**Agenda**

CLAS Staff Council – regular monthly meeting

Wednesday 7/21/21 – Zoom

1. Call to order – 10:30 a.m.
2. Roll call, minutes approval (from meeting on 6/16/2021). Minutes unanimously approved by the Council.
3. New Business
   1. Welcome new members: Ali Sulaiman & Rebecca Tritten and Allison Rockwell ex-officio
   2. Review committee assignments – see website for CLAS Staff Council committees and current members
   3. Return to work – CLAS Return to Work Guidelines
      1. General consensus was to support the CLAS guidelines while we document feedback we are hearing
      2. We will talk to fellow staff so we can represent their opinions on the return to work guidelines / execution
4. Committee and Ex-Officio updates
   1. Awards
   2. Bylaws
   3. Communications: New Website
   4. DEI: BUILD Program description by Mark Fullenkamp
   5. Education: see below
   6. Executive
   7. Ex-Officio
   8. UI Staff Council
5. HR
6. ASG
7. Old Business
   1. How to spend funds from UI Staff Council
   2. Dispatch Training: July 28th at 11 am
8. Adjourn – 12 p.m.

Next meeting – Wednesday 10:30 a.m. 8/18/21 Zoom

Education Committee Update

**Growing up: A guide to sharpening professional skills in the College of Liberal Arts & Sciences**

1. **Personal Well-being: Starting with the basics**   
   Resources for a healthier you (weight management, smoking cessation, sleeplessness, mindfulness, emotional support, caregiver resources)

* Wellness Center Classes
* Employee Assistance Program
* Caregiving (daycare resources, elder care, Family Leave Act)
* Tips for making benefits benefit you (guide to flex credits: how to estimate; what OTC and alternative therapies are eligible)

1. **The Iowa Way: compliances, workshops and procedures used at the University of Iowa**

* On-line learning / announcements of workshops, such as sexual harassment, anti-discrimination, HIPAA, FERPA, how to purchase & obtain items and services for your unit

1. **Using your outside voice: communicating with external audiences** (Iowa’s branding, social media training, Drupal training)

* LinkedIn Learning courses

1. **Money matters** (Managing grant funds, reading accounting statements, small cash handling)
2. **Leader of the pack: how to acquire / update supervision skills**

* HR leadership courses (who is eligible, how to attain, etc.)

1. **Degrees of success: Interested in taking courses for credit?**

* Scholarships, assistance programs for employees for on-campus, Kirkwood, other local colleges

1. **Beyond our walls: Financial assistance for attending / registering for professional meetings, conferences, workshops**

* Mary Jo Small awards, for example