Staff Council Executive Committee Meeting
2520B UCC
Wednesday, July 15, 2015

Present: Laurie Hafner Dahms, Hans Hoerschelman, Shannon Lizakowski, Matthew Watson, Chuck Wieland, and Marsha Adolph.

Absent: Erin Brothers, John Laverty, Monica Madura, and Glenda Smith.

Guests: Kimberly Keister

Meeting called to order.

Approval of Minutes:
All minutes from June 2015 were approved with corrections.

Staff Council Longevity Program and UIHC:
Staff Council provides longevity awards to all staff reaching 25 years of employment and then every 5 years after that. UIHC requested that we make changes to this program for UIHC staff only. After a great deal of discussion, it was decided to move this request to the HR Committee for review. Hans asked Marsha to estimate how much of her time per month she spends on this and report back to him. Hans will also discuss this with Kevin Ward.

Budget Report and Discussion:
Matt went over current requests for Coke Funds.
1. Burst Your Thirst: Requested $50. Referred to the Mini-grant program.
2. UI Wellness, LiveWELL: Requested $6500. Approved as requested.
3. Organizational Effectiveness, IOWA Awards: Requested $1500. Approved for $1250.
4. Mary Jo Small Fellowship Award: Requested $35,000. Tabled with action item to invite to Sean Hesler to next Executive Meeting to discuss the program.
5. Staff Appreciation Grant Program: Requested $14,500. Approved for $10,000 with the possibility of more depending on budget.

Communication Committee Status and Discussion:
Kimberly Keister brought forth one of the goals of the Communications Committee this year is to facilitate and encourage staff councilors to communicate and to build a relationship with their constituents. She would like to remove barriers to allow councilors to be able to communicate better. Some of the barriers include writer’s block, what can/should you say in a message, and sometimes councilors get negative messages back after sending a message so they don’t want to try again. It is also difficult for the functional groups to have an up to date list of their constituents. Kimberly would like to have someone on the council take notes and send out a summary. Discussion was held about the differences between taking notes and taking minutes. The Executive Committee would like to see how Strategic Communications could potentially help us communicate through resources such as Iowa Now and the use of templates, etc. While this would not help with relationship building, it would improve communications. We will add this to our Retreat agenda in August to discuss further.

Retreat Discussion (August 12):
We will have a retreat on August 12, 2015. The purpose will be to do committee work. We may bring in someone from Strategic Communications to help us create templates for communication.
TIER Communications Committee Report:
Table discussion until further meeting.

Meeting with UNI Shared Governance Class in October:
This is a graduate class from UNI. They would like to visit with Staff Council Executive Committee on October 16, 2015 when they will be on campus to interview a number of governance committees. We will participate.

Meeting adjourned.