

MINUTES

CLAS Staff Council – Regular Monthly Meeting Wednesday 11/13/19 – 302 SH

1. Meeting called to order 11:05 p.m.
2. Roll call and minutes
 - a. PRESENT: Kathy Ford, Julie Ostrem, George Hospodarsky, Alaina Hanson, Kellie Kucera, Mark Fullenkamp, Jen Knights, Pattie Kimbrough, Jenny Britton
 - b. ABSENT: Emma Kirk
 - c. Reading and approval of October regular meeting minutes: Motion by Britton to accept minutes, seconded by Fullenkamp, unanimously approved.
3. Old Business:
 - a. Committee Updates
 - i. By-laws Committee:
 1. The committee met and will be working through the by-laws to update/edit as needed.
 2. Jenny created a checklist that the group will use to determine which by-laws need updates.
 - ii. Education Committee:
 1. The committee wants to make a tip sheet/directory of how to find educational opportunities.
 2. The committee wants to survey CLAS staff about what people want for education, as well as questions from other committees on CLAS Staff Council.
 3. Discussion included sending out survey after January 1, 2020.
 - iii. Communication Committee:
 1. An anonymous feedback form ready to put online and include in welcome message.
 2. Council discussed wording – Fullenkamp motioned, Hospodarsky seconded to approve the Communication Committee's the uploading of the feedback form.
 3. Fullenkamp will put photos from September meeting up on the webpage along with identifying officers.
 4. Fullenkamp reported on a Women in IT conference. There will be local U of IA "Allies" group out of this.
 5. Request to update calendar and add agenda and minutes and also a direct link to CLAS Staff Council.
 6. Discussion about locating staff information on CLAS websites. The website is being overhauled by May 2020. Led to a greater discussion about staff resources buried on the webpages.
 - b. Follow-up on CLAS DEI discussion/CLAS Staff Council role:
 - i. CLAS Diversity Committee approved the addition of two staff members with voting privileges. Will next be approved by faculty assembly.
 - ii. Discussion on having one member from the Council itself and one other person.
 - iii. By-laws will need to be updated to include these appointments.
 - iv. There are questions about how long will the external person serve.
 - v. Ford will get more information.
4. New Business
 - a. Survey/Welcome Message:
 - i. Executive Committee will email welcome message, including link to feedback form.

- b. UI Staff Council Update:
 - i. Student Climate: Rod Lehnertz has committees to address this climate resolution. Staff Council is also reviewing charter committees to see if there is overlap.
 - ii. Supervisor training will be rolled out January 2020.
 - iii. Catastrophic Leave Phase I Phase II Want anonymous ask 10,000 hours
 - iv. Staff Council proposal to increase education \$\$ of up to \$450,000.
 - c. Search Updates:
 - i. The searches are going well. The AD for Arts and Humanities open forums next week. Recommendation made today for Strategic to Dean and next week for NMSS.
 - ii. Dean Goddard chairing the search committee for VP for Student Life, which has a quick turnaround time.
 - d. Pattie will send out Emma's update on the CLAS Strategic Planning
5. Adjourn – 12:00 p.m.

Next meeting – Wednesday, December 11, 2019