

MINUTES

CLAS Staff Council – pre-convening planning meeting Wednesday 5/22/19 – 240 SH

Present: Mark Fullenkamp, Kathy Ford, Julie Ostrem, Jenny Britton, Emma Kirk, Pattie Kimbrough, Alaina Hanson, George Hospodarsky, and Kellie Kucera; ex-officio Kari Gates and Kayt Conrad.

Absent: Greta Sokoloff and Jen Knights.

- I. Call for officer nominations - per draft bylaw Article X, Sec. 2., Nominations for officers are made at the meeting one month prior to the operational year and officers are elected by the council at the following meeting. Nominations include:
 - A. Secretary – Emma Kirk
 - B. Vice President – Mark Fullenkamp
 - C. President – Pattie Kimbrough and George Hospodarsky
 - D. Continuing to accept nominations
 - i. General consensus is that since not all council members are in attendance today, nominations for officers will stay open until election at next meeting
- II. Bylaws discussion
 - A. Concerning election of officers and succession – since president assumes past-president role after one year term, should past-president automatically become ex-officio? See draft bylaws Article III, Sec. 1.
 - i. General consensus is no, that past-president remains voting member of council until term is up
 - ii. If president in final year of term, then ex-officio in the next year (term extended, see draft bylaws _____)
 - iii. Made note of this proposed change to draft bylaws for consideration of bylaws committee and during future meetings
 - B. Data collection during elections (Article VIII)
 - i. Lisa Gray had been serving as “third party” referenced in draft bylaws. Council asks whether bylaws should be updated.
 - ii. Discussion around not wanting to include a person by name in the bylaws, nor a specific position, which could prohibit that person/role from participating in the council.
 - iii. General consensus is to include “CLAS Office of Strategic Communications” in this article rather than the more general “third party.”
 - C. Nominations for general election process
 - i. Some council members and other CLAS staff found it unclear that nominations essentially served as a primary. Rather they expected that, regardless of the number of nominations received, each nominated person would appear on the ballot.

1. How to make this more explicit (see draft bylaws Article VIII, Sec. 1-1)?
 2. Should the number of nominees even be limited?
 - ii. General consensus was that more information is needed, particularly about possible limitations of technology used to manage elections. Seek input of Ed Hill.
- D. Dean's representation
- i. Draft bylaws call for an ex-officio "CLAS Dean's Representative" (Article III, Sec. 1)
 1. Will this person be in regular attendance or the Dean?
 2. How to make this invitation to the Dean?
 3. What are reasonable expectations for the Dean's participation?
 - ii. Considering first invitation to new dean be in early fall to attend a regular meeting
 1. Some members suggest that quarterly participation by dean seems reasonable
 2. Some members would like more regular involvement of the dean (monthly) either through meeting with whole council and/or executive committee.
- E. Process for reviewing bylaws
- i. Discussion that reviewing articles and line items as a full council is inefficient
 - ii. Council suggests that once bylaws committee is established, they take up review and revision of bylaws to present to full council for approval.
- III. Committees – discussion (see Article XVI)
- A. President needs to be elected in order to appoint/assign members to committees
- i. Council members should review list of committees and be prepared to volunteer for those most of interest to help with the assignment process
- B. Should review at first meeting committees suggested in bylaws
- i. Are these what we want?
 - ii. Can some committees be [temporarily?] collapsed to a single person who acts as a liaison to the larger CLAS/UI organization (such as for awards, diversity and education)?
 1. Can the executive committee also serve as the committee on committees?
 - a. Some precedent for having a distinct committee on committees in UI Staff Council
 2. Diversity is emphasis of incoming university leadership and council members express interest in "being at the table" for this discussion
 - iii. How to assign agendas/duties?
 1. Should the committees' assignments come from the council? Should the committees bring their own action items up to the council? Consensus seemed to be that either option is acceptable.
 - iv. How to solicit broader participation on committees?
 1. Committees are intended to be composed of other CLAS staff members besides just those on the council.

- 2. How to encourage engagement (participation in shared governance) among staff with the council?
 - v. Find/review list of CLAS committees, who is serving and in what capacity – Jenny Britton will find this for our next meeting and distribute – objective is to reduce duplication of effort
- IV. Goal setting – what is the vision for the CLAS Staff council? Some members would like this to be a priority discussion in future meetings
- V. Website updates – as soon as possible
 - A. Home page – edit to include elected council rather than ad hoc committee
 - B. Update “Documents” tab to be “Meeting Documents”
 - i. Reverse order of agenda/minutes so most recent is at top of list
 - ii. Notes/minutes from this meeting may not be made public
 - iii. Agenda for next meeting can be posted on website
 - C. Set up CLAS staff council email address
- VI. Communication about activities of the CLAS staff council
 - A. Among council – set up our own one drive to share documents in progress?
 - B. With CLAS staff
 - i. Some members feel that email is harder to ignore and is more personal.
 - ii. Nic Arp maintains list updated monthly with all CLAS staff email
 - iii. Agenda and minutes on website meet criteria of being publically posted/published
 - C. Committee
 - i. Responsible to monitor CLAS staff council email address?
 - ii. Website updates?
- VII. Draft agenda for next meeting. Items to include: election of officers, formation of committees, brainstorming – vision for CLAS Staff Council.