Awards Committee
Submitted by Apryl Betts, Chair

1.) Identify a new committee chair
2.) Tweak new Workflow process, if possible, to take some of the burden off the chair and SC Office manager.
3.) Local celebrations, ideas for how to better set these up and organize them.
4.) Update the Awards Committee “Cheat Sheet”
   a. Has dates/months when different event take place
5.) Create something similar specifically for the committee Chair
Committee on Committees
Submitted by Tom Moninger

2015-2016 Committee Members
Nancy Davin
Lorna Golson
Trisha Kreman
Tom Moninger – Chair

One of the main goals of the 2016-2017 Committee on Committees (CoC) was to continue the tradition of Committee members attending the meetings of UI Charter and Non-Charter Committees for which the CoC recommends staff to fill vacancies. It is anticipated that that these interactions will have several benefits:

- They will help Committee on Committee members become more familiar with the goals of the various committees thereby assisting them in identifying the best candidates to fill vacancies.
- They will fostering personal connections with the Charter Committees and their Chairs, and improve communication with the Staff Council:
  - This will help to demonstrate that Staff Council is interested in and supportive of their committee’s work.
  - The Charter Committees may be more inclined to share ideas and concerns with Staff Council, and vice versa.
  - It could be an important informational conduit during the ongoing TIER initiatives and administrational reorganizations, especially in regards to how they will affect UI staff.

Charter Committees that Committee on Committee members plan to attend this year include:

- FRIC
- Campus Planning
- Family Issues
- Research Council
- Safety and Security
- Hancher Auditorium

The other primary goal of the Committee on Committees was to codify all committee procedures. Tom Moninger, the committee chair, will generate detailed, step-by-step guides for all committee functions, including Charter Committee Applications and Selections process, and the filling of mid-term vacancies. A list of all relevant contacts will be included.

Other committee actions completed so far this term include:

- Identification and approval of a staff member to fill a vacancy on the Hancher Auditorium Committee
- Identification and approval of a staff member to fill a vacancy on Faculty and Staff Parking Appeals Committee
- Minor Committee Bylaws changes
Communications Committee -
Submitted by Sam VanHorne

This is a summary of action items based on the committee discussion on August 10, 2016

1. **Staff Council Spotlight**: Sam is going to identify Council members who are rotating off of SC this year. Those people will receive the “Spotlight” survey. Sam will share the survey with the rest of the committee. We will begin updating the Spotlight page with those response from outgoing councilors.

2. **Staff Survey Results**: Sam will post the survey responses (from the most recent staff survey) in the committee’s folder. The committee will review the results and begin to consider questions for possible inclusion in the upcoming survey that is to be administered in November. The questions are being drafted by another group, but the communications committee will have input.

3. **Dispatch**: At the September meeting, we are going to learn (from Hans) about Dispatch, and how it can integrate with Qualtrics to promote getting a good response rate for the next staff survey.

4. **Website**: The website will be a major goal in the spring semester, after the administration of the survey. Sam will look into whether there are any analytics collected about site visits such as through Google Analytics.

**September meeting**: I will schedule a meeting when it’s possible for us to learn about Dispatch. They will reach out to Hans to let them know when he’s such a meeting, and also, find out if Hans can request access to Dispatch for Sam

Community Outreach Committee
Submitted by Shannon Lizakowski

Notes per meeting on August 10, 2016

- A meeting will be scheduled for the entire Community Outreach Committee, since only 2 members were able to meet yesterday
- Upcoming events scheduled: International Student Orientation Check-in, Iowa State Fair, OnIowa!
- Homecoming is fast-approaching, so we will be getting details together soon for the parade and float
- We are working on reviewing bylaws and the website to ensure our committee information is correct
- Goals for our committee:
  - Have more participation from UISC members than last year
  - Add 2-3 new reoccurring/yearly events (such as FryFest, Children’s Hospital, Epilepsy walk, etc.)
  - Encourage volunteers to bring 1 coworker with them to an event during the year to help bring awareness to UISC and encourage more staff members to run during the elections each year
  - Open up activities to be inclusive of friends and family members as we are able
  - Host “After-Council” networking events once per quarter downtown, in addition to networking events for mentors/mentees.
  - Collaborate with other committees on council, and encourage staff to ask for volunteers/help when their offices/departments/colleges host events, etc.
Diversity Committee
Submitted by Michael Hesseltine

Plan:
- Pro-tem Chair for following year: Need to vote at next meeting but have a candidate who has stepped forward. (Tab Wiggins)
- Will review specific goals for year at next meeting but have agreed we will visit various groups and actively look for volunteer opportunities.
- Will partner with the Community outreach group (Shannon) & vice versa
- Will review website at next meeting and establish wording to take to the communications committee

This is a very engaged group.

Education Committee
Submitted by Craig Spitzer, Chair

Goals:
- Select chair for next year
- Gap training for staff (work with HR Committee too) Learning and Development Office – For those that want to become supervisors, but may not have those skill sets that will get them promoted otherwise into those positions.
- Make sure to give SC pens to new staff at orientation
- Mentoring program – UI Staff Council
  1. Social outing set up for mentors and mentees?
- Department Staff Council Protocols including HR/ FOO/Deans (Family/Community)

Elections Committee
Submitted by Lisa Harless

Goals:
- Step by step flow chart as to what needs to be done.
- Continue to work on the process in workflow (Hans & Ed)
- Continue working with CoC and Awards
Human Resources Committee
Submitted by Collin Davis

Prioritized goal list
1) Parental Leave Policy Modernization.
2) Longevity program differences among UISC vs UIHC and FO. Invite Heidi Zahner-Yantz from Central HR.
3) Big10 academic alliance - data on staff turnover and reasons for that turnover. Exit interviews / 360 reviews.
4) Merit raises take into account service work (KPI? Goal?).
5) Goals/GAP training, combined with Education Comm. (Sean Hesler, Nicole Mac) Why not allow taking classes for free like UNI?
6) Pockets of staff still needing to be brought up to market for Staff. (Those under the median.)
7) Hospital Staff contribute to physician performance, yet get nothing comparable to the bonus awarded to the physician.
8) Fair Labor Standards Act impact

Sustainability Committee
A conversation: Kevin Zihlman and Jim Verry, Sustainability Committee Chair-not available for the Retreat)

This portion from Jim Verry
I will be out on vacation, August 10th (during the scheduled date for our Staff Council retreat), but maybe our committee would like to meet at an earlier time to discuss our committees charge, review what the committee has done and where we might go in this new council year.

Another option (which I am totally open to) is for us to have discussion via emails and then during the council retreat you also will have something to report out on to the full council. I would like to let Erin Brothers know of our plans as soon as possible.

If you want to meet and have discussion, let me know of a couple dates/time parameters that might work for you next week. Also, share your thoughts if you’d prefer to do this via email.

This portion from Kevin Zihlman
Kim Lebeck and I were able to meet yesterday (August 10) at the Staff Council retreat and discuss some ideas relative to the Sustainability Committee. Erin Brothers provided us some information about what our charge as a committee should be, along with a question about whether or not our group overlaps with others on campus.

Per Kim and I’s discussion, we kept coming back to the word “partnership”. We concluded that the UI Staff Council Sustainability should be looking for ways to partner in the sustainability space on campus via the Office of Sustainability. That may be volunteer opportunities on sustainability events across campus (which we would coordinate with our Community Outreach Committee) or it could be assisting in messaging campus-wide or department-specific sustainability with assistance from our Communications Committee.

I am open for a future in-person meeting amongst our committee to look into specific actions we can be tracking on.
UI Health Care Ad Hoc Committee
Submitted by Matt Watson

FY 17 Pro-tem Chair: Nancy Davin

Chair and Pro-tem chair term will be for one operational year

It shall be required that the chair and Pro-tem chair be staff from a Health Care Org

Committee Charge:
Staying current on the issues and changes in University of Iowa Health Care that are relevant to staff. Provide advisement to UIHC leadership on a quarterly basis or as needs arise.

Scope of concern:
To help engage and inform constituents within UI Healthcare Orgs as well as bridge the divide between the two sides of campus.

Leadership and membership:
- All function and Org reps currently in positions which fall under Healthcare Orgs will have membership to the Ad Hoc committee by default
- Other members of staff may be appointed to the Ad Hoc Committee by the current committee members
- A Chair and pro-tem chair will be identified yearly
- No restriction on number of members
- Non-staff Council members may be appointed to the UIHC committee by simple majority vote of members on the current committee

Our main goals for this year are as follows:
- Identify individuals from healthcare org to come and speak to full staff council – first speaker identified is Dr. Maia Hightower CMIO at UIHC. I believe she is coming to speak at the Jan meeting
- Develop a process for engaging and reporting to our healthcare constituents – Monthly summary of staff council meeting and quarterly UIHC Leadership meeting shared through The Loop and Noon News. Links on the Loop for staff to get to Main Staff Council webpage as well.
University Relations Committee
Submitted by Monica Madura, Chair

Purpose:
1. Endeavor to establish and maintain working relationships between university shared governance bodies.
2. Foster good relationships among local, state, and national officials and the University, in collaboration with the Executive Committee and in conjunction with Faculty Senate’s Governmental Relations Committee.
3. Research and share findings on new methods and improvements to shared governance models.

Scope of Concern:
1. Attendance at Org. shared governance meetings.
2. Identify shared governance group contacts.
3. Keep shared governance portal up to date (http://www.uiowa.edu/shared governance/).
4. Investigate and compare shared governance models of peer institutions to our own.

Membership: Monica Madura -Chair
1. Jeri King
2. Julie Kramer
3. Katie Millard
4. Matt Watson
5. Tim Wolf

2016-2017 Ideas-
1. Chair will continue to attend Legislative Group Sessions on campus.
2. Be more active in Hawkeye Caucus day more staff representation- team to walk around and handshake- knock on doors, etc.
3. Update 2016-2017 contacts for all groups on our list- check for more
4. Possibly create a “Shared Governance Summit” *must be a very specific topic for spring 2017
5. Attend the following SG meetings 1x in fall:
   a. Faculty Senate
   b. Graduate and Professional Student Government
   c. Undergraduate Student Government (UISG)
   d. College of Education
   e. College of Pharmacy
   f. College of Engineering
   g. College of Business
   h. College of Public Health

6. Make contact with the following groups on campus, develop line of communication: (work with Diversity Group)
   a. African American Council
   b. Council on Disability Awareness
c. Council on the Status of Women

d. Lesbian, Gay, Bisexual, Transgender Staff & Faculty Association

e. Native American Council
          f. UI Latino Council
          g. UI Chapter, American Association of University Professors

7. Work with Committee on Committees to ensure all the presidential charter groups know about Staff Council.

1. Chair Elect position- establish a chair elect for the 2017-2018 session: Pending

2. Discuss Ideas for 2016-2017
   a. Top 2 choices to focus on developing - Hawkeye Caucus group and Shared Governance Summit

3. How does the group prefer to meet- in person, email, lync meetings

4. Internal Liaisons- Stay in contact with assign committee to ensure we are not duplicating efforts, share upcoming topics of concern, and areas of interest for collaboration.
   a. Committee on Committees- Tim Wolf
   b. Communications- Jeri King
   c. Diversity- Julie Kramer

5. Do we need to add external members to our group? Maybe once we begin the planning for the summit

6. Create a schedule to attending meetings listed in #6- *I would like these done by November if possible.
   a. Are there current staff council members who represent these groups that we can work with- Yes a few that we can attend meetings in partnership
      i. Business- Katie Millard
      ii. Engineering- Kimberly Lebeck
   b. Should we create templates for “outreach efforts” to ensure all groups know what staff council does and the change to a more active group? We will contact Strategic Communications regarding assistance with messaging.
Meeting schedules and minutes sites:

<table>
<thead>
<tr>
<th>Group</th>
<th>Meeting</th>
<th>Councilor(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Senate- Sept 20, October 18, December 6 (3:30-5:15 Senate Chamber, Old Capitol) <a href="http://www.uiowa.edu/facultysenate/meeting-archive">http://www.uiowa.edu/facultysenate/meeting-archive</a></td>
<td></td>
<td>Hans?</td>
</tr>
<tr>
<td>Graduate and Professional Student Government- <a href="https://gpsg.uiowa.edu/meetings/">https://gpsg.uiowa.edu/meetings/</a></td>
<td>Joint assembly Tuesday, Sept. 20th 6:00-8:30 pm</td>
<td>Monica Hans Erin</td>
</tr>
<tr>
<td>Undergraduate Student Government (UISG) <a href="https://uisg.uiowa.edu/about/meetings/">https://uisg.uiowa.edu/about/meetings/</a></td>
<td>Joint assembly Tuesday, Sept. 20th 6:00-8:30 pm</td>
<td>Monica Hans Erin</td>
</tr>
<tr>
<td>College of Education- The Council meets the third Wednesday of each month <a href="https://education.uiowa.edu/committee/college-education-staff-council#meeting">https://education.uiowa.edu/committee/college-education-staff-council#meeting</a></td>
<td>Wednesday, October/November *Short presentation</td>
<td>Finley, Jean (contact) Jim Verry (liaison)</td>
</tr>
<tr>
<td>College of Pharmacy (Julia Woodiwiss UI Staff Council Liaison) <a href="http://pharmacy.uiowa.edu/councils-and-committees/college-pharmacy-staff-council">http://pharmacy.uiowa.edu/councils-and-committees/college-pharmacy-staff-council</a></td>
<td>Tuesday, Sept. 27th 2:00-3:00 pm</td>
<td>Monica Julia Woodiwiss (liaison)</td>
</tr>
<tr>
<td>College of Engineering- Meetings are held the last Thursday of each month, beginning at 8:30 a.m. and generally run until 10:30 a.m <a href="http://www.engineering.uiowa.edu/faculty-staff/staff-resources/engineering-staff-advisory-council/meeting-minutes">http://www.engineering.uiowa.edu/faculty-staff/staff-resources/engineering-staff-advisory-council/meeting-minutes</a></td>
<td>Thursday, Oct. 27th 8:30-10:30 am *Short presentation</td>
<td>Monica Kimberly Lebeck (liaison)</td>
</tr>
<tr>
<td>College of Business- Elected Staff Council (ESC)</td>
<td>Tuesday, Nov. 1st 4:00-5:00 pm *Short presentation</td>
<td>Monica Katie Millard</td>
</tr>
<tr>
<td>College of Public Health- <a href="http://www.public-health.uiowa.edu/staff-council/">http://www.public-health.uiowa.edu/staff-council/</a></td>
<td>?? working on it</td>
<td>Robertson, Gayle R (liaison)</td>
</tr>
</tbody>
</table>