

# MINUTES

CLAS Staff Council – regular monthly meeting

Wednesday 9/15/21, 10:30 a.m.

Hybrid meeting via Zoom and in person at RES-UCC2390-ExecBdRm

In attendance:

10:30 Fullenkamp, Knights, Sokoloff, Ostrem, Ford, Kirk, Mast, Jensen, Richardson

11:00-11:15 Joined: Rockwell, Mineart

Absent:

Tritten, Sulaiman, Hospodarsky

- I. Call to order – 10:39 a.m.
- II. Minutes approved with no edits (from 8/18/2021)
- III. New Business
  - a. Emma will represent CLAS SC at the Collegiate Review committee meeting on Oct. 12. What do SC members wish for her to highlight or discuss? Suggestions:
    - i. Highlight the existence of Staff Council, which has been instituted since the last Collegiate Review committee meeting. (Knights)
    - ii. There is a provost for faculty and a dean of students, could there be a counterpart to lead staff? (Ostrem)
  - b. CLAS Implementation Committee – purpose is to evaluate the Hybrid Pilot for return to work. Discussion:
    - i. Feedback on hybrid work has been overwhelmingly positive; coworkers feel it has been highly successful and should be expanded to be less restrictive
    - ii. Importance of being staff-led, not individual with supervisors making executive decisions—collaborative approach is very important
    - iii. Funding is an issue—Can the dept afford to provide laptops, cameras, etc.
    - iv. Emma will pass along the positive feedback, but also share objections and problem solving that have happened along the way
- IV. Committee and Ex-Officio updates
  - a. Awards – no report, meeting next week
  - b. Bylaws – on agenda
  - c. Communications – meeting notes on page 3
  - d. DEI – no report, meeting on 9/20

- e. Education – no report
  - f. Executive – no report
  - g. Ex-Officio
  - h. UI Staff Council
- V. HR
- VI. ASG
- VII. Old Business
- a. Bylaws (Sokoloff) – Review and assess bylaws to make sure we are following them—or amend them as appropriate
    - i. Proposed changes:
      1. In-service / retreat annually in lieu of a Goals committee
      2. Attendance: Keep policy, improve procedure for recordkeeping and follow-up
      3. Chair duties: Reminder to committee chairs to submit year-end reports to the President for May meeting so President can create year-end report in June
      4. Election: Need to form distinct committee this year
      5. Executive Committee minutes: Include in monthly meeting agendas (almost always consists of setting the agenda for monthly meetings)
      6. Discussion of transparency vs. confidentiality of meeting minutes- Procedural vs. philosophical
  - b. Discuss suggestions from Exec committee for expenditure of \$500 UI Staff Council money: Emma and Jen will create a survey to let SC vote
    - i. Door prizes (like t-shirts or tote bag) for staff awards event
    - ii. An event for staff to promote running for SC
    - iii. A small number of “Nice” prizes to give away in a drawing for people who follow our new Facebook page for CLAS staff
    - iv. ~~Add a cash award to the Staff Excellence award~~ (This is now in HR budget)
    - v. Create our own award – people could nominate colleagues
      1. Sustainability
      2. DEI Hero, etc.
      3. Attach prize

VIII. Adjourned – 12 p.m.

Next meeting – Wednesday 10:30 a.m. 10/20/21 Zoom

Agenda item(s) for next meeting:

**Dean Sanders will attend:** What would we like to hear from her about? Anything we want to present to her? (\*Adjust agenda to reflect that she is coming at 10:30 for only 20-30 minutes.)

Budget for SC

Update on budget reductions.

Collegiate review update from Emma

Report on our own DEI activities and stats.

Who is our leadership person in the dean's office (see 3A above)?

Discuss CLAS SC in-service / retreat (plan for summer?)

## Communications committee update:

We did some brainstorming but did not come up with much for new projects. For now we are focusing on content for newsletters that will go out quarterly on behalf of CLAS Staff Council. My notes for the outline are that we would have one “large” story and then would provide links for DEI and Education/Professional Development opportunities (provided by those committees) as well as any upcoming awards/applications/congratulations going out for staff. Tentative dates for these newsletters to go out would be in early November, February, and May (or late Apr?).

In the November newsletter the Comm Committee would work on supplying our “large” story describing what CLAS Staff Council does—how it is a resource for staff, how it differs from other entities, what we do, and maybe also ask staff what is important to them?? This would then be followed by the other lines from committees wanting to contribute content. I can try to start an email thread between committee members where we can create this together. Mark is working on making sure a complete staff list is available in Dispatch for the Strat Comm group that will distribute.

I think we decided that trying to discuss return to work or masking issues, etc. was more political and not really a college issue (more University-wide with the Provost and Regents sort of “tying hands” of colleges). BUT this could be something we delve into once the “pilot” hybrid is completed for the February installment to ask staff about hybrid options/availability/satisfaction(??). No ideas for the final/third installment at this time.

