

UI Staff Council Executive Committee
Wednesday, June 1, 2026
2:30 – 4:30 pm
2520-B UCC and Teams

Attendance

Present

Adam Walsh, Sam Mitchell, Ashley Peters, Bridget Toomey, Josey Bathke, Lindsey Lansberry, Nima Chaundrey, Jon Scanlan

Absent

Neda Barrett

Administrative Liaison

Kellie Digmann

Commented [MS1]: We should probably note absences.
Neda Barrett would have been absent this month.

Approval of UISC Executive committee meeting minutes

Minutes approval:

- June 3rd, 2026 – UISC Executive Committee Meeting – motion by Walsh, second by Toomey, [approved with no edits].

Discussion topics

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

Sam Mitchell opened the meeting by reviewing the agenda and providing an overview of the topics to be discussed during the afternoon. The committee also reviewed the SCEC calendar and upcoming meeting schedule to ensure alignment on future priorities and deadlines. The minutes from the previous meeting were approved following a motion and second from committee members.

Review of Upcoming Meetings & Agendas

The committee reviewed upcoming Staff Council and leadership meetings, focusing specifically on the July Staff Council meeting agenda, scheduled presenters, and key discussion items. Members also discussed future SCEC and leadership meeting schedules through August to ensure preparations were on track and to identify any topics requiring additional planning or follow-up. The discussion served as an opportunity to align priorities across upcoming meetings and confirm readiness for council business throughout the summer.

SC Committee Placement & SCEC Liaison Assignments

This portion of the meeting focused on committee assignments, liaison responsibilities, and planning for the upcoming Staff Council retreat. The executive committee reviewed assignments for councilors and discussed strategies for ensuring an effective orientation experience. Members compared the benefits of conducting a single orientation session versus multiple sessions and

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generally favored a consolidated approach that would reduce duplicate explanations and allow more time for committee goal development and brainstorming. The group also discussed intentionally distributing second- and third-year councilors across committees to provide experienced representation and continuity of knowledge. Additional emphasis was placed on providing committee members with more information about developing SMART goals before committee work begins. Executive Committee members were assigned liaison responsibilities to support committee co-chairs and facilitate communication throughout the year.

Retreat Planning (July)

The committee continued planning for the July Staff Council retreat and reviewed several engagement activities intended to encourage networking and participation among councilors. Discussion included the development of an icebreaker bingo card designed to help members connect with one another and build relationships early in the council year. The activity was viewed as a simple but effective tool to increase participation and engagement during retreat programming.

Council Corner Review (from 6/10/26)

The Executive Committee reviewed feedback collected through Council Corner and discussed concerns related to sustainability efforts across campus. Members noted observations that participation and awareness surrounding sustainability initiatives appear to have declined following the COVID-19 pandemic. Discussion highlighted a lack of awareness regarding available campus reuse resources as well as inconsistent and fragmented processes for recycling, surplus property management, and furniture reuse. Members explored opportunities to increase visibility of existing resources, improve internal communication about obtaining surplus items, and strengthen collaboration between campus units, including the Office of Sustainability and UI Health Care, to better support sustainability goals.

Review Council Corner Ideas for Next Week

The committee proposed several topics for future Council Corner conversations. One suggestion focused on increasing awareness of Board of Regents meetings by promoting easier access to meeting materials, including notes and timestamps that would allow employees to quickly locate relevant discussion topics. Members also discussed concerns regarding inconsistencies in how employees are notified about raises and cost-of-living adjustments, identifying the topic as one that may benefit from additional attention and feedback gathering through Council Corner.

Quick Tips and Reminder Ideas for Next Week

As part of ongoing efforts to provide practical resources to councilors and constituents, the committee discussed creating a quick tip focused on navigating Teams folders and locating shared files more effectively. Jon Scanlan volunteered to develop the content and provide an overview that

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could be shared with the broader council to improve user familiarity with Teams document organization and resource management.

Open Discussion & Constituent Concerns

The committee reviewed a proposed template for responding to constituent concerns submitted to Staff Council. Members discussed the importance of balancing empathy and support for employees while maintaining appropriate professional boundaries and clearly defining the role of Staff Council within the problem-resolution process. The goal of the template is to establish greater consistency in responses while ensuring constituents receive helpful and respectful communication.

Discussion also continued around the concept of a year-long Staff Council Bingo challenge designed to increase participation and engagement among councilors. Proposed activities included volunteering, updating councilor biographies, participating in bylaw votes, and other actions that support involvement in Staff Council initiatives. Members viewed the challenge as a fun approach to encouraging engagement throughout the year.

Peters provided an update regarding the vacant Engineering & Architecture; Facilities Operations Function Representative position. The committee discussed plans to begin accepting nominations during the July 8 Staff Council meeting and reviewed the process for filling the vacancy to ensure continued representation for the affected constituencies.

Additional discussion topics included exploring opportunities for campus committees and advisory groups to present at future Staff Council meetings. Members suggested inviting groups such as the Campus Safety Board, Hancher-related committees, Information Technology governance groups, and University Libraries representatives to share information about their work and priorities. The committee also noted that updates to the 2025–2026 Staff Council goals had been posted to the website, discussed event waiver requirements for non-university participants and minors attending Staff Council-sponsored events, and considered options for participation and staffing needs related to State Fair outreach activities.

Commented [MS2]: Should probably change to Peters, to be consistent with how other members are mentioned throughout the minutes.

Adjournment

- Mitchell motioned to adjourn, Scanlan seconded; motion carried.
- Meeting adjourned at 4:30 pm.