

UI Staff Council (UISC) Executive Committee
Wednesday, October 2, 2024
2:30 – 4:30 pm
2520B - UCC

Attendance

Present

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

Administrative Liaison

Kellie Digmann

Guests

John Laverty, Cheryl Reardon, Jan Waterhouse, Kevin Zihlman

Approval of UISC Executive committee meeting minutes

Minutes approval:

- September 4, 2024 minutes of the UISC Executive Committee Meeting – motion by Cloyd, second by James, approved with no edits.

Discussion topics

Quick 10 Minute Touch Base, Neda Barrett

- **September** minutes of the UISC Executive Committee were reviewed and approved
- **October UISC Meeting Agenda** scheduled for October 9, 2024, was reviewed.
- **Filling the vacant By-law Committee position** was tabled.

Executive Committee (EC) Update

Barrett led a discussion about the recent decision by Makur Jain to step down from her position as Staff Council President and as a member of the UISC. Past Presidents Zihlman and Laverty joined for part of the meeting to share their support and perspective as UISC moves forward. Cheryl Reardon, UI's Chief Human Resources Officer, joined separately to offer her support and ideas. The EC was grateful for the guidance offered.

The [Staff Council By-laws](#), Article XV, Section 3, describes the process for handling a Presidential vacancy. The EC had extensive discussions to see who had the interest and capacity to become Staff Council President. There are many responsibilities that the Staff Council President has taken on over the years as the relationships across campus and the shared governance organizations have developed. The EC felt it was important to consider how it might approach these responsibilities, including distributing some of the opportunities to other EC members. Working on communication to Staff Council, UI, Shared Governance leaders, and the public will be important, and Barrett will consult with UI HR's Strategic Communications Director. Prioritize focus on being transparent, inclusive, stable, and credible as we move forward. Also offering gratitude and support for Jain for her time as Staff Council President.

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Related considerations: Jain's role as Staff Council Function Representative will need to be filled. An additional member for the Executive Committee will need to be named. Coming to a decision about how to fill the Presidential opening and sharing it at the October 9 UISC meeting is a priority, so the Executive Committee will hold a meeting on Monday, October 7. Jain had set meeting agendas and invited guests for UISC meetings for the remainder of the year – EC will review. Meeting agendas with campus leadership need to be addressed to make good use of everyone's time. The EC will come together to organize agendas for these meetings.

Policy Update Review with Jan Waterhouse, UIHR Administrations

Waterhouse shared updates of two University policies for the EC for comment and review.

The "Conflict of Interest in Employment (Nepotism) Policy" looks at conflicts due to outside personal or business relationships and creates a committee that will now have a decision-making role. When there is a conflict, can the conflict be avoided? If not, is there a "sound institutional reason" for the conflict? If so, a management plan must be submitted. The committee will provide a plan template. The EC had questions about the 30-day disclosure period for when a conflict begins; some felt it was reasonable, but others thought it was too short. Waterhouse asked the EC to email her feedback.

The "Administrative Surveys and Questionnaire Survey" update process was a chance to review the scope of the policy as well as the membership of the committee that review institutional surveys and questionnaires. Scope is for data gathering used for UI administration decision-making. Current examples include the Working@Iowa Survey. Colleges can do their own surveys, and deans have been removed from the institutional review committee. The policy only applies to the front-end review of the survey. This is not part of an annual policy notification. The EC found the discussion helpful.

Adjournment

- James motioned to adjourn, Stenersen seconded; motion carried.
- Meeting adjourned at 4:50 pm.

Next meeting: October 7, 2024