

# Staff Council Committee Mid-Year Progress Reports

*Presented by Committee Co-chairs*

# Awards Committee

Teri Schnelle & Kathleen Tandy, co-chairs

Accomplished or

In Progress

## ▶ Goal Overview ◀

*Goal 1: Simplify and clarify the nomination process. Goal 2: Create a best practices guide for nominating staff for awards. Goal 3: Increase nominations. Goal 4: Adjust membership guidelines for Awards Selection Committee. Goal 5: Administer bias training for the Awards Committee and Awards Selection Committee. Goal 6: Recommend and identify new awards.*

### Key Accomplishments

*Created best practices guide. 54 total nominations for 2023-2024 (highest number of nominations we have received).*

### Key Metrics

*Number of nominations for 2023-2024; Number of departments submitting nominations; Increased quality of nominations submitted*

### Indicators of Success

*1: Updated or clarified nomination process document created for 2024-2025 process. 2: Guide created to share on Staff Council website for nominators. 3: Receive more nominations than last year and from a larger cross-section of the university. 4: Guidelines in place for 2024-2025 Awards Selection Committee. 5: Process in place for 2024-2025 Awards Committee and Awards Selection Committee. 5: 1 new award identified.*

### Outcomes or Impact

*Continued recognition of the exceptional work of staff which supports satisfaction and retention. Increased access to the award nomination process. Increased equity in the nomination and selection process. Increased recognition of the exceptional work of staff.*

# Bylaws Committee

Josey Bathke & Teri Schnelle, co-chairs

Accomplished or

In Progress

## ▶ Goal Overview ◀

*GOALS: 1) expand UISC by 2 positions to reflect the proportionate number of councilors for the employees in the Behavioral Health area; 2) Meet with each comm. to discuss their needs for bylaws updates based on their committee goals; 3) Support committees as they evaluate their own bylaws and propose updates as needed, with a commitment to keep a DEI lens on to ensure that all updates promote DEI principles*

### Key Accomplishments

*GOAL 1: DONE*

*GOAL 2: DONE*

*GOAL 3: ON HOLD until SPRING '24*

### Key Metrics

*GOAL 1: increased number of UISC councilors*

*GOAL 2: meetings held*

*GOAL 3: submit revisions to UISC for voting/adoption*

### Indicators of Success

*GOAL 1: membership is proportionate*

*GOAL 2: all committees respond*

*GOAL 3: confirmation of no changes needed, or revisions submitted to UISC for voting/adoption*

### Outcomes or Impact

*GOAL 1: equitable representation*

*GOAL 2: support for all co-chairs*

*GOAL 3: updated & current bylaws*

# Committee on Committees

Robert Butler & Sonia Slevinski, co-chairs

Accomplished or

In Progress

## ▶▶ Goal Overview ◀◀

*Improve overall communication*

### Key Accomplishments

- *Visit committees and update master tracking with committee function and membership expectations*
- *Offer Q&A to clarify role and charge of UISC Committee on Committees*

### In Progress

- *Elicit perceived committee scope and purpose from other Shared Governance bodies*
- *Collaborate with other Shared Governance bodies in the President's University Charter Review*

### Indicators of Success

- *Committee leadership requesting guidance for Staff membership inquiries*
- *ConC Q&A added as an agenda item for one meeting of each committee*
- *Successful process completion, including committee chair nominations*

# Committee on Committees

Robert Butler & Sonia Slevinski, co-chairs

Accomplished or

In Progress

## ▶ Goal Overview ◀

*Clarify and document procedures and roles*

### Key Accomplishments

- *Determine the timeline for the 2023-2024 Council year and update template with roles, dates, and duties*
- *Creation of mid-term placement workflow and document templates*

### In Progress

- *Review committee scope and purpose across published resources (UISC Bylaws, Ops Manual, etc.) to assess for congruency*
- *Update documentation in the shared drive to guide future committee members*

### Indicators of Success

- *Complete indicated updates across published resources (UISC Bylaws, Ops Manual)*
- *Timely completion of committee placement process*
- *Accessible template and processes folders in shared drive*

# Committee on Committees

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# Communications Committee

Sam Mitchell, Chair

Accomplished or

In Progress

## ▶ Goal Overview ◀

*Goal 1: Better enable staff councilors to communicate with their constituents.*

*Goal 2: Continue to infuse our work with the principles of Diversity, Equity, and Inclusion.*

*Goal 3: Complete a comprehensive review and update of the Staff Council Website.*

*Goal 4: Complete an assessment of how we can improve communication with staff located off main campus.*

### Key Accomplishments

*Goal 1: Reviewed orientation materials and resources. Made recommendations on how to improve expectations with councilors during the onboarding process.*

*Goal 1: Centralized the process for communicating pre & post meeting communications to constituents.*

*Goal 3: Website review and recommendations are complete. Implementation of changes are still pending.*

### Key Metrics

- *4 newsletters sent to constituents this SC year.*
- *29 articles written*
- *36% average open rate amongst staff members*
- *All newsletters have met our DEI & Wellbeing goals*

### Indicators of Success

- *Average newsletter open rate has increased by 5% over last year.*
- *Increased the number of non-councilor attendees at the monthly meetings.*

### Outcomes or Impact

*Goal 1: Creation of guidelines and tools to help staff councilors communicate and build relationships with their constituents.*

*Goal 2: Communications that highlight and support the diversity of our community.*

*Goal 3: Improved functionality/useability of the Staff Council website.*

*Goal 4: Better meet the communication needs of all staff.*

# Community Outreach Committee

Anne Hinkle & Molly James, co-chairs

Accomplished or

In Progress

## ▶ Goal Overview ◀

*We have set many goals for this Councilor year:*

*70% of Councilors to volunteer in for at least 1 opportunity / Providing at least 1 volunteer opportunity a month endorsed by our committee / Documenting our processes and contacts for events to assist in future planning / Assign committee members to lead various events for our committee to "advertise" for volunteers / Document events through photography / Partner with United Way / Collaborate with other Shared Governance on campus*

### Key Accomplishments

*Our biggest accomplishments so far this year include getting others in our committee excited about leading events as well as collaborating with both United Way and others on campus from CLAS, etc. in several volunteer opportunities!*

### Key Metrics

*We now have most of our processes in writing to assist future members of our committee with planning and on a more fun note we have MANY more photos than in previous years to document our accomplishments and memories together.*

### Indicators of Success

*Our biggest indicator of success for the year so far is that we already have 222.25 hours of volunteer time logged – we are on our way to hopefully beating last year's final # of 255 for the 22-23 Councilor year!*

### Outcomes or Impact

*As always, we hope to aid in helping our community both here on campus and in the surrounding areas. We hope to assist in making persons smile and to bring us as a Council closer together through volunteerism.*



# DEI Committee

Hilary Jensen & Vickie Roesner, co-chairs

Accomplished or

In Progress

## ▶ Goal Overview ◀

*Goal 1: DEI Annual Event*

*Goal 2: Supporting DEI Community Events/Collaboration*

*Goals 3: Education on DEI Communications*

### Key Accomplishments

- 1) *Standing monthly agenda item, helping us stay on track for Spring 2024 event.*
- 2) *Connections and collaboration with other diversity councils across campus have been made (UI Latinx and disability awareness). Connection made with Hubbard Scholars Mentorship Program.*
- 3) *Monthly DEI update to UISC regarding upcoming events and celebrations.*

### Key Metrics

- 1) *Survey to be sent to attendees after Spring 2024 event to gauge effectiveness and success.*
- 2) *Track number of connections made with diversity councils.*
- 3) *Supporting UI Strategic plan, share updates as necessary.*

### Indicators of Success

- 1) *Key UI/UIHC stakeholders scheduled to speak and attend event. Collaboration achieved with UISG, UIGPG and Faculty Senate.*
- 2) *Responsiveness from UI Diversity councils.*
- 3) *Awareness of diversity programs and activities happening on campus.*

### Outcomes or Impact

- 1) *Successful DEI Annual Event to help foster a welcoming and inclusive destination university.*
- 2) *Promotion of diversity awareness and collaboration among diversity councils.*
- 3) *Encouragement of staff council participation*