

UI Staff Council Executive Committee
Wednesday, Nov. 3, 2022
2:30 – 4:30 pm
2520B UCC

Attendance

Present

Brian Baxter, Brett Cloyd, Molly James, James Jorris, Jackie Kleppe, Brian Morelli, Isaac Podolefsky, David Stenersen, Jessica Welter, Kevin Zihlman.

Administrative Liaison

Kellie Digmann

Guests

Sam Mitchell, Matt Henderson, Trisha Smith.

Minutes

The Oct. 5, 2022 UISC Executive Committee Meeting are approved with no edits.

Discussion topics

Kleppe welcomed Digmann, SC's new ASC (administrative services coordinator), and Baxter, a new executive committee member who will be replacing Podolefsky, who has accepted a job outside of the University. EC members thanked Podolefsky for his service.

November Staff Council Meeting Agenda

- HR Topic – Supervisor Training and Best Practices, Sean Hesler, Director, Organizational Effectiveness Operations – _Organizational Development
- Wellness Grant in your Area, Melanie Cuchna, Senior HR Specialist, Benefits Health & Productivity and Kelli Jackson Amato, HR Specialist, Benefits Health & Productivity
- United Way – Matt Henderson, UI Campaign Co-Leader and Trisha Smith, United Way VP, Development & Marketing.
- Best Practices, Tips and Techniques for Different Work Modalities: How to manage remote workers, how remote works can unplug, set boundaries, be more productive and efficient, Dr. Beth A. Livingston, Assistant Professor in Management and Entrepreneurship at the Tippie College of Business
- UI Students for Disability Advocacy & Awareness (UISDAA) – Designated Space Petition, Abbie Steuhm, President and Will Guiler, Graduate Research Assistant, Psychiatry
- Communications Committee – Social media proposal
- Outreach Committee updates
- DEI update

By-laws – Update to the bylaws/policies and procedure manual – to bring final version with updates – Zihlman

A draft of a policies and procedure manual was created in 2021. It is intended as a guidebook to provide practical working practices to the Executive Committee as it turns over from year to year. The manual

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has never been formally adopted. The bylaws committee is working to update and finalize the document and will seek formal adoption from the Executive Committee. Zihlman will send a draft with final edits for Exec Committee members to review and comment. More discussion to take place in December executive meeting.

United Way Giving - Matt Henderson, UI athletics, and Trisha Smith, United Way of Johnson and Washington Counties, VP, Development & Marketing

United Way would like to present to Staff Council in hopes of increasing success of the UI United Way fundraising campaign. UI participation in United Way as an organization is 1%, which ranks lowest in the Big Ten. Their goal is to increase participation from 225 employees giving to 500. The minimum pledge is a total of \$50 either through a monthly donation or a one-time gift.

The 2022 campaign theme is “Change Starts Here.” United Way supports more than 30 service organizations and takes on needs such as building financial stability, child through adult literacy, and access to health care. United Way allows donors to direct where their money goes.

Staff Council provided the following advice:

- Show impact of money raised
- Disclose how much goes to administrative costs
- Explain why UI staff should donate through United Way rather than directly to an agency of their choice.
- Given inflation, highlight volunteer opportunities for those who feel financially strapped.

A campus-wide email is scheduled for Nov. 7, 2022. The last day for setting up a pledge for is Dec. 16, 2022.

Communications Committee (CC) Update – Morelli and Sam Mitchell

One of the stated goals of the CC is to increase engagement and SC visibility. A beginning of the year survey and subsequent discussions indicated a desire among SC members to be more active in social media and launch new channels. SC is currently only on Facebook and posts very minimally.

CC recommends increasing Facebook posting to about once a week and incorporating fun polls to drive engagement. The committee is also recommending launching a profile on LinkedIn, which has similar features of Facebook. The committee liked LinkedIn because it is a professionally-oriented network, so the content that would be shared would be well suited for that platform. The committee would repurpose content created for the newsletter onto social media. Authors of the content would provide a short blurb for the post and the ASC would manage posting on social media.

Several SC members have expressed a strong desire for an Instagram presence, while the CC shared several reasons for not recommending using Instagram at this time including lack of capacity of committee given the monthly workload of committee responsibilities. .

After discussion and feedback to the CC, they will meet and prepare a presentation and recommendation for full staff council meeting in November.

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Coca-Cola Funds Request - Stenersen

The UI Food Pantry requested \$14,851 from Staff Council's Coke Fund allotment to support its efforts. Many staff use the food pantry. The money would primarily be used to purchase groceries for the food pantry.

The EC could not support the full request, but found consensus to provide a one time award of \$2,500.

Action: Executive Committee voted unanimously to provide \$2,500 to the UI Food Pantry.

Adjournment

EC voted unanimously to adjourn the meeting.

Next meeting

December 7, 2022

2:30-4:30pm

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