
Absent: Nancy Davin, Bruce Drummond, Matt Edwards, Twila Martin, Gayle Robertson, Kathy Rushlo Burrows, Raymond Small, Carolyn Tappan, Rebecca Tritten, Linda Varvel, and Lynne Westphal.

Administrative Liaisons: Kevin Ward, Assistant Vice President for Human Resources Administration

Guests: Bruce Rastetter, Joe Slosanek (Gazette), Vanessa Miller (Gazette), Efe Ayanruh (Daily Iowan)

Welcome, Roll Call, and Minutes
Meeting called to order.

March minutes were approved without changes.

Presentation by Board of Regent's President: Bruce Rastetter, President - Iowa Board of Regents
Since the 2008 flood, there has been a lot of rebuilding and new building on campus. It has been 30-40 years since UI has seen a new dormitory built on campus, so the new dormitory that is about to be finished and the approval of a second is needed. The Board of Regents is invested in supporting the effort to make the University of Iowa one of the greatest campuses in the country.

Continued engagement is key to making campus transition from good to great. Efforts will be across the board from enhancing intellectual property development to high-quality job creation. There are areas within the state of Iowa that are working to combat the brain-drain of talent leaving the state, including partnerships between private and public institutions.

President Rastetter is planning to spend more time on the University of Iowa campus, particularly throughout the summer, to build the relationship with campus and to help with the selection of the presidential candidates. The search process slowed at the beginning to ensure that the committee came together and to take all stakeholders into account. Jean Robillard is recommended for Interim President.

The Board of Regents is hoping to hire a bold leader for campus that believes in the good to great concept, that the foundation is laid for the work to be done (rebuilding of campus), and that there is continued support for the fundraising campaigns that the UI Foundation works on. The ideal candidate will be a good listener, and will have skills about where the university can go beyond where it is today. Other university presidents have been consulted for their input on their lessons learned, skills that are needed, etc. to help in the process of picking the right candidate.

Currently, there are many more faculty on the presidential search committee than staff. This is due to following the business model set up on the other campuses during the search for their presidents. In addition, there were additional faculty included on the search due to the addition of the biomedical
center and medical school. Chuck Wieland, representing all staff on the University of Iowa campus, will have a much louder voice than a single seat on the search committee.

The goal for the search committee is to bring the top candidates to campus during the last week of August. Within a few days of that, they would like to have the Board of Regents select the new president. It is hoped that the University of Iowa will have a new president on campus by January 1, 2016, or sooner.

The legislature is still in session. Until the K-12 funding issue is resolved, they likely won’t start on the university budgets. The Board of Regents continues to lobby for the full requested budget, including a 1.75% increase plus the $12.9 million backfill for the University of Iowa.

The Board of Regents wants to ensure that engagement with TIER results in continuous improvement for each of the campuses. Several projects are being implemented. Mark Braun, University of Iowa Chief of Staff, was on a leave of absence at the University of Iowa to help the board office with the TIER project. He has now returned to the university to help oversee the process on campus.

Master contracts between the universities have the greatest cost-savings potential, and allow local vendors to have the opportunity to bid for the work. There is a push to move toward a more central human resources system to make sure that there is equitable and fair work being implemented across the campuses. One specific area is the hiring process within universities. Currently, it takes 83 days to hire someone, on average. There is work being done to streamline that process and reduce the number of hours that employees have been spending on searches. The human resources review, as well as work within Information Technology, has started. Purchasing has hired Huron to assist with their review. The academic review had a delay, but Pappas is now working on that project and results can be expected between the summer and fall.

The review process has been going well, and it will result in a variety of positive things. The goal is to streamline processes to make the university system a better working environment overall. Once things are voted on by the Board of Regents, they can still be looked at and changed to fit the needs of the campuses. If there are any issues or input from the University of Iowa campus, Mark Braun can be contacted.

Pairing the university with outside companies is a good thing. It enhances everything the university is committed to and creates jobs for graduates within the state. The University of Iowa Hospitals and Clinics is ranked the 12th best place to work in the country on the Forbes list. The goal for the research parks in the state is to have 2: one in Iowa City and one in Ames.

The Board of Regents is planning to be more engaged with the University of Iowa campus. The Regents will be spending more time individually on campus, doing tours and meeting with small groups. Bruce Rastetter has already spent more time with the faculty than staff, so he wants to change that. There is a desire to have conversations about what the Board of Regents does, who they are, and what their working parameters are for the campuses across Iowa.

**Executive Leadership Academy: Nikole Mac, Manager - UI Leadership Development**

The Executive Leadership Academy is currently being developed. A year ago, there was a campus needs assessment. They discovered gaps that needed to be filled. The other key thing learned from the assessment was that people wanted to be aware of what is available in a more consistent way.

Programs currently available to UI employees include Supervising @ Iowa, Advanced Management Series, the Executive Leadership Academy – UI and the Executive Leadership Academy-UI Health Care.
The Executive Leadership Academy fills one of the gaps identified by the needs assessment. UI Learning and Development is looking for leaders who are interested in being part of the academy. Those interested would currently have roles in leadership management, they may have financial responsibilities, and they may be doing some implementation of strategy in their respective areas. UI Learning and Development will be piloting the Leadership Academy this year on the UI health care side of campus. The academy will offer assessments, coaching, and group work. It will give employees the experience of working across a cross-functional team.

The pilot group of 25-30 people will start in August with a 60-90 minute orientation. There will be 5 2-day immersive experiences that will occur throughout the early part of fall, and there will be additional dates in February and March of 2016. Additional work will be required outside of the immersion days. Pre-readings, prep work, and foundation planning will also be expected. There will be a capstone project and a project showcase in May of 2016.

The capstone project could focus on topics such as the research and economic development side of student life, academic services, etc. Instructors of the program will include Tippie College of Business faculty, experts in specific areas such as business process improvement, an internal team of consultants, and coaches and teachers from Human Resources/Organizational Effectiveness. All content will be practical and application based.

The cost for participation is $1200 per participant, which includes a special 1-day project management workshop. There will be a limited number of scholarships available for participants. The scholarship source should be utilized as a supplemental source as much as possible to help provide greater support to more people.

The application process will be fairly simple. It will include a nomination (self or other), payment information, and a letter of support/endorsement from a department level officer. Supervisors will be informed, as well. There will be a small team of volunteers to review applications. A formula will be used to help with the review, based on completed application, self-information, essays, etc. The letter of support will also be weighted. The application will be available later in April, and the deadline to apply will be in early June.

Introduction of UI Bike Master Plan: Dr. John Fuller, Professor - Urban Planning and Design
This presentation will be at a later date.

Implementation of New Search Process: Diana Leventry - Senior Director, Human Resources Administrative Services
Human Resource-10 focuses on the use and size of search committees. The business case is to establish a clear policy for professional and scientific search committee size and structure. The current challenge is that search committees are required for all searches. They have no size limit for the number of participants, and often the same people serve on searches. In addition, underrepresented diversity groups on campus get pulled into a lot of searches, due to the desire to have diversity on the search committees. There is a large time commitment spent of approximately 17 full-time equivalents for all P&S searches done in a year. The process is slow, there are a number of steps and reviews that need to be done, and a lot of time is spent just trying to get the search committee together to meet. This process has resulted in an 83 day average time to hire, and during that time, good candidates may drop out of the search.

Outcomes of this business case are that there will be no committee used at pay level 5 and below, and instead the search will be conducted by the administrative supervisor and Human Resource unit representative. There will also be a reduced committee size for searches of positions at pay level 6 and
above. The Human Resource unit representative will have increased responsibility to participate in and facilitate search processes. Methods are being looked at to increase internal talent mobility for Professional and Scientific (P&S) staff, including internal search options and promotions within work groups. There will also be a review of Human Resources and Equal Opportunity and Diversity roles in P&S recruitment as part of Human Resource-10. More information on internal mobility will be discussed at a future Staff Council meeting.

The changes in search committee structure and policy will be better for staff due to the expected reduction in time to hire new employees, having new co-workers to share the workload sooner, and less time serving on search committees. Applicants will benefit by having a decision sooner. There is a continued opportunity to collaborate primarily throughout the interview process. Trained Human Resource representative involvement is designed to speed up the process steps, provide supervisors assistance throughout the process, and assure consistent and fair processes across the board. The recruitment process improvements will enhance the image of the University of Iowa as an employer of choice and may encourage great applicants to apply.

The target number of days to hire is less than 83. Right now, a target hasn’t been established, yet, but the goal is to reduce the time and get better at what is done. A target timeframe will be determined once everyone is more used to the new process. Sourcing services will be encouraged to be utilized to obtain top candidates.

Nomination for Officers and At-Large Executive Committee Members
Nominations of councilors to serve on the UISC Executive Committee are being requested. Nominees have a month to accept or decline the nomination. Speeches and voting will occur at the May meeting.

VP/President Elect:
- Erin Brothers
- Kimberly Keister
- Travis Dillavou
- Sean Thompson

Budget Officer:
- Monica Madura
- Shannon Lizakowski
- Laurie Hafner-Dahms
- Brenda Van Dee
- Matt Watson

Secretary:
- Jessica Church
- Brenda Van Dee
- Erin Brothers
At-large:
  - Glenda Smith
  - Matt Watson
  - Jessica Church
  - Nancy Davin
  - Monica Madura
  - Shannon Lizakowski
  - Justin Rogers
  - Travis Dillavou
  - Laurie Hafner-Dahms
  - John Laverty
  - Apryl Betts

Election updates: As of today, 12.6% of staff have voted for the larger UISC functional representative positions across campus. Voting ends April 17th.

**Human Resources Update - Kevin Ward, Assistant VP for Human Resource Administration**

It is expected that there will be updates on the TIER project twice a month. Updates will be posted on IowaNOW and the various project websites. Finance, Information Technology, and Human Resources will provide the updates.

The new Human Resources TIER website was launched. Chazey has had 2 focus groups for their part of the review. One group included Human Resources representatives doing human resource work fulltime, and the other included employees doing human resource work as one of many responsibilities. Chazey will report to the Board of Regents on the projects next week, including the work done on the validation of the Deloitte business case.

The Early Retirement Program is moving forward. Roughly $28 million should be achieved with the program. More details will be discussed at the next UISC meeting.

There have been pockets of identity theft on campus where tax returns were filed fraudulently. At this point, there doesn’t seem to have been a breach of the campus systems, but any employee who has been a victim should contact payroll and the police department. The tax fraud email that went out to campus can be found on the department of public safety website for reference.

**Announcements**

The Ronald McDonald House dinner will be on May 5th. 8-10 volunteers are needed and donations are requested to help purchase food. Anyone interested in participating should email Sean Thompson.

Meeting adjourned.