UI Staff Council Executive Committee
February 19, 2019
2520B UCC

**Present:** Michael Hesseltine, Jeri King, John Laverty, Heather Mineart, Gayle Robertson, Marla Rosenblum, Brenda Van Dee, Matt Watson, and Mike Weaver

**Absent:** Katie Millard

**Guests:** Trevor Glanz, UI Compensation and Classification; Ted Potter, UISC By-laws Committee chair

**Review/Approval of UISC Executive Minutes:** January 16, 2019 – adopted as written

**New Diversity Equity Inclusion (DEI) language in Annual Performance Review Tool:** Trevor Glanz
A handout was presented to the executive team to review and provide input on new language proposed to be included as part of an employee’s annual performance reviews in a Universal Competency section. Talent@Iowa’s Diversity, Equity, and Inclusion (DEI) Committee developed recommendations for actionable strategies that University Human Resources (UHR), in collaboration with campus partners, will implement to assist in recruiting and retaining a DEI workforce. The DEI draft competency description, “Ability to work with a variety of individuals and groups in a constructive and respectful manner while appreciating the unique contribution of an inclusive workforce that brings together the talents of people across multiple identities, including: race, creed, color, religion, national origins, age, sex, pregnancy, disability, veteran or military status, sexual orientation, gender identity, or associational preferences.” The current Collaboration/Positive Impact and Service Excellence/Customer Focus sections remain. Each section has four proficiency levels and typical behaviors: Basic, Working, Extensive, and Expert/Leader. These levels can be used for goal-settings for employees and building individual DEI competencies. Executive members requested UHR to possibly request our colleges and units allow a set number of hours to participate in diversity training and events similar to the newly developed volunteer policy. UI Health Care has a similar “ICARE” program as part of their performance reviews, this DEI section will be folded in. The rollout is slated for early/mid-April 2019 but will not impact 2019 performance evaluations or those with July 1, 2019 salary considerations. It will be fully implemented as part of performance evaluation for FY2020 for all UI employees. The executive committee were charged to review and provide input by March 1, 2019.

**Facilities Public-Private Partnership (P3) employment numbers:**
Currently, the UI Utility System have 118 full-time employees that breakdown to 76 merit and 42 P&S. The university is committed to ensuring employees maintain their employment. The intent of the P3 is not to reduce staff. If UI’s exploratory search for a public-private partnership becomes a reality, the new operating entity would offer UI employees involved in the P3 a position with their company. Those utility system employees who are not offered a position with the new operating entity will retain a university position.

**Budget Review:** Marla Rosenblum (office budget); Matt Watson (Coca-Cola funds)
Anticipated office budget purchases include: swag for UI Homecoming parade, Orientation for new staff for our Education Committee, and Hawkeye Caucus; memorial book funds; and name badges for new councilors. Additional considerations were discussed. One requested hold of Coca-Cola funds for $1,000.00 for a future DEI event is also under consideration.

**Bylaws Update:** Ted Potter
To streamline the amendment process during our All Staff Council meetings, the By-laws Committee put forth a recommendation to have the executive committee review any by-law changes from a committee chair and/or member for approval prior to it going to full council.

In addition, there are conflicting bylaws as to who appoints each committee chair, the UISC President or the Goals Committee.

Article 15, Section 4 has no provision for election of the President Elect/VP. It was proposed to add through a special election and to refer to the policies and procedures.
A handout for review of a general style-guide for all bylaws viewing and grammatical use was presented and will be sent by President Hesseltine for an online yes/no voting process following this meeting. In addition, Ted requested a verbal approval to correct minor grammatical errors, which was approved.

Each Staff Council committee will have a: Purpose, Scope of Concern, and Membership Guidelines. There will be select committees with specific membership guidelines, such as the need for ad-hoc members for specific expertise.

**Employee Labor Relations (ELR):** Heather Mineart (ELR committee member)

Employee Labor Relations (ELR) Review Committee are setting up meetings with several groups on campus (UI & UIHC) including Shared Governance groups regarding their interaction with ELR to make recommendations to UI and UIHC HR. The charge is to maximize the future effectiveness of the ELR function in supporting the University’s mission and strategic priorities.

**Candidates on campus:**

- **Provost:** John Laverty, search committee member
  Three candidates have concluded their on-campus visits and are now under review for who will be the successful candidate.

- **Vice President for Research:** Mike Weaver, search committee coordinator
  The first of two candidates have completed their visits. The second candidate is here this week. Survey links and taped forums will be emailed for everyone’s input soon.

**Furloughs:**

UIHR continues to work with employees in furlough status. To date, most seeking new positions have been successful.

**UI Labor Center:**

In today’s [Iowa Now article](#), UI announced it will maintain the UI Labor Center for now, but plans to eliminate General Education Funds (GEF) and gradually reduce university support. Under the agreement, the Labor Center will retain current staffing levels but will undergo more frequent budget reviews to ensure its operating plan is sustainable.

**Adjournment:** Matt Watson motioned; Jeri King seconded

Next meeting: Wednesday, March 20, 2019 – 2:30 to 4:30 pm – 2520B UCC