

MINUTES

CLAS Staff Council – regular monthly meeting

Wednesday, December 16th, 2020 - Zoom

<https://uiowa.zoom.us/j/94610667972>

- I. Call to order
- II. Roll call
 - a. Present: Kathy Ford, Carole Kern, Emma Kirk, Jen Knights, Amanda Jensen, Sandy Mast, Julie Ostrem, Greta Sokoloff, Jeremy Richardson, and George Hospodarsky; ex officio –Melia Pieper, Heather Mineart. Guest(s): Matthieu Biger, Kari Gates, Sara Sanders
 - b. Absent: Mark Fullenkamp, Rebecca Kick
- III. Motion to approve minutes by Richardson, seconded by Knights. Minutes approved unanimously by Council
- IV. New Business
 - a. CLAS HR Review – Dean Sanders and Senior Director of HR Gates met with the council to discuss the recent changes in the HR structure. With the leadership change in the fall, it was an appropriate time to undertake a review of HR and discuss changes to the structure of CLAS HR moving forward. Council President Hospodarsky was a member of the HR Review committee. Gates stated that CLAS is the largest college based on the number of permanent and temporary staff (including faculty, P&S, Merit, Postdoctoral Scholars, Graduate Student Assistants, Undergraduates, and Fellows). Sanders said the number one goal for changes to the HR structure was to stay budget neutral. The HR Structure consists of the Chief HR Officer, Senior HR Director, 3 HR Manager/Directors, and HR Unit Representatives. Gates said that it was important for the HR Manager/Directors to have a relationship with the departments they oversee so they can be effective from the start, so strategic placement will be employed. The new addition to the HR structure is the Transactional Hub, this hub is intended to provide a partnership between CLAS HR and University HR. The pilot period for this hub will start in the first quarter of 2021 and CLAS HR will help in this transition (Please refer to an illustration of the new HR structure, including potential roles and responsibilities, at the end of the minutes).

Previously the role of Director of DEI and Culture was an Associate Dean role. However, with DEI as a strategic goal for the University as well as an integral part of the strategic plans for all department it was determined that it need to be a full-time position. It is essential to have someone to liaise with University DEI. Furthermore, with the size of CLAS it was important to have someone to manage training, curriculum, departmental activities, and student and faculty retention.

A timeline for the implementation of the new HR Structure is included at the end of the minutes.

Hospodarsky reiterated a current theme from council discussion, the importance of including staff on CLAS committees, even staff not immediately involved with the issue at hand. Kirk stated that it was important to make HR more accessible. Gates countered that HR has always been accessible, but it needed better communication which is why the goal is to have HR Manager/Directors have more strategic positions. Sanders stressed that the goal is to have HR work better with each CLAS department from the start so everyone can work together. Ostrem asked what the Council can do to help make this successful and Sanders encouraged whatever involvement the Council can have with nurturing a robust and engaged community for rollout of the new structure. Mast asked for more elaboration on the role of the Transactional Hub. She provided the example that in a department, departmental administrators work

with the departmental HR manager to complete all forms and get information on new hires and then the process is complete, and the addition of the Transactional Hub seems like more work. Gates emphasized that the goal was for it to be less work for departmental administrators; the Transactional Hub person will be the one to gather all paperwork. Ostrem had one last question wanted to know if one goal of the DEI Director would be improving the College environment with action items like training since this is a large factor in retention. Gates said, yes, that it was one goal of the DEI Director and that pilot programs are already in place for improving the environment. Specifically, there was direct work with faculty search committees this fall to train them on DEI issues prior to the search.

- b. Sustainability at UI – Matthieu Biger, staff co-chair of the [UI Presidential Sustainability Charter Committee](#) (SCC). Biger introduced the Council to the SCC which was formed following impetus from past UI president Sally Mason who stated in 2008 that, “Sustainability must and will become a central priority of all aspects of our university enterprise—our operations, our academic mission, and our responsibilities to the greater society.”

Goals for 2020 were set around that time to: 1) reduce waste, 2) increase recycling, and 3) reduce emissions. All measurable actions. The committee was tasked on reporting on these goals and contacting areas like Facilities Management, Parking, Housing and Dining to gather data for their report. Less tangible action ideas are through education. For example, there is a certificate program in the works thanks to AD Lang. These will also be included in the report. 2030 is the next goal line with much more ambitious goals based on UN recommendations. The SCC is comprised of people from across campus including, staff, students, and faculty. The charge to the SCC and more information about the committee can be found on their website <https://sustainability.uiowa.edu/about-us/sustainability-charter-committee>. The committee partners with other committees like the DEI Charter committee where they worked to get land acknowledgement for the land that the University sits on that is Native American land. They issued a statement following in support of BLM since sustainability is a major issue in many URM environments. The SCC is ready to work with the Council in anyway they can.

Hospodarsky asked how the Council can participate and assist in sustainability plans and Biger emphasized that allies are very important so if the Council can keep sustainability in view and pay attention to places where it is lacking attention, like in the review of the CLAS strategic plan, that we can speak up for an increase in sustainability initiatives. Ostrem stated that as we come out of the pandemic the timing might be good for new initiatives. Biger mentioned that Earth Day was impacted last year (and will be again this year) but that the final 2020 report and the framework and goals for 2030 will still be released this spring around Earth Day. If there are ways to promote virtual Earth Day and to let departments know, especially if members of the department are presenting. Kirk said the Council can help with communication but also if we can know about initiatives and then strategized about other ways to collaborate.

- c. Election timeline and prep – Sokoloff suggested having the Election/Goals Committee meet first with Lisa to figure out what needs to be done. Jensen will schedule meeting for January.
- d. Ex-Officio updates
 - i. UI Staff Council – Mineart said that UI Staff Council is getting amazing participation in Council meetings. The Council will re-evaluate how post-COVID meetings may change since participation is key. The last staff listening session for the Presidential Search Committee was December 16th, 2020. Great staff turnout at listening sessions! The Executive Committee has been charged with getting the ORG Reps to foster relationships with the units they represent, since there is a lot of variability in those relationships. Mineart asked for the CLAS Staff Council for feedback about their ORG Reps. She will reach out to councilors for ideas for Reps to navigate units. Kirk asked about shared governance information for new employees (i.e., onboarding). Mineart said the

information is provided at orientation and new employees should get an email with that information as well. Kern asked if you would get an update about changes in ORG Reps with new positions, Mineart said there is not anything official – no procedure for that. Mineart suggested that CLAS Staff Council could send out an email to new employees to welcome them and familiarize them with their new ORG.

- e. Anti-Trans Imagery found on campus – Knights informed the council about recent events on campus where anti-trans imagery was found around campus in public spaces this Fall. The imagery was [TERF](#)-related (trans-exclusionary radical feminism), a form of hate-speech against trans-women. This imagery creates a hostile, painful environment for trans-women on campus. Importantly, this is hate-speech that can really fall under the radar if you are not a trans-woman. Knights provided examples of images with TERF symbology (examples can be found at the end of the minutes). If you see similar imagery in campus spaces, please remove them and report them here: <https://diversity.uiowa.edu/report-concern>. Knights has reported it to DEI and spoken to Campus Police on a couple of occasions as well as the president of the student-lead Trans Alliance group. Kirk brought up the question about how you report and Jensen mentioned that it did go out in an email but Knights thinks that it needs to be clearer. Knights encourages every Council member to sign up for [Safe Zone](#) training, a campus-wide program that offers a visible message of inclusion, affirmation, and support to lesbian, gay, bisexual, transgender, and queer (LGBTQ) people in the university community. One of the 3 courses is specifically for Trans Awareness, and all 3 courses count toward a BUILD Certificate. Knights will reach out to the Diversity Resources team to see if we might be able to schedule our own “private” Safe Zone sessions for CLAS Staff Council members.

V. Committee updates

- a. Awards – Award notifications went out for the Mary Louise Kelley Professional Development Awards (Congratulations Emma!). The committee discussed potentially scheduling a smaller reception for the MLK Leadership and Excellence Awards which was cancelled this spring due to the pandemic. The announcement for those awards will go out in January and there is an early February deadline and the awards committee would love help from the Council in encouraging people to nominate fellow CLAS staff or staff groups. We started brainstorming “Thank You” gifts for staff and continued to talk about the spring staff recognition reception. Pieper downloaded the ASG calendar so that award dates can be picked out and advertised on the CLAS Staff Council webpages.
- b. Bylaws –
- c. Communications – The committee is planning on composing a monthly email prior to our monthly meetings (like the one George sent in November) and would love feedback from the council on anything they would like changed, added, excluded, etc. If any councilor has content they want included in the email they should send it to Jensen.
- d. DEI – The committee met on Nov. 2
Discussion topics:
 - i. Single user/gender neutral bathrooms—UI Staff Council is now working on updating the Gender Inclusive Restroom Map that was created a couple of years ago. There is also a list by building located at <https://maps.uiowa.edu/extras/gender-inclusive-restroom>.
 - ii. Jen shared information about anti-trans images identified in CLAS buildings in November. She will share this info with the full Staff Council at our regular meeting in December. Amanda will provide info for advisors across campus and encourage them to remove and report this imagery if they encounter it.
 - 1. Discussion item for discussion at full Council meeting: We would like to invite a speaker to a CLAS SC meeting (or a dedicated training on this topic for SC members) to educate us about trans issues and what we should be on the lookout for, to help prevent harm or discrimination to our students, staff, and faculty who identify as trans.

- iii. CLAS action plans (fall 2021)—The UI is asking all units to create their own DEI action plans specific to the needs and goals of their respective areas. The CLAS DEI committee (of which Mark and Jen are part) will offer tools and assistance to help departments. The current action plan for the college can be viewed here.
 - iv. Mark noted practices supporting diversity in ITS—including in the search process and HR "lines" for hiring
 - v. Diversity catalyst award being created—UI
 - vi. Deborah Whaley has been awarded a fellowship to assist Dean Sanders in DEI initiatives of the College. (We didn't remember or have a lot of details—this was announced during the CLAS DEI Committee meeting in November and we don't have meeting minutes yet to review for more specific language.)
 - vii. UI Staff Council is currently planning DEI ceremony/celebration---and they are seeking recommendations for a keynote speaker. (Jen suggested Chenjerai Kumanyika.) The event will be virtual.
- e. Education – Ostrem created and will soon post a new section on the Professional Development page "Sowing the seeds for success: working with college students"
 - f. Executive – The Executive Committee met to set the agenda for the December meeting and discussed more regular communication from the Council to CLAS staff along with the need to start thinking about the election for new councilors. As ever, the committee encourages councilors to propose topics for discussion for the monthly meetings at any time.

Next meeting – Wednesday, January 20th, 2020

CLAS Employees

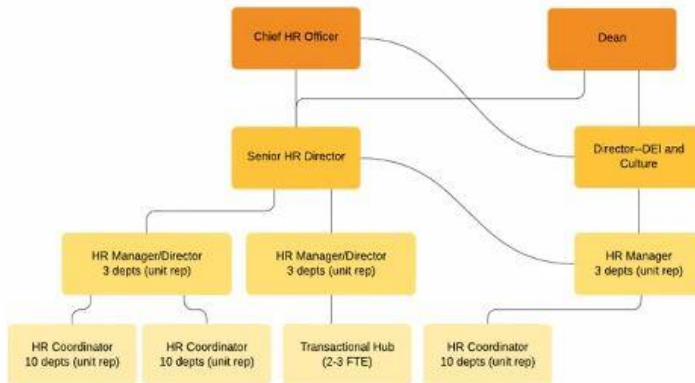
Data

DEPTID	Department	Regular Employees			Temporary Employees							Total Regular	Total Temp	Overall Total
		Faculty*	P&S	Merit	Faculty**	P&S***	Merit	Post Doc	Grad Asst	Students	Fellows			
CLAS Totals		862	354	13	110	105	1	38	1178	353	84	1229	1868	3098

* Includes Dean
 ** Includes Ementus
 *** Includes SEIU

Structure

CLAS HR - Org Chart
Roles & Responsibilities



- Transactional Hub**
- Leave Management
 - Immigration
 - I9
 - Transactions/workflow
 - Reports
 - Liaison with workforce planning

Preliminary Roles & Responsibilities

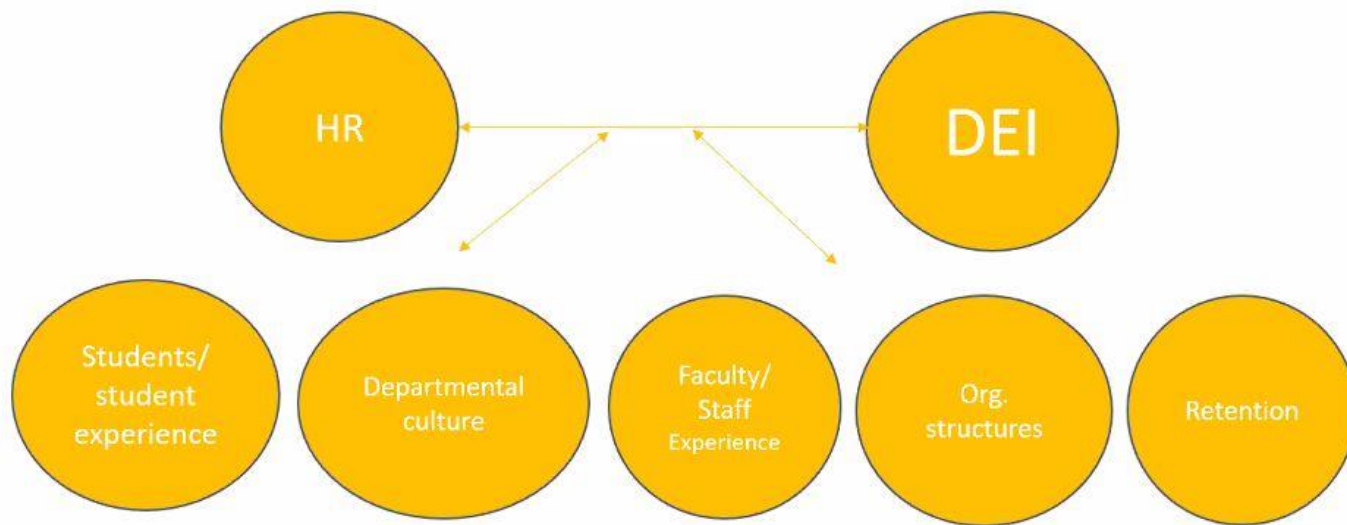
- Director-DEI & Culture**
- Partnership with Area Associate Deans and Senior HR Director
 - Director of CLAS DEI
 - Liaison to University DEI efforts (student and faculty focus with retention)
 - Trainer for CLAS DEI efforts
 - New faculty mentoring initiatives (partnering with area AD and DEO to enhance faculty retention)
 - Liaison to departments with DEI, including inclusive curriculum and teaching practices
 - Partnership to assist Area ADand HR uponrequest:
 - Complex investigations related to civility
 - Employee engagement activities
 - Departmental change activities
 - Faculty HR support
 - Dual report to CLAS Dean and CHRO
 - Change management related to organizational change

- Senior HR Director**
- Partnership with Associate Deans and Director--DEI & Culture
 - Strategic Initiatives and Projects
 - Coaching & Mentoring
 - Change Management--Organizational redesign
 - DEI
 - Employee Engagement
 - Investigations
 - Communications Lead
 - Maintain dual report with College and UHR.

- HR Manager/Director**
- In addition to the duties below
 - Specialized focus area (faculty, grad/post doc, transactional hub, DEI)
 - Organizational redesign (change management, training)
 - Oversee HR Coordinator direct reports
 - Manage escalated issues from direct reports and for specialized focus areas
 - Consultation responsibilities with respective Associate Dean,
 - Talent Development

- HR Coordinator**
- Day to day HR support for unit rep areas (HR business partner). Escalated issues go to HR Manager/Senior Director
 - Talent/Recruitment (interview, offer, search trainings, onboarding, liaison to UHR, DTAC related transactions)
 - Leave Management (ADA, FMLA, Work Comp)
 - Performance Management (staff/faculty reviews, investigations, coaching)
 - Comp & Class (salary process, reclassifications, job descriptions, furloughs)
 - General Faculty Support

Interface with HR and DEI



Implementation Timeline

- November/December 2020: Stakeholder meetings
- January 2021: Create 180 plan for structure roll-out
- January 2021: Clarification of roles and finalize structure
 - Will include visual graphic and chart defining HR roles
- January 2021 - Search for CLAS Senior HR Director
- February 2021: Hire open HR position(s)
- March 2021: Reassign HR manager to DEI and culture
 - Will have particular expertise in DEI, Faculty HR, College and University Policies, Organizational change management
- March 2021: Finalize role for Director of DEI and Culture
 - PTEAP will reflect 80% administration, 20% research (9 month contract, 1 month summer salary)
- April 2021: Search for Director of DEI and Culture
- Fall 2021: HR structure finalization and delivery

Anti-trans Imagery

