

# MINUTES

## CLAS Staff Council – regular monthly meeting

Wednesday 9/16/20 – Zoom (<https://uiowa.zoom.us/j/94610667972>)

- I. Call to order – 11:06 AM.
- II. Roll call
  - a. Present: Kathy Ford, Emma Kirk, Jen Knights, Amanda Jensen, Sandy Mast, Julie Ostrem, Pattie Kimbrough, Greta Sokoloff, and George Hospodarsky; ex officio Rebecca Kick and Melia Pieper, Heather Mineart. Guest(s):
  - b. Absent: Mark Fullenkamp, Jeremy Richardson
- III. Kirk motioned to approve minutes. Jensen seconded. Minutes approved unanimously by council.

Hospodarsky mentioned topic of reimbursement for internet and other expenses and that staff should be directed to talk to individual departments.

- IV. New Business
  - a. Communication from staff to CLAS Staff Council
    - i. none this month.
  - b. Ex-Officio Updates
    - i. HR – no updates.
    - ii. ASG – no updates
    - iii. UI Staff Council – 2 weeks ago Faculty Senate had a motion to have presidents of the 4 shared governance organizations, or their representatives, be immediately appointed to the University's Critical Incident Management Team (CIMT). They had originally been appointed to the contingency planning committee looking ahead to spring, so now shared governance presidents are liaison officers to CIMT. CIMT manages and directs the activities of the various departments that will be involved in the crisis incident management response. Liaisons are involved in weekly meetings with CIMT to discuss contingency plans and provide feedback with respect to staff. CIMT was planning on weekly updates but was strongly encouraged by shared governance leaders to have more frequent communication to improve transparency. CIMT subsequently revised frequency of communication to every 3 days.

Kirk asked about status of furloughs for different units. Mineart talks regularly about these issues with Cheryl Reardon. Right now, just athletics and housing and dining have had mandatory furlough days. Pieper said that currently there is no plan for mandatory furlough days for CLAS staff, however, the budget still needs to be approved by President's office. Things can change. Kimbrough mentioned that it is very likely the tiers for the budget response will change. Pieper reminded us that mandatory furloughs for CLAS were a tier III budget action, however, all those plans we drawn up by the previous leadership.

Hospodarsky asked about enrollment number for the current school year and the comparison to the projections. Jensen said that the 7% reduction in undergraduate enrollment was slightly less than expected and graduate student enrollment was up. Pieper reminded the council that the

2020 graduating class was the largest class on record so from a budgetary standpoint some drop in enrollment was expected. Hospodarsky noted that campus seems very empty.

Mineart noted that <20 % of credit hours are face to face. The Undergraduate president has talked about difficulties with the hybrid model when students must transition between in person and virtual classes since most are living off campus. Jensen said her office is working with the Dean of Students (DOS) office to find spaces for students to work on campus to help with this issue. These spaces could be reserved by the students to help their with their class schedule. There have been some instances of students just finding a space and using it across campus, so they are working on getting the right spaces identified and getting the students to sign up for them. Kimbrough mentioned that she has gotten phone calls from students who were routed to her by ITS because they had been told that laptops were available. Jensen said that those calls should go to the DOS office in the IMU, which has the laptop program and funds for other IT-related expenses. Jensen shared a useful resource for directing undergraduates to student service centers for the various colleges (appended to end of minutes).

c. Plan upcoming meeting with Dean Sanders

Hospodarsky reminded councilors about the upcoming, off-cycle meeting with Interim Dean Sanders on October 15<sup>th</sup>. Councilors should think of agenda items so Dean Sanders can have some idea about what we would like to discuss. Ex-Officio members added to meeting invitation. Hospodarsky asked councilors if they had specific items they want discussed. Kimbrough recommended sending creating an agenda.

Jensen returned to the topic of improving the catastrophic leave system for staff to make an easier and anonymous process. Mineart reminded the Council that this is something UI Staff Council is currently working on and are past Phase I. Phase II is currently on hold due to COVID. Goal is for autonomy so staff requiring cat leave can be more anonymous. Many long-term employees lose vacation, and the goal is to make it easier to donate hours. The plan is to get it so people can easily donate hours to a pool. 10,000 hrs are lost monthly which could really help a lot of people. Kirk asked if people are notified that they are losing time. Mineart said that employees are not notified when they are at max vacation time and about to lose hours. Pieper mentioned that it must be distributed responsibility in knowing about maxing out on hours because there is a month lag. Pieper also asked if there would still be an option to donate to a specific person and asked about how pool will dealt with. Who gets the hours? Mineart stated that this is one of the standing issues with this plan. Hospodarsky encouraged Mineart to remind UI staff that there is an option to donate hours. Mineart will share cat leave plan from UI Staff council again with the council.

Hospodarsky asked councilors to email ideas for the agenda in advance of the meeting. Sokoloff said that she would send the agenda from the meeting with Dean Goddard that people could use to suggest changes or new items. Ford thinks it is a good idea to get a sense of how Dean Sanders wants to collaborate with our governance body. Ford asked whether we should survey CLAS staff in advance to contribute questions. Kirk mentioned that a survey would be helpful at some point. Hospodarsky stated that the Executive Committee wants to increase communication with staff so that they know about meetings with the Dean, University surveys, etc.

- d. Sustainability – Hospodarsky mentioned communications with Blake Rupe about increasing sustainability practices. Kimbrough thinks we can start thinking more about folding sustainability into our committee work where it fits in. Kimbrough acknowledges that it is difficult right now with remote work but that Rupe is interested in working with us on this. Jensen asked for clarification: paperless forms, reusable cups, etc. Kirk talked about more forward-thinking decisions with respect to sustainability – keeping an eye out for doing things differently. She suggested inviting the campus sustainability group to a council meeting to learn about their objectives and how we might partner with them and will contact them to see about setting this up.
- e. Discuss Communications Committee and DEI updates  
(see Committee updates below)

V. Committee Updates

- a. Awards – Council members of the committee met to discuss the selection of a chair for the committee as well as goals for the year. For this first year of combining the Staff Recognition Committee with the Awards Committee it was decided that Kimbrough and Pieper would co-chair the committee since Pieper was the lead for the Recognition Committee. The goals for the year are to continue to manage CLAS Staff awards and the recognition events as well as increase visibility of University-wide staff awards and more actively encourage CLAS staff to apply.
- b. Bylaws – Did not meet.
- c. Communications – The Communications Committee can report that they have nominated Jensen as chair. Our committee will have monthly meetings and are working on getting access set up for the website, Qualtrics feedback form, and email inbox for any new members. Currently committee members are researching the idea of a monthly summary to be sent out to staff as well as updating our "news" page on the council website with this information. The committee is working on finding ways to invite guests/speakers/collaborators to meetings to encourage more staff to participate and better represent the University populations. The committee may revisit social media opportunities for the future.

Knights introduced Jensen as chair of the Communications Committee. Jensen added to committee update by reiterating that the goals of the committee are to update the news section of the council web page and start a regular email to staff with important information or links that direct them to our page that are relevant and timely. Hospodarsky stated that updates to the web page are important including updating the election section with this year's results.

- d. DEI –Hospodarsky encouraged the nomination of more diverse representatives for council. Knights emphasized it is not only the diversity of the council but also importantly the representation of the council and how we present ourselves to CLAS staff. Promoting participation in governance and enhanced access to the administration. Groups for upcoming election are in Administration and Research and Health Care. Ford added that we all received the email from Dean Sanders about the UI racial justice and political activism CLAS Theme Year webinar. The council can encourage CLAS staff to participate in any of the upcoming webinars. Knights mentioned that the DEI plan is now published on its own page. Sokoloff added UI Diversity series webinars and link to DEI pages for the University and CLAS on Calendar section of the CLAS Staff Council web page.

Ford provided an update from the UI Staff Council DEI Committee meeting:

**UI SC DEI COMMITTEE GOALS for 2020-21:**

**Goal #1** - Work with the Bylaws Committee to codify representation from institutional Diversity Councils. Consider options for making Diversity Council chair(s) voting members.

**Goal #2** - Continue with the Diversity, Equity, and Inclusion Celebration. Consider alternate location/virtual programming to accommodate more participants and potential remote access. Add an educational component and an invited (external) keynote speaker.

**Goal #3** - Meet with Katie McCullough to learn about and discuss the climate survey scheduled for fall, 2020. Efforts should focus on how Staff Council can increase UI Staff participation.

**Goal #4** - Engage with Facilities Management and other stakeholders regarding pertinent campus issues:

*Renew committee focus on gender-neutral bathrooms, working with previous members to understand current and upcoming institutional plans.*

*Learn about and engage regarding building and restroom access for persons with disabilities.*

**Goal #5** - Meet with Interim Associate Vice President for Diversity, Equity, and Inclusion Liz Tovar to discuss Staff Council goals.

**Goal #6** - Assist other Staff Council committees with their Diversity, Equity, and Inclusion-focused goals.

The Center for Diversity and Enrichment (CDE), in collaboration with the Office of Graduate Diversity, Equity, and Inclusion; the University Libraries; and the Office of the Provost is pleased to announce this semester's Diversity Seminar. The Diversity Seminar is a series of presentations that provides a safe and supportive space in which scholars may present their research to colleagues and students on campus. As part of its mission to promote student success and enrichment, the CDE seeks to support and promote the scholarship of faculty, staff, and graduate students with historically underrepresented global majority and/or marginalized identities at the University of Iowa. Scholars whose research addresses populations with marginalized identities may also submit proposals. All sessions will held from 3:00pm – 4:30 pm on the dates (<https://clas.uiowa.edu/staff-council/calendar>).

- e. Education – The Committee received feedback from Jensen and Kimbrough for the draft of the education resources webpage and met to discuss the feedback and any last changes. A final draft was agreed on which Ostrem worked on finalizing and is ready to upload it to the website when that can be arranged with Web Services. Ostrem also reached out to Nic Arp to discuss highlighting this new resource and the committee will continue to work on making sure the link to the page gets included in orientation materials and distributed by CLAS departments to new employees. The committee will continue to add and improve the page throughout the year. Sokoloff updated council that the Professional Development page had been finalized by Ostrem and was ready to be published.
- f. Executive – Kimbrough reached out to Dean Sanders and will be setting up an off-cycle meeting in October for the Council. Dean Sanders agreed that it was a good idea to have ADs attend meetings this year and she will relay that information to the ADs at their weekly meeting today. ADs will start attending Council meetings starting in October as their schedules permit.

Next meeting – Wednesday, October 21<sup>st</sup>, 2020

**STUDENT SERVICE CENTERS**  
**(Where to send students for Dean's signature of other colleges):**

**Tippie College of Business:**

C140 PBB  
335-1037 (Shari Piekarski)  
[Business-undergrad@uiowa.edu](mailto:Business-undergrad@uiowa.edu)

**College of Engineering:**

3612 Seamans Center  
335-5763 (Megan Allen)  
[Engineering-sdc@uiowa.edu](mailto:Engineering-sdc@uiowa.edu)

**University College:**

310 Calvin Hall  
335-2062 (Angie Lamb)  
7-0109 (Dawn Freerks BLA/BLS)  
[Uc-retention@uiowa.edu](mailto:Uc-retention@uiowa.edu)

**College of Education:**

N310 Lindquist Center  
335-5359 (David Tingwald) 335-  
5358 (Katherine Mossman) [ask-  
education@uiowa.edu](mailto:ask-education@uiowa.edu)

**College of Liberal Arts and  
Sciences:**

120 Schaeffer Hall  
319-335-2633  
[clasps@uiowa.edu](mailto:clasps@uiowa.edu)

**College of Medicine:**

1216 MRF  
335-8046 (Matt C. Edwards)  
[matthew-c-edwards@uiowa.edu](mailto:matthew-c-edwards@uiowa.edu)

**College of Nursing:**

109 Nursing Building  
335-7015 (Linda S. Myers)  
[Linda-myers@uiowa.edu](mailto:Linda-myers@uiowa.edu)

**College of Public Health:**

N170 CPHB  
384-1536 Kim Klinedinst  
[kimberly-klinedinst@uiowa.edu](mailto:kimberly-klinedinst@uiowa.edu)

**College of Pharmacy:**

231 CPB  
335-8967 (Patricia McCormick)  
5-0570 (Lauren Garcia-Pastorek)

[Pharmacy-ope@uiowa.edu](mailto:Pharmacy-ope@uiowa.edu)

**College of Law:**

280 Boyd Law Building  
335-9034  
Lee Seedorff (5-9080)  
[lee-seedorff@uiowa.edu](mailto:lee-seedorff@uiowa.edu)

**Graduate College:**

205 Gilmore Hall  
335-2144 (Anne Sparks)  
[Grad-coll@uiowa.edu](mailto:Grad-coll@uiowa.edu)