All Present (no absences): Michael Hesseltine, Jeri King, John Laverty, Katie Millard, Heather Mineart, Gayle Robertson, Marla Rosenblum, Brenda Van Dee, Matt Watson, and Mike Weaver

Review/Approval of Minutes: Wednesday, December 19, 2018 UISC Executive – adopted with minor edits (addition of a comma in $1,500.00 mini grants section and removed two edit markings remaining in the MSC/E Committee section).

Council Vacancies: Michael Hesseltine
Upon review of UISC bylaws Article XV Section 1 and Section 2, the current language is silent on how subsequent term opportunities are to be treated once the replacement councilor (new member) lives out the term of the replaced councilor. Michael floated a proposal containing guidelines for how to deal with these situations; Executive members were in agreement with the proposal. Executive members agreed to charge the bylaws chair to look at similar language in our presidential succession vacancy bylaws for continuity. In addition, a discussion of the representation tables and their appropriate placement are being reviewed. Our representation has two types of councilors, organizational and function groups. Each organizational group has one representative each; the function representatives are based on the number of staff within each job family they represent, similar to our State House of Representatives. Our function reps have a base of 35 total reps. A three year review is completed to look at each organizational numbers. In addition, a review of each function representation is reviewed for balance. When a group only has one representative or lower, they may be grouped with another group. Human Resources changed to org 07, so they did not have an UISC organization representative group assigned. Matt Watson motioned to add org 07 into the 01 Presidential org, seconded by Jeri King. Remaining members approved.

Atypical Volunteer Opportunities: Gayle Robertson
Internal volunteer opportunities were presented by Gayle to field interest that could be brought forth to an upcoming All Staff Council meeting. The Natural History Museum is looking for judges for student papers on Saturday, March 16th. Judges receive online training prior to the event, which would be a morning commitment. Breakfast, lunch, and snacks would be available for volunteers. The second event is the UI Pow Wow in April. Look for updates from Gayle in the near future. Heather Mineart is on a committee with UI Wellness who will make the announcement of an upcoming opportunity in June/July. The event, Corridor Corporate Games, will have a wide variety of volunteer opportunities in the Cedar Rapids and Iowa City area on multiple days.

Org Rep Involvement with their Org Leadership: Mike Weaver
The results of the organizational representation email sent by Mike were compiled resulting in three to four out of 20 reps stating they have opportunities to meet with their leadership on a monthly or quarterly basis. Involvement of shared governance within UI organizations could be stronger and we hope to strengthen this number in the near future.

Budget Reviews: Matt Watson (Coca-Cola Funds) and Marla Rosenblum (UISC 'Office' budget)
Upon review of the two funding sources Staff Council uses, a portion of the office budget shows purchasing of our memory books and longevity related recognition expenses. Matt and Marla will be working on a summary of expenses for executive members to review in order to discuss whether these expenses should continue to be borne by the office budget, or if a better option would be to fund out of the Coca Cola Funds. Swag items with our new logo will be a future purchase.

Furloughs: Group discussion
This topic continues to be a concern for our staff. Staff paid through grants are on annual rolling furloughs and are concerned about layoffs.
General Updates:

- **Provost candidates on campus**
  Forums are approaching for our four provost candidates. The executive committee will have the opportunity to meet with each candidate in a separate meeting to represent our constituents.

- **Vice President for Research (VPR) candidates on campus**
  Look for upcoming executive committee opportunities to meet with each on-campus candidate. Further details to follow from the VPR office.

- **Spring UISC All Staff guest speakers**
  Michael has been reaching out for spring speakers for our UISC All Staff Council meetings. Upcoming speakers include: Melissa Shivers, Gary Barta, Terry Johnson, Erin Litton, and Joe Bilotta.

- **Shared Services speaker invitation**
  UI Shared Services is being implemented into UI Health Care. Executive members discussed inviting Debbie Zumbach and/or Dani Weber to provide an update including their Key Performance Indicators (KPIs) and plans for this implementation.

- **Closed Captioning during UISC All Staff meeting**
  A reminder to our guest speakers who have videos as part of their presentation, they need to be **captioned** videos to meet university policies and create a more inclusive environment.

**Adjourn** (meeting time extended): Heather Mineart motion; Mike Weaver seconded; motion passed.

**Next meeting:** Wednesday, February 20, 2019, 2:30-4:30 pm – 2390 UCC