

UI Staff Council Executive Committee

Wednesday, June 3, 2026

2:30 – 4:30 pm

2520-B UCC and Teams

Attendance

Present

Sam Mitchell, Bridget Toomey, Ashley Peters, Kellie Digman, Josey Bathke, Adam Walsh, Jon Scanlan

Administrative Liaison

Kellie Digmann

Approval of UISC Executive committee meeting minutes

Minutes approval:

- May 6, 2026 – UISC Executive Committee Meeting – motion by Walsh, second by Scanlan, [approved with no edits].

Discussion topics

Welcome and Minute Approval/SCEC Agenda Review/SC Agenda Review

President Mitchell opened the meeting by welcoming members of the Staff Council Executive Committee and facilitating introductions. Members shared their names, functional areas, and favorite activities as part of an icebreaker activity intended to build familiarity and connection among the committee. Mitchell reviewed the purpose of the meeting as an orientation to Executive Committee responsibilities and provided an overview of the meeting agenda, including discussions related to roles, policies, budget processes, and preparation for upcoming Staff Council meetings and the July retreat.

Mission, Vision, Values

Mitchell shared her personal background and connection to Iowa City before outlining her goals as Staff Council President. Her priorities for the upcoming year include improving communication, strengthening staff development, advancing sustainability, and supporting community and culture. She emphasized the importance of expanding outreach, promoting staff well-being, and creating spaces where staff feel valued, heard, and empowered.

SCEC Expectations, Policies & Procedures

The committee reviewed expectations for councilors and Executive Committee members. Executive Committee members serve as a liaison structure that supports communication between Staff Council leadership and councilors, while also helping move constituent concerns upward. One-year terms for Executive Committee members were reviewed, along with the three-year officer commitment for Vice President, President, and Past President roles (all covered by the same person for the latter 3 roles).

The group also reviewed standing meeting expectations, including the regular monthly meeting cadence on the first Wednesday of each month from 2:30–4:30 PM, the elections open forum and information session in March, and New Councilor Orientation held in May. Leadership meetings

UI Staff Council Executive Committee

Wednesday, June 3, 2026

2:30 – 4:30 pm

2520-B UCC and Teams

attended by Executive Committee officers were also reviewed, including meetings involving Cheryl Reardon, legislative groups, Vice President for Medical Affairs Karen Butler, UISC leadership, and UI Health Care leadership.

The bylaws and policies were discussed as foundational governance documents. Members were reminded that the most current bylaws are available on the website and explain voting procedures, officer responsibilities, council structure, and special circumstances such as councilor departures. The Policies and Procedures manual was discussed as the informal operational companion to the bylaws, offering more detailed day-to-day guidance and more granular processes to support council operations.

Agenda Planning & Approval Process

Sam Mitchell discussed the agenda planning and approval process and encouraged Executive Committee input into Staff Council meeting agendas, including both the June meeting and the July retreat. The committee reviewed elements of the June Staff Council agenda, including councilor expectations and professional responsibilities, and discussed the value of including Executive Committee overview or report-out items so that councilors have a clearer understanding of work happening between meetings. The importance of prioritizing Council Corner breakout sessions and selecting meaningful topics for discussion was also emphasized.

Budget Overview & Approval Process

Ashley Peters reviewed the Staff Council operating budget and approval process. The office budget, approximately \$10,000 annually, is managed by the Administrative Services Coordinator and the Budget Officer and is funded through University Human Resources. Members reviewed examples of items that typically do not require additional approval, including Staff Council polos, badges, parking passes, and Old Capitol rental costs, along with examples of event-related expenses such as Homecoming Parade participation, swag, and Adopt-A-Highway activities. Requests outside routine expenses are submitted to the ASC and Budget Officer and may be brought to the next Executive Committee meeting for approval if needed.

Peters also reviewed Coca-Cola funds, which are managed by the Budget Officer and total approximately \$66,000 annually. These funds support multiple annual commitments, including health and well-being efforts, awards, and staff appreciation grants. Additional requests, such as support for the COPE team or Bike to Work Week, also come from this fund and require approval. Members discussed the importance of considering sustainability when allocating these funds. Any funds not used revert back to the HR budget, and allocation structures are reconsidered on a seven-year cycle across campus.

Role of the Staff Council ASC

Kellie Digman reviewed the role of the Staff Council Administrative Services Coordinator. The ASC position is divided between Staff Council (75%) and the UI Retirees Association (25%). Responsibilities include providing meeting and operational support, coordinating agendas, scheduling leadership meetings, drafting and distributing communications, producing newsletters, processing MFK transfers, and supporting elections, onboarding, orientation, and councilor transitions. The ASC also helps preserve institutional knowledge and works with Executive

UI Staff Council Executive Committee

Wednesday, June 3, 2026

2:30 – 4:30 pm

2520-B UCC and Teams

Committee leadership to advance goals and initiatives while providing guidance, support, and administrative coordination throughout the year.

Staff Council Agenda Review (June)

The committee reviewed the upcoming June Staff Council agenda and discussed content areas that should be highlighted for councilors. Discussion included councilor expectations and professional responsibilities, as well as how Executive Committee updates might be incorporated to improve communication and provide context on ongoing work.

Retreat Planning (July)

Mitchell facilitated discussion on the July Staff Council retreat. The annual retreat will serve as an opportunity for introductions and relationship-building among council members. Members reflected on last year's retreat and discussed potential icebreaker options for this year, including interactive bingo activities featuring interesting facts about councilors. The group also discussed using the retreat to improve understanding of committee assignments, support smoother transitions between committees, and provide practical guidance on navigating Teams, setting up email signatures, and using shared inboxes.

Staff Council Swag Items

The committee discussed Staff Council swag options and confirmed that pom-poms would not be reordered. Members discussed budget options for candy buying for homecoming, along with interest expressed in finding items that are more eco-friendly, smaller, or more practical, such as branded crayons.

Budget Officer Election

The committee conducted voting for Budget Officer candidates during the meeting. Votes were tallied by the Vice President and a new Budget Officer was picked.

Behavioral Health; Health Care Nominee Selection

Behavioral Health function nominee voting took place during the meeting. Votes were tallied by the Vice President, and new Behavioral Health nominees were picked.

Football Press Box SCEC Attendance

Mitchell shared an opportunity for Executive Committee members to attend football games in the press box.

Open Discussion & Constituent Concerns

The committee held a broad discussion on several ongoing and future concerns. Topics included HR transparency, compensation classification, and the possibility of requesting wage studies to better understand whether current pay aligns with market conditions and experience. Additional discussion focused on staff satisfaction, retention, and the possible standardization of flexible work

UI Staff Council Executive Committee

Wednesday, June 3, 2026

2:30 – 4:30 pm

2520-B UCC and Teams

schedules. Members discussed the idea of sharing or splitting presentation slides focused on compensation adjustments during budget constraints, employee retention, and staff satisfaction.

Several additional ideas were raised, including the possibility of introducing a monthly “tips and tricks” segment and continuing Executive Committee report-outs as a standard communication tool. Constituent concerns included improving the classification appeal process to ensure a more standardized and equitable review structure, potentially through a more independent council process.

Adjournment

- Mitchell motioned to adjourn, Scanlan seconded; motion carried.
- Meeting adjourned at 4:33 pm.