

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

Attendance

Present

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

Administrative Liaison

Kellie Digmann

Guest

Jordan Immerfall

Approval of UISC Executive committee meeting minutes

Minutes approval:

- Minutes from several recent UISC Executive Committee Meetings were approved:
 - 10/4/2024
 - 10/7/2024
 - 10/14/2024
 - 10/28/2024
 - 11/6/1024
 - 11/20/2024
 - 11/25/2024
- Motion by James, seconded by Stenersen, and approved as is. Minutes will be added to the UISC web site.
- [Secretary's Note: the Executive Committee began to meet more frequently since early October to collaborate and discuss ways to best move the EC's work forward]

Discussion topics

Education Committee

Immerfall, Chair of the **Education Committee**, discussed plans for the December 11, 2024, Staff Council **Orientation session** (taking place prior to the regular Monthly Meeting). The presentation will update the material that was presented at the start of the year and will help the audience of newer and continuing Staff Councilors understand the work of Staff Council and offer ideas and suggestions for making successful contributions. Immerfall shared slides he is working on, and the EC made a few suggestions to incorporate content that Digmann has created for outreach to campus units. The **Communications Committee** (especially Mitchell) will present during the session to discuss options for reaching out to constituents and will share the Staff Council Instagram account. The orientation session will be recorded for Councilors unable to attend. **Mentor Program.** Immerfall gave an update to the Staff Council Mentor Program. There have been a couple Councilors who have joined mid-year and he is working through the mentoring process. The group talked about the value of being a mentor, especially for 2nd year Councilors who may use this as an opportunity to better understand the organization, build

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connections, and meet goals. There could be additional ways to encourage Staff Councilors to become mentors, such as testimonials. **Staff Council Video.** EC members are encouraged to review the Staff Council video and identify any content that needs timely updates or make suggestions so the video can be updated in the future.

Staff Council Elections Committee

Barrett gave an update on proposing changes to the Staff Council Elections Process that include bylaws changes. The goal is to improve the elections processes.

(Secretary's Note, which part of the bylaws need to be re-written? (Is it article XVI Staff Council Committees > Elections Committee, or Article X – Officers? Article VII – Executive Committee may have the most information about elections but is not very descriptive about how elections for the Executive Committee are run. Could we share this piece of information).

Barrett and the Elections Committee would like to have candidates submit a written statement about their interest in being candidates for the Executive Committee positions. In addition, there's interest in having time for Q&A with candidates for the various elected positions. The Elections Committee would provide prompts for the candidates' written statements and help facilitate the Q&A. The EC was supportive of Barrett's proposal and Barrett will take it back to the Elections Committee to work on Bylaws language and a strategy for having it read and reviewed by Staff Council.

December Staff Council Meeting (UISC) Agenda

Jorris shared the draft agenda for next week's UISC meeting. The EC decided to postpone a couple of the topics to early 2025 and give additional time for discussions from AOD and the UI's Government Relations representatives. The Well-Being Update will be at the December meeting, as well as Barrett's discussion on Staff Council Elections and Council's Corner. Councilors will be invited to attend a social event after the meeting. Digmann will update the agenda and share with Staff Council. James had questions from constituent about transportation recommendations for Zumbach's visit next week. There's interest in inviting staff to ask questions to guests prior to presentations to help improve engagement.

Faculty Senate Retreat – Review

Jorris shared the agenda of a recent full-day retreat held by Faculty Senate. There was conversation about the challenges for staff to attend a full-day event, and Staff Council had heard from many of the speakers throughout the year. There was interest in considering the scope of Senate Council's current retreat, perhaps looking at higher education more broadly or offering support for Councilors' advocacy efforts. The EC will continue exploring ways to support Staff Councilors.

Staff Council History and Accomplishments

Jorris led a discussion about the history of Staff Council and shared a list of significant accomplishments. There is interest in sharing this information more broadly: on the SC web site, in meetings with collegiate and unit staff councils, and with new Councilors. Jorris would like us to use the Education, Explore and Elevate framework to map our activities for the year, and help Staff Council navigate issues.

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and topics that come to us. It is also useful for end-of-year reporting to University leadership (including President Wilson), and the SC President's statement to the Iowa Board of Regents.

Coca-Cola Funding Requests

- Abigail Schaver | \$15,000 | Mary Jo Small Fellowship | Date of event: 02-28-25 | Workflow ID: 15019986
 - Voted to approve.
- Abigail Schaver | \$3,200 | Staff Appreciation Grant Program | Date of event: 3-21-25 | Workflow ID: 15019942
 - Voted to approve
- Laurel Crusinberry | \$500 | UI Healthcare COPE Team. | Date of event: 1-15-245 | Workflow ID: 150219107
 - Refreshments to support to staff experiencing high stress event or workplace violence
 - Voted to approve

Council's Corner

Jorris shared a letter he received from a former UI Staff member who had concerns about a supervisor and the University's approach in handling these concerns. EC discussed the letter and potential options. Jorris will reach out to the Chief Human Resources Officer to consider a possible response.

The EC continued reviewing feedback from October's Councilor Feedback. Many of the suggestions are like work the EC has been doing for the last 2 months, and the Orientation session on 12/14 should be helpful. There are educational opportunities for EC to reach out to Councilors. One commenter asked to be able to suggest topics or presenters for meetings and that was well-received (please do). Having meetings at different locations poses several logistical challenges for staff but there may be opportunities to explore.

Adjournment

- Stenersen motioned to adjourn; Mitchell seconded; motion carried.
- The meeting adjourned at 4:31 pm.

Next meeting: December 9, 2024