

MINUTES

CLAS Staff Council – regular monthly meeting

Wednesday, May 19th, 2021 - Zoom

[Zoom](#) Link

- I. Hospodarsky called the meeting to order at 11:00AM
- II. Roll call
 - a. Present: Kathy Ford, Emma Kirk, Jen Knights, Amanda Jensen, Sandy Mast, Julie Ostrem, Carole Kern, Greta Sokoloff, Mark Fullenkamp, and George Hospodarsky; *ex officio* – Alli Rockwell and Heather Mineart.
 - b. Absent: Jeremy Richardson, Melia Pieper
- III. Motion to approve minutes put Forward by Knights and seconded by Fullenkamp. Minutes unanimously approved by the Council.
- IV. New Business
 - a. Committee membership: In expectation of turnover next year, we must think about experience and continuation. Committees will be filled out in the June meeting.
 - b. Return to work – since the May meeting, guidelines have been published for returning to campus. Those can be found [here](#). Kirk updated the council on some of the discussions of the committee and highlighted that there is not one solution for returning to campus as some positions require in person work. So, the degree to which people have a hybrid schedule will vary by position or what is required by your supervisor. For the college no more than 40% of work should be remote. Core business hours have been set to 8:00 AM – 5:00 PM. Ultimately the guidelines are general enough to fit the diversity of our roles. Kirk suggested that once the guidelines are published the Council should draft a response based the guidelines in conjunction with some research done by Fullenkamp.
 - c. Plan to extend monthly meetings to 90 minutes.
 - d. Ex-Officio updates
 - i. UI Staff Council – Mineart announced new officers for the UISC Executive Committee. She gave an update on three new function representatives that joined UISC are from CLAS. She also gave an update to the tuition assistance proposal that was presented to the Budget Review Board (BRB) in May. She reminded the group that this proposal asks for \$225,000 each year for the next three years, which would double the current Tuition Assistance Program UHR funds each year. During this three-year period, UISC and UHR will have adequate time and data to assess the amount of funding that will be necessary to operate a successful program in perpetuity. Their request was approved and UISC is working with UHR on next steps. Mineart also gave an update to the Strategic Plan and reported out CLAS representation on the development teams. Details on these updates can be found in the minutes emailed to UI staff.
 - ii. HR – no update
 - iii. ASG – The Council was happy to have our new ASG ex officio member, Alli Rockwell. Rockwell updated the council on recent ASG meetings. Most recently was an update about the new branding and the executive HR position that had just been announced prior to this meeting.
- V. Committee updates
 - a. Awards – The Awards and Staff Recognition Committee hosted the annual CLAS Staff Recognition Ceremony. Thank you to all council members and ex officio members who attended. Pieper will take a revised budget proposal to the Dean to increase monies for the staff gift and to make one of the CLAS staff awards have a monetary stipend. If the budget is approved the committee will work to revise the nomination criteria to clarify what is required of the nominator, including examples or good nominations

and letters of support. Door prizes have been distributed and staff Thank You gifts will be given to Department Administrators this week for distribution.

- b. Communications and Education (joint update) – Communications met with Education committee who is currently working with Nic Arp for highlighting the Council and especially professional development opportunities. We are trying to determine if there is someone in HR whose portfolio includes staff professional development and will reach out to Diane Fountain and/or Kari Gates. Ostrem will be drafting an article possibly for Iowa Now or some other University publication and we discussed monthly professional development “themes” such as: August/students returning - “Tips and Tricks for working with college students” for example. The aim is for a year’s worth of monthly content for the News section of the council web page and the Council President’s monthly staff email. Webpage updates will be coming along at some point but maybe there could be an update of photos sooner for a more dynamic look. the education committee will coordinate this with Strategic Communications.
- c. DEI – Ford submitted a year end progress report from the UI Staff Council DEI Committee – it can be found at the end of the agenda.
- d. Executive Committee – met and discussed visibility of the Council and issues pertaining to committee membership and overlap when there is a large turnover (next year). We discussed making sure that new CLAS employees have immediate access to the Council and related resources. Sokoloff reached out to Karli Kirsch about getting a blurb and the Council website included in onboarding documentation.

Next meeting – June 16th, 2021

Below, please find a summary of 2020-21 **UI Staff Council DEI Committee** goals and year-end accomplishments for each:

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

Accomplishment for Goal #1: The Bylaws Committee are receiving feedback for their proposal to the full council to create new full staff council positions in the constituency councilor model. This model would not require the Diversity Councils to change their bylaws. They are also working on a way to increase diversity among those represented at UISC meetings, specifically by formalizing roles for underrepresented groups. The expectation is that a formal proposal will be brought to the full council in the next council year.

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.

Accomplishment for Goal #2: Initially, the committee planned to hold a virtual event and had hoped to put together a panel of local and University leaders to discuss the future of local social justice initiatives. While panelists were being invited, a second opportunity arose to invite University leadership, as well as an external consultant who would be doing DEI training and planning for the institution. Unfortunately, we were unable to make this work on the planned timeline but have alternatively worked with the Executive Committee to repurpose the event's funds to offer one-time mini-grants to each of the University's Diversity Councils.

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.

Accomplishment for Goal #3: The committee met with Katie McCullough to discuss the timeline for the climate survey and was informed that Bria Marcelo would talk with the full council at the October meeting. We refocused our efforts on encouraging staff to complete the Climate Survey.

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.

Accomplishments for Goal #4: The committee worked with the co-chairs of the campus-wide Accessibility Action Committee to provide membership on each of their five goal subcommittees. The DEI Committee recommends that current councilors maintain their positions on these subcommittees in the next council year and that new councilors fill vacancies.

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

Accomplishments for Goal #5 – The committee was informed that Liz Tovar was to present to the entire UISC on October 14. President Mineart had suggested joint meetings with the Executive Committee, DEI Committee, and Dr. Tovar. Committee co-chairs talked with Dr. Tovar regarding specific goals and partnerships throughout the council year.

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

Accomplishments for Goal #6:

- Outreach Committee (Matsalyn) - the committee requested suggestions to include DEI principles into their outreach opportunities since COVID made volunteering difficult since our previous partnerships overlapped with COVID vulnerable populations. Ideas discussed included the Dream Center, University food pantry, University clothing closet (currently closed), DVIP, and the Guidelink Center.
- Awards Committee (Mike) - the committee proposed and initiated a Staff Council Diversity, Equity, and Inclusion award. Two DEI awards have been approved and will be given in 2021.
- Education Committee (Kathy) - Kathy met with the committee in December. She shared our goals with them and provided prompts to think about what they could do before their meeting and they came back with ways to incorporate DEI goals.
- Communications Committee (Becky) - Jessica Richardson suggested DEI info be included on the newsletter and website. Becky worked with her to share our minutes. They are also working to include more DEI principles into their publications.
- Healthcare Committee (Emmett) - the committee discussed what has changed since COVID and how DEI are affected. Every single member said something that their team is doing that has DEI related values to it. Emmett talked about the new COVID center's DEI committee. There are about 40 members now (including Emmett himself and fellow staff council James Jorris.)
- Accessibility Action Committee (Lisa S.) - she and the committee discussed the importance of language and ability and the DEI committee was encouraged to think more about both things.
- Elections Committee (Mike) - the committee continued to reach out to the Diversity Councils and held a virtual event to talk about Staff Council and recruit candidates.
- University Relations (Mike) - the University Relations Committee was a key partner in developing the mini-grant program, which included local shared governance groups in addition to the Diversity Councils.

CLAS Staff Council Committees

Committee/School Year	2020-2021	2021-2022	2022-2023
Executive	George, Emma, Greta	Emma, TBD, TBD, <i>George</i>	TBD, TBD, TBD, <i>Emma</i>
Goals and Elections	George, Emma, Greta, Julie, Kathy, Amanda	Emma, TBD	TBD
Communication	Amanda, Mark, Jen, Kathy, Emma, Greta	Amanda, Mark, Jen, Kathy, Emma, new Secretary	Amanda, Jen
DEI	Amanda, Mark, Jen, Kathy	Amanda, Mark, Jen, Kathy	Amanda, Jen
Education	Julie, Sandy, Greta	Julie, Sandy, Greta	Sandy
Awards	Greta, Jeremy	Greta, Jeremy	
Bylaws	George, Carole		

I FILLED THIS IN ASSUMING PEOPLE AREN'T SHIFTING AROUND COMMITTEE MEMBERSHIP AND ASSUMING PEOPLE ARE NOT RUNNING FOR RE-ELECTION. IT IS NOT A STATEMENT!! JUST WANTED IT TO BE CLEAR WHERE THERE COULD BE SHORTAGES ON COMMITTEES IF SOME OVERLAP IS DESIRED.

There are 5 committees – not including Goals and Executive Committees which are determined by chair and officer status. Each councilor should be on 2 committees. (←For discussion)

Past President