UI Staff Council Executive Committee  
June 20, 2018  
2520B UCC

Present: Michael Hesseltine, Jeri King, John Laverty, Katie Millard, Heather Mineart, Gayle Robertson, Marla Rosenblum, Matt Watson and Mike Weaver

Guests: none

Absent: Brenda Van Dee

Review/Approval of Minutes (authored by Brenda Van Dee)
- May 16 – SC Executive Meeting
- Mike Weaver – Motioned
- All – Seconded
- Approval to of minutes passed by majority vote with the agreed correction to the date of the Homecoming Parade from October 20 to October 19

Current topics:
- Staff Council Budget - Marla Rosenblum, UISC Administrative Services Coordinator
  - 2017-18 budget fully spent with recent purchase of new councilor name badges and poms for Homecoming Parade giveaways.
  - 2018-19 budget has been funded in accordance with recent Staff Council budgets.
- Committee preferences survey
  - First meeting to evaluate committee assignments set for June 28 with a few Executive Committee representatives

Legislative Delegation Event Impressions:
Meeting with Eastern Iowa state legislators took place on June 14. Legislator participants included Mary Masher, Vicki Lensing, Dave Jacoby and Joe Bolkom
- Impression from attendees:
  - Was similar to last year’s event
  - Upcoming elections have potential to change future focus areas
  - Concerns expressed about tax cuts, tariffs and impact on state economy

Committee Updates; Path Forward Engagement - John Laverty:
- Four work groups established, each with a focus on a different area of the UI Strategic Plan.
  - Student Success, Research and Discovery, Engagement and Diversity, Equity, Inclusion and Collaboration
  - John Laverty on Engagement team
- Focus to date has been on getting working groups up and running
- New website coming that will serve as basis for communicating working group members, plans and activities
- Suggestions for Staff Council related next steps:
  - Become familiar with the strategic plan and Path Forward to determine ways in which Staff Council can support
  - Suggest that Sue Curry and Rod Rod Lehnertz (Path Forward Steering Committee co-chairs) speak at Staff Council meeting
  - Matt Watson suggested that leaders from ITS and HCIS to come to a full staff council meeting and provide an update on the One IT initiative.
IC pride Update:
Staff Council Members participated in the 2018 Iowa City Pride Parade. Staff Council branding was evident via our banner and Staff Council branded pom-pom giveaways were a huge success.
- Suggestion made by Jeri King that at events such as this, Councilors take photos and send them to Communications Committee for use on Staff Council website or future Staff Council newsletter. When sending photos, please include a brief description of the place, people etc.
- The Staff Council Banner would be easier to manage in a parade if it had rods or posts. Matt Watson graciously agreed to make this happen.

Upcoming Year
- UISC Staff Funding – question raised regarding whether advertising and promotion of Coca Cola fund grants was sufficient. Decision of the group was to raise awareness by adding a news feed item to the Staff Council home webpage. First priority is to alter the wording on the awards page to reduce focus on Tuition Assistance. John Laverty took action to suggest the edits required and Marla Rosenblum took action to make the edits.
- Communications Plan for Councilors to their constituents – Discussion and agreement that processes in this area could be easier and more consistent for councilors. Actions agreed:
  - Pursue having Kimberly Keister present at July Staff Council Meeting to enable better understanding of Councilor mailboxes and distribution lists.
  - Provide councilors with a sample introduction letter that can be used by Function groups (teams) and Org Reps. A letter has been drafted by Marla Rosenblum. Gayle Robertson and Matt Watson agreed to review and provide feedback.
  - Look at a best practice to provide councilors with 3 key take-aways for each Staff Council topic or presentation to make communication to constituents easier and more consistent.
  - Plan a brief activity at the July Staff Council meeting allowing people to work in their Functional group or Org teams to come up with their communications plan.
  - Ask experienced councilors to bring sample of the communications they have used in the past.
  - Ask Councilors to BCC the Staff Council mailbox on their future communications.
  - Ensure alignment of all above with future newsletter.
- Goal setting – Executive Committee members were asked to review the 2017-18 goals and send suggestions for 2018-19 to Marla Rosenblum.

Committee results and Goals Committee Dates and Plan
Representatives from the Executive Committee will meet on June 28 to create first draft of committee assignments based on Councilors preferences. A meeting of the Goals Committee will then convene (same group plus known committee chairs) to finalize committee assignments.

Vacant Seat Vote
Michael Hesseltine proposed and Gayle Robertson seconded to move forward with the vote on of 2 candidates nominated to fill the Marketing, Communications and Outreach Functional Rep vacancy. Jackie Kleppe was selected as the successful candidate with 7 votes for and one abstention. Vote was carried by the majority.

Miscellaneous Announcements and Discussion Topics
- Spot Awards – monetary amount of Spot Awards has increased to $150.
- UI Brand - A project is underway to enhance UI Brand perception, with focus on Alumni. Objective is to drive brand awareness at the whole University level versus program or area of study level (e.g., “I am a UI alumnus, I am a Hawkeye”). First indication of this project is the presence of banners to be placed across the academic campus this summer.
- Upcoming meetings – Executive Council meets with President Harreld on Tuesday June 26 and Provost Curry on Wednesday June 27.
- Staff Council meeting speakers – action for all is to provide Michael with speaker suggestions. Suggestions made in the meeting were:


- Invite local legislators, targeting December 2018.
- Jeri King suggested that an invite be extended to Joe Bilotta Director Campus Planning.
- As mentioned above, Matt Watson suggested that Steve Fleagle ITS and Lee Carmen HCIS to come to a full staff council meeting and provide an update on the One IT initiative.
- As mentioned in above Path Forward, suggestion made that Sue Curry and Rod Lehnertz (Path Forward Steering Committee co-chairs) speak at Staff Council meeting

- Iowa State Fair – 5 councilors have volunteered (to date) to work the State Fair booth on Saturday August 18
- Health Care Dependents validation – emails were sent this week to staff members with dependents on their Health care plan. This will be followed up next week with a communication from the 3rd party vendor via letters sent to the home addresses of staff who have dependents listed on their health plans.

**Adjournment:** Mike Weaver; Heather Mineart seconded; Motion passed by majority.

**Next meeting:** Wednesday, July 18, 2018 – 2:30 to 4:30 pm – 2520-B UCC