
Absent: Suzanne Doershuk, Sally Fisher, Emily Milke, Katie Millard, Adam Miller, Jessica Richardson, Matt Watson, and John Weyer

Administrative Liaisons: Cheryl Reardon, Associate Vice President and Chief Human Resources Officer

Guests: Kevin Ward, Senior Director, UI HR Policy and Administration; Glenda Smith, Training and Education Coordinator, UI Patient Access Center; Cristobal McKinney, Writer/Editor, University Strategic Communications

Welcome, Roll Call, and Minutes
Minutes Adoption:
- December 12, 2018 - UI Staff Council meeting – adopted by majority with no edits
Minutes Review:
- December 19, 2018 - UISC Executive Committee Meeting, no edits to bring forth

Working@Iowa Survey Results: Kevin Ward

University of Iowa faculty and staff continue to report a high level of engagement with their work in support of the university’s mission and strategic goals, according to the 2018 Working at Iowa Survey. This year’s Working at Iowa Survey was administered to 18,633 regular faculty and staff over the period of October 5–19, 2018; 11,148 or nearly 60% of the eligible population responded. This level of participation matches that of the 2016 survey.

Kevin presented on areas of strength, ongoing challenges, the importance of engagement, and next steps. The breakout reports were distributed to each college/division in December 2018. Ongoing in 2019, University/College/Division leaders will develop plans utilizing their survey results and identifying other relationships with existing data. For further information, visit our UISC website presentation section to view the presentation or visit UI HR’s Working@Iowa website.

Staff Council Bylaws; Process to Amend Bylaws & first read on proposed amendments: Ted Potter

Staff Council Bylaws committee is tasked with reviewing our UI Staff Council bylaws. Article XIX is specific to amendments. “These bylaws may be amended at the regular monthly meeting of the Council by a two-thirds vote of those present, provided that the amendment has been introduced to the Council at the previous regular meeting.” Proposals come to Staff Council from the Bylaws Committee, Councilors may ask questions and if changes are made, a final version is agreed upon by the end of the meeting. No vote is taken until the next Staff Council meeting. Amendments may be voted on individually or as a group. Below are the agreed upon proposals from the January meeting to be brought forth and voted on during our February meeting.
Motion 1-Amend Article XVI Communications Committee: (see presentation pdf)
All in the ‘Amended’ column

**Purpose section:** To facilitate the communication of information relevant to councilors, represented staff, and others interested in the activities of the Staff Council

**Proposed change to:** To facilitate the communication of up to date information relevant to councilors, represented staff, and others interested in the activities of the Staff Council

Tom Moninger moved; Libby Conley seconded the motion. This motion is carried forward to the next meeting for a vote.

**Membership section:**
2. The chair must be a member of the Council.

**Proposed change to:**
2. The chair must be a member of the Staff Council.

Tom Moninger motioned; Libby Conley seconded the motion. This motion to amend the motion was carried by a majority show of hands. This amended motion is carried forward to the next meeting for a vote.

‘Scope of Concern’ section:

**Proposed change to:** 2. Maintain an up to date digital presence for Staff Council.

Liz Lara motioned; Heather Mineart seconded the motion. This motion was not carried by a show of hands (17 yays; 21 nays)

Motion 2 – Amend several sections to update grammar as follows: (see presentation pdf)
This motion is carried forward to the next meeting for a vote.

Motion 3 – Amend Article I to add “UISC” at the end: (see presentation pdf)
After brief discussion, Lorna Goldson motioned; Heather Mineart seconded the motion. This motion is carried forward to the next meeting for a vote.

**UI-Patient Access Center (PAC) Leadership Development Course:** Glenda Smith

Glenda Smith and Tania Richmond are instructors for an eight-module course designed to develop leadership skills and define professional behaviors for UI Patient Access Center employees. The course began in 2016 and trains ten members for each course series. The “PAC” won 2018 Award of Excellence and received [national recognition](#) for their improvement practices. The interactive learning environment incorporates hand-on activities, projects, and presentations constructed in part from UIHR Learning and Development courses available as series or individual classes available to all UI employees. U-PAC added a final capstone presentation led by the participant following their formulated development course modules structure.

Key benefits include understanding the organization’s overall vision, instilling managerial level communication methods, ways to adapt their participants thinking and learning methods, instill coaching and development practices that align with the UI Health Care mission, and building leadership skills for further advancement.

This program’s conception was to boost skills within their department, but employees outside of their organization have participated in the program and thrived. This program has provided positive impact within their organization and UI Health Care fields and continues to grow.
Committee Worktime: Committee chair(s) and members
Our UISC committees met with their assigned sub-committee chair(s) and fellow members to revisit their initial goals, discuss their achievements and continued action steps to reach their goals, and report out to Marla and Michael via email and the full committee prior to the end of this meeting, if time permits.

Announcements: Michael Hesseltine, UISC President

Sign up for upcoming service opportunities. Tomorrow night is ‘Un-decorating’ at Iowa City Hospice Bird House. See Gayle Robertson, UISC Outreach Chair to participate. In addition, Martin Luther King Day of Service activities are available on their website.

A tour will be available for those interested in participating in a tour of Art Building West following our meeting adjournment. Thank you to the staff and occupants of ABW for being gracious hosts.

Meeting adjourned: Mike Weaver motioned; Mihaela Bojin confirmed motion.

Next Meeting: Wednesday, February 13, 2019; 2:30 – 4:30 PM - 2520D UCC