

MINUTES

CLAS Staff Council – regular monthly meeting
Wednesday 7/21/21 – Zoom

In attendance:

Knights, Jensen, Fullenkamp, Ostrem, Rockwell, Hospodarsky, Sokoloff, Ford, Mast, Richardson

- I. Mark Fullenkamp called to order – 10:31 a.m.
- II. Roll call, minutes approval (from meeting on 6/16/2021)
- III. New Business
 - a. Welcome new members: Ali Sulaiman & Rebecca Tritten (not able to attend) and Allison Rockwell (ex-officio)
 - b. Review committee assignments – See website for CLAS Staff Council committees and current members—it was determined that this was done at the last meeting in June
 - c. Discussion of CLAS Return to Work Guidelines
 - i. Some confusion about the guidelines posted on CLAS website vs. what has been communicated via email
 - ii. The current guidelines are here
https://policy.clas.uiowa.edu/sites/policy.clas.uiowa.edu/files/2021-05/CLAS%20RTC%20Final%20Guidelines%205-27-21_0.pdf
 - iii. General consensus is to support the Dean’s policies for now, but also talk with fellow staff to see how people are feeling
 - d. CLAS Staff Council will meet in hybrid fashion (some in Schaeffer Hall, connected to Zoom) for the fall semester, as COVID situation continues to be fluid. Amanda offered to manage room reservation / setup in Shaeffer Hall when we resume offering an in-person option.
- IV. Committee and Ex-Officio updates
 - a. **Bylaws:** We need to review and make sure we are following the bylaws we wrote, or amend them to reflect reality. Please place on September meeting agenda.
 - b. **Communications:** New Website about to launch, Dispatch (email) training planned for July 29 at 11 am
 - c. **DEI:** Mark Fullenkamp presented info about the UI BUILD Program and encouraged SC members to pursue the certificate (5 councilors have earned it). We discussed some barriers and wondered if evening sessions could be made available. Mark will inquire / suggest to DEI group. It was agreed that DEI should elect a chair at their next meeting.
 - d. **Education:** See update below

- e. **Executive:** George shared the annual report that he wrote for Sara Sanders. Greta suggested that all committee chairs should make themselves a calendar reminder to provide the President a committee report at the May meeting to help with this. Jen (Secretary) will save to network drive, and we will post to website.
 - f. Ex-Officio: New HR lead hired, Julie Rothbardt. New ASG website at <https://asg.clas.uiowa.edu/>
- V. Old Business
- a. How to spend funds from UI Staff Council – Exec Committee will discuss and recommend an idea to the whole council
 - b. Dispatch Training: July 29 at 11 am
- VI. Adjourned at 11:43 am

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)

2. 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

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

- LinkedIn Learning courses

4. Money matters (Managing grant funds, reading accounting statements, small cash handling)

5. Leader of the pack: how to acquire / update supervision skills

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

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

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

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

- Mary Jo Small awards, for example