

MINUTES

CLAS Staff Council – regular monthly meeting Wednesday 2/12/20 – 302 SH

- I. Call to order – 11 a.m.
- II. Roll call (welcome new council member), minutes approval
 - a. Present: Kathy Ford, Mark Fullenkamp, Alaina Hanson, George Hospodarsky, Pattie Kimbrough, Emma Kirk, Jen Knights, Kellie Kucera, Julie Ostrem, Jeremy Richardson, and Greta Sokoloff; ex-officio members Kayt Conrad, Kari Gates and Heather Mineart.
 - b. Absent: None
 - c. Sokoloff motion, Hospodarsky second – January minutes unanimously approved as written
- III. Committee and Ex-Officio updates
 - a. Awards (liaison) - The Staff Recognition Committee met during the week of 1/27 and we continue to work on our main event for staff recognition in April. The Committee would like the Council to attend and perhaps have an area where staff can meet Council members, maybe even a suggestion box or just a sign-up sheet for staff to record their concerns and/or what they feel our priorities should be. In addition, thanks to the help of Kari Gates, I meet with Kari, Christina Berthel and Melia Pieper to discuss the future of the Committee: the goal is for the Council to absorb the Committee. We decided that would happen next year, Fall 2020, this decision was in part fast-tracked by me due to the fact that we are still waiting to solidify bylaws. Since we would have probably been asked of us at the end of the Spring semester I thought it advantageous to formalize the switchover now and update the bylaws for the Awards Committee before our final bylaws submission so we don't have to immediately turn around and request a revision. I am happy to revise the bylaw session I drafted last year and provide that to the Bylaws Committee and the rest of the Council for future discussion. – Greta Sokoloff
 - b. Bylaws
 - c. Communications – meeting tentatively scheduled for 2/11 to discuss drafting procedure to address feedback form submission and emails to the council. – Mark Fullenkamp, Jen Knights, Emma Kirk
 - i. Knights reported from meeting that committee tentatively drafted procedure to respond individually to feedback if contact information included. If feedback is anonymous, comment will be discussed at meeting of full council and action noted in minutes.
 1. Ostrem asked about having a “Staff Wants to Know” column on website – perhaps in the future, but consensus of council was that this was not for specific feedback
 2. Mineart confirmed that UI Staff Council will address feedback and note discussion/action in minutes.
 - ii. The automatic reply from the CLAS Staff Council email and website feedback form has been updated to include this information.
 - d. DEI (liaison) – please see included attachment “Aug 2019 DEI Update” – Heather Mineart
 - e. Education - The Education Committee met and created a working document to organize staff training opportunities – see included excel file “educational-opportunities.” – Julie Ostrem, Greta Sokoloff, Kellie Kucera
 - i. Ostrem mentioned that this document will pull from several sources (LiveWell, etc.) and will focus primarily on standing opportunities to avoid having burden of constantly updating.
 - ii. Mineart asked that the list include contact information for the different opportunities.
 - f. Executive – the executive committee met Wednesday 1/29/20 to draft the agenda for the next regular meeting of the council. Executive committee also discussed creating a calendar for use internally (at a minimum) or, perhaps, sharing externally to standardize when agenda and minutes could be expected. As the council discussed in January, the executive committee will invite other committees to submit

written reports to be included with the agenda and read in advance of the meeting. This should make council meetings move more efficiently. – Pattie Kimbrough, George Hospodarsky, Emma Kirk

g. Ex-Officio

- i. UI Staff Council – Mineart reminded council that nominations/elections are upcoming for UI Staff Council and reviewed timeline. UI Staff Council has identified the opportunity to possibly offer two, \$1,000 awards to merit staff. UI Staff Council is also considering proposal to attach monetary award to outstanding staff recognition award. UI Staff Council has submitted an Advisory Committee GEF Budget request for nonrecurring funds to increase the pool of dollars available to the University of Iowa Tuition Assistance Program (TAP); additional approvals needed (budget review board, etc.).
- ii. HR – Gates had no update. Hospodarsky asked question to clarify procedure for mandatory supervisor training.
- iii. ASG – Conrad had no update.

IV. Old Business

- a. Recurring discussion of draft bylaws – bylaws committee has circulated document with revisions and asks council members to review track changes. Reiterate that the objective is to have these revised and ready for approval by or before the end of the year (May). Bylaws committee also asks that each committee review bylaws description for their committee and offer revisions, if needed.
 - i. Article III – added reference to MOPP because draft bylaws silent on constitution of ex-officio membership. Bylaws committee suggested adding term limits for ex-officio members, who appoints and from which groups. Dean’s representative omitted from draft reviewed during meeting.
 1. Consensus of council is that dean’s representative is desirable and an important component of the communication process between CLAS Staff and Dean’s Office where the CLAS Staff Council serves as a conduit. This person (or people), if not the dean, should be appointed by the dean.
 2. Hospodarsky asked current ex-officio members about their involvement and how they see their roles. Conrad offered that ASG rep is committee assignment so could change based on who is serving on which committees in ASG and she sees the role as primarily facilitating communication between CLAS Staff Council and ASG. Gates said that HR person may change depending on appointment by supervisors and/or availability. Gates sees value in the HR org rep being ex-officio even if another elected member of the staff council is in HR. May be helpful to have terms longer than one year to provide for continuity. Mineart says UI staff council org rep should always have a seat on the CLAS staff Council and is an elected position within the UI Staff Council so may change.
 3. Hospodarsky summarized how people are appointed to ex-officio positions –
 - a. CLAS org rep – elected
 - b. ASG – nominated
 - c. HR – asked by supervisor
 - d. Deans – appointed by dean
- b. Follow-up on strategic planning process – Kirk updated council that draft strategic plan was submitted by strategic planning steering committee to dean’s office. Dean’s office revised and submitted to Provost’s office 3/3. Expectation is that additional feedback will be received by dean’s office through March with final strategic plan draft due in April. No draft to share at this meeting.

V. New Business

- a. Elections update – Hanson will check on term limits because in by-laws council members may serve two, consecutive three-year terms but MOPP says no reelection for terms longer than one year.
- b. CLAS Staff Council to absorb CLAS Staff Recognition Committee and participate in appreciation event in April – Sokoloff will work with Gates on what the formal process is to bring the awards committee into

CLAS Staff Council. Awards committee feels like this will reduce redundancy in efforts. Challenge may be to incorporate a committee that has a budget into a council that does not. Consensus is council generally in favor of the move.

c. Review staff training opportunities document – see discussion III. e.

VI. Adjourn – 12 p.m.

Next meeting – Wednesday 11 a.m. 3/11/20 302 SH