD office. Committee will ask David to share this requirement with the submitter.
- Jennifer Graham | \$1,200 | CLAS staff appreciation event | Date of event: 5-8-25 | Workflow ID: 14915648 – Vote to approve.

### **Council Corner Review from October**

See slide deck for full range of feedback received. Common points included:

- Allowing more time for councilors to ask questions of presenters.
- Addressing repetitive nature of repeat topics.
  - The committee feels repeating topics is important due to varying levels of experience amongst councilors and allowing all to hear about changes that occur year to year. However, there is an opportunity to provide feedback to presenters on how they deliver information. Could request that they review the high points and spend more time on pertinent changes being made and allow councilors to ask questions about those changes. Potentially asking for questions from councilors for each speaker in advance to submit to speakers to tailor the talks.
  - The committee discussed requesting presentation topic recommendations from councilors.
- Issues with committee chair selection and transitions each year. The committee discussed possible solutions to the hand off.
  - Ensuring that potential chairs have served at least one year on said committee and not a first-time counselor.
  - Making sure the committee members are selected in such a way that there is a good mix of new and experienced counselors and a balanced number of members.
  - Full Exec committee to assist in the selection of the committees
  - Discuss potential changes to committee and chair selections with bylaws.
  - Add to end of the year packet for committees an intro for next year's committee with direction on goals to aim for
- When collating information from Counselor Corners, the committee discussed selecting the top 3 topics to bring back to full SC for discussion vs. a bulleted huge list. Then put the remaining items into the 3 E's pyramid to solve. (Educate, Explore, Elevate)
  - Other ways to discuss concerns brought forward could be listening sessions.
- Counselors are interested in more one on one time for networking outside of the monthly meeting. A social hour after the monthly meeting will resume and the next one planned for Nov 13.

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**Open Discussion**

- AOD update: Reach out to Dr Tovar to come visit at our monthly meeting.
- What have we accomplished in UISC: Have a past president forum to come and really speak to the extensive history of UISC and show that we are active and do make a difference
- Do another mid-year orientation for any councilors to attend who would like a refresher
- Welcome letter to new councilors to provide guidance

**Adjournment**

- \_\_ motioned to adjourn; \_\_ seconded; motion carried.
- The meeting adjourned at \_4\_:30\_pm.

**Next meeting:** December 4, 2024