
Absent: Carly Armour, Damien Blair, Sally Fisher, Kathleen Ford, Michael Geneser, Joe Lang, Adam Miller, Marla Rosenblum, Brenda Van Dee, Ashley Vanorny, Angela Ward, Matt Watson, Tabitha Wiggins, and Julia Woodiwiss

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

Guests: Joshua Bolen, Student-Henry B. Tippie College of Business, Associate Director of the University of Iowa Clothing Closet; Joni Troester, Assistant Vice President Total Rewards; Cynthia Joyce, University Ombudsperson, Office of the Ombudsperson; Kristal Gibson, Associate Ombudsperson, Office of the Ombudsperson; Kelsi Ludvicek, Program Assistant, Jacobson Institute, Young Professionals at Iowa; Spencer Stumpf, Disclosure Manager, UIRF Operations, Young Professionals at Iowa.

Welcome, Roll Call, and Minutes

Minute Adoption:
- November 14, 2018 – UI Staff Council Meeting – adopted by majority with no edits

Minutes Review:
- November 21, 2018 – UISC Executive Committee Meeting – no edits noted by any members present

The University of Iowa Clothing Closet: Joshua Bolen, Student – Henry B. Tippie College of Business, Associate Director of the University of Iowa Clothing Closet

Clothing Closet is a non-profit on campus serving the student body (undergraduate and graduate students) by providing access to quality, new or used, professional clothing at no cost. Clothing Closet needs donors such as faculty, staff and students to continue to provide the clothing. Tax deductible forms are available when donating clothing items. The current hours are Sunday, 3-5 p.m., Monday, 1:30-4:30 p.m., Wednesday, 5-8 p.m., and Friday from 9:30 a.m-12:30 p.m. and 1-4 p.m. (closed over winter break). [https://leadandserve.uiowa.edu/organizations/clothing-closet/](https://leadandserve.uiowa.edu/organizations/clothing-closet/)

UISC Challenge: to bring donations to next UISC meeting and a rep from the Closet will pick up donations. The next meeting will be at Art Building West so please plan your donation activity accordingly.

Health Benefit Review Update: Joni Troester, Assistant Vice President Total Rewards

An overview of the review is located at the following website [https://hr.uiowa.edu/health-benefits-review](https://hr.uiowa.edu/health-benefits-review). The process included review of data from multiple sources including historical plan information,
actuarial analysis and benchmark data and feedback from faculty/staff through a survey administered to all benefit eligible staff in September 2018. The survey received a strong participation with a 37.1 percent completion rate. P & S staff responded at the highest rate (48.6 percent) and Merit staff at the lowest (26.0 percent) [https://hr.uiowa.edu/health-benefit-review-survey-results-summary](https://hr.uiowa.edu/health-benefit-review-survey-results-summary). The survey results indicated very high participation in and satisfaction with the university offered health plans, UIChoice and Dental II. Ninety-four percent of those surveyed participate in both plans and 95 percent expressed satisfaction with them. Recommendations are currently under discussion and will be made during spring semester 2019. Any changes as a result of the recommendations will be implemented at the earliest in Calendar Year 2020.

**Office of the Ombudsperson – 17-18 Annual Report:** Cynthia Joyce, University Ombudsperson and Kristal Gibson, Associate Ombudsperson

The Office of the Ombudsperson is a resource for any member of the university community including students, faculty, and staff with a problem or concern. They provide informal conflict resolution, mediation services and advocacy for fair treatment and fair process.

Cynthia and Kristal presented the results from the 2017-2018 Annual Report ([ombuds_office_annual_report_2017-2018.pdf](https://hr.uiowa.edu/health-benefit-review-survey-results-summary)). The number of visitors to The Office of Ombudsperson has increased 10% from 2017 to 2018. Visitor concerns include hierarchical relationship issues, peer relationships, career/academic progression, policy violations, safety/health/environment, services/administration, compensation/benefits, organizational issues, and value/ethics/standards concerns. A satisfaction survey sent to all visitors showed an 85% satisfaction rate. The Ombuds Office gave 41 presentations and delivered 79 workshops (1900 participants) in 2017-2018.

Ombuds Office News includes the retirement of Susan Johnson after eight and a half years as the faculty University Ombudsperson. The Ombuds Office welcomes Rachel Williams as the new faculty University Ombudsperson in July 2018.

**Staff Council Mid-Year Committee Updates:** Committee Chairs/Co-Chairs (including committee updates from agenda)

**Awards Committee – Submitted by Kim Lebeck**
Mary Shumaker will be taking over has committee chair. Committee presented awards at local celebrations throughout campus. Committee looking to increase nominations and will be increasing communication and emails.

**ByLaws Committee – Submitted by Ted Potter**
The committee continued to work on its goals over the last month.

- The committee will review the draft Bylaws style guide at its December meeting, with the goal of sending the final version to the Executive Committee for review and approval soon thereafter.
- Ted will present the draft of the Chair’s duties to the committee at its December meeting.
- The committee will complete its review of the Bylaws for minor grammatical and technical changes and will send them to the Executive Committee for their review. The committee hopes to present these changes as a Bylaws amendment to the SC at the January 2019 meeting.
- The committee will be creating a ‘how to’ guide for new chairs which will be a companion to the by-laws.
Communications Committee – Submitted by Denny Crall
The Communications committee is currently working on several tasks. The first is a review of our bylaws. As a committee, we have reviewed our stated charge and our implied charge. As a result, we have updated our by-laws. The new by-laws have been reviewed by the Executive committee and will be brought in front of the full council in the next couple of months.

Secondly, the Communications committee has broken into three working groups. The groups are focused on: the Councilor directory, site content & newsletter, and meeting archive redesign. We are busy collecting portraits and bios for the directory. We plan to have the directory go live in early January. Please provide your entries if you have not already.

The content group is planning a new series of articles with the eye toward publishing a constituent newsletter sometime in the new year. If you have suggestions or ideas, please contact Jeri King.

Last year we identified the meeting archive as a place where we can significantly improve the web site. We are still working through design ideas and exploring our technical options.

Committee on Committees – Submitted by Tom Moninger
- The committee has filled two mid-term vacancies.
- The committee has made it a priority to visit charter committees.
- Creating statement of notes and benefits to be a committee member.
- The committee will be reaching out to more merit staff to serve.

Community Outreach – Submitted by Gayle Robertson
Volunteering is at 58% council wide (60% goal) and 27.5% of council members have volunteered at 3 or more outreach events.

We had two main volunteer opportunities in November: the UI Health Fair and holiday decorating at the Bird House. At the UI Health Fair, we had 20 people volunteering, with 4 of these as first time volunteers this year. This volunteer opportunity netted approximately 45 volunteer hours.

For the Bird House event, we had a total of 10 volunteers, including 2 Staff Council Alumni and 1 spouse. A total of approximately 20 hours was volunteered at this event.

Upcoming Events:
- MLK Day of Service – January 21, 2019
- Hope Lodge – January 30, 2019
- Dance Marathon – February 1, 2019

Diversity Committee – Submitted by Lisa Piper
Minutes from the November 14 Diversity Committee Meeting:

1. John Laverty and Lisa Piper updated the committee on the meeting that they attended regarding the Bylaws and Website content.
2. Tabitha Wiggins reported on Human Rights Week activities. Events kick off on Wednesday, January 16, from 5-6:30 pm in the IMU Main Lounge, there will be an update on Diversity, Equality and inclusion.
   - January 21—Day of service, “Make it a Day on Not a Day Off”, link to register is now active (https://mlk.uiowa.edu/). We will encourage Staff Council members to also participate.
- January 23—Ron Stallworth, the subject of Spike Lee’s “Black Klansman” movie will speak at 7:30 pm at the Englert.
- January 24—Understanding your Whiteness in order to be a Better Ally.

3. Lisa informed the group that the Dentistry student group is investigating food vendors that are anti-LGBTQ and will prepare a statement to take to UISG/GPSG. The committee decided to wait to comment until UISG/GPSG comments.

**Education Committee – Submitted by Linda Varvel and Julia Woodiwiss**

The Education Committee continues to attend the new staff orientation sessions each month. 100% of the 2019 shifts are now scheduled to be covered with each committee member participating. Additionally, the committee chairs have recently worked to update the language describing the Education Committee on the Staff Council web page. We will be putting most of our efforts into focusing on getting feedback for/advancing the mentor program for FY19 and prepping for FY20.

**New Staff Orientation Staffing Plan:**

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**Elections Committee – Submitted by Mike Weaver**

Elections Committee continues to refine the Qualtrics Template for a generic ballot as well as exploring partnering with student government to use Engage. It is likely that Qualtrics will be required for this spring’s elections.

Elections Committee will be sending out terms that are ending as well as post on the website.

**Health Care – Submitted by Sally Fisher**

Met with UI Health Care leadership recently. Suresh Gunasekaran, the Hospital’s new CEO, was introduced, which led to very engaging interaction. Suresh asked members of the committee very pointed questions and spoke to his desire to learn from us. He is very interested in having our committee members being more involved. This was a very memorable and positive committee meeting. We are continuing discussions and working towards getting an interactive display built to take to the Hawkeye Caucus in the Spring.

**Human Resources Committee – Submitted by Kevin Zihlman**

The Staff Council HR Committee continues to gather information about various University of Iowa programs that benefit staff. Within that last month, the HR Committee has gathered information about the UI Employee Tuition Assistance program. After some recent discussions by the committee, we are breaking into subgroups to work on action items related to the UI Tuition Assistance Program for employees as well as Supervisor Training and the use of 360 Reviews.

The goal of the committee in the 2nd half of the year is to refine our action items related to those topics
and advance them forward to the decision makers at the University of Iowa in order to effectuate positive change for UI staff.

**MSE/C**
Chairperson not yet defined so no report this month.

**University Relations – Submitted by Cassie Walizer and Michael Geneser**
The University Relations Committee is wrapping up their postcard campaign to state legislators. The deadline to submit postcards to the Office of Governmental Relations is December 13th. The committee has reached out to local shared governance groups to discuss presenting to their groups about Staff Council’s annual goals. In spring, the committee will focus on preparing for Hawkeye Caucus and the spring email campaign to state legislators.

**Young Professionals at Iowa (YPI):** Kelsi Ludvicek, Program Assistant, Jacobson Institute, and Spencer Stumpf, Disclosure Manager, UIRF Operations

Young Professionals at Iowa (YPI) was created to develop campus-wide connections among University of Iowa staff in order to promote professional growth and change. A group of UI staff employees started the group to help University of Iowa employees meet each other, network professionally, and make new connections outside of their departments. Anyone who is a staff member at the University and strives for change wants to continue to personally and professionally grow is welcome to join.

**Emeritus Status Policy Revision:** Mike Weaver
The Office of the Provost initiated a revision of the “Emeritus Status for Retirees” policy to clarify the grounds under which emeritus status may be revoked (e.g., when someone retires under “honorable circumstances” and is conferred Emeritus status and is later found to have violated a UI policy or to have committed a heinous crime) as well as additional edits to increase clarity and consistency. Because the policy has implications for both faculty and staff retirees, it is being brought to the Shared Governance bodies for their review and approval.

Policy revision approved unanimously with the suggested edit: to remove comma (,) after the word ‘use’ on line 63.

**UISC President Comments & Updates:** Michael Hesseltine

Ugly Sweater Contest Winners: #1 Katie Millard, #2 Lorna Golson, and #3 Ted Potter

Thank you to everyone who brought treats to share. Please submit your name and an hour of volunteer time on behalf of your efforts.

**Meeting adjourned**

**Next Meeting:** Wednesday, January 9, 2019 – 2:30-4:30 p.m. – Art Building West Room 116