



STAFF COUNCIL MONTHLY MEETING MINUTES

Wednesday 10/20/21, 10:30 a.m.

Hybrid meeting via Zoom and in person at Schaeffer Commons (302SH)

In attendance:

Knights, Sokoloff, Tritten, Jensen, Kirk, Hospodarsky, Ford, Fullenkamp, Rockwell, Pieper, Mineart, Mast, Ostrem,

- I. Call to order 10:34
- II. **New Business – Dean Sara Sanders**
 - a. Collegiate Review: Sanders shared that concerns had been voiced about the timeline and inclusion of the review—but that was not under CLAS control. An official letter will be coming but some items of interest / concern:
 - i. Availability of Dean Sanders (this may be due to newness of ADs and recent turnover, upheaval, burnout). There is a need to establish a new culture of trust and “anchoring”
 - ii. Lack of understanding of how \$\$ flows from central budget to the departments and how resources are distributed.
 - iii. Role of shared governance. What people think it should be vs. what the MOP says. Advisory vs. a democracy
 - iv. Concrete actions needed:
 1. Need for improved junior faculty mentorship at departmental level
 2. Clarity around instructional track promotion
 3. Wider understanding about how to report a DEI complaint—how to increase visibility college-wide. Desire to institute DEI training as a requirement for advancement in the Ops manual. 25% of CLAS departments don’t have any official DEI activities or committees.

- b. 3-part plan to come. Major issues, there will be significant changes. Looking for overarching efficiencies. Emphasis on bringing in grants and external resources. We have until FY25 to be in compliance with budget. Recruitment and retention is key—even retaining 40 or 50 more students a year could solve budget issues.
 - i. All resource decisions must be based on strategic priorities. Not just that we've always done it.
 - ii. Departments should be reviewing their strategic plans in an ongoing basis as conditions change, just as the College does.
 - c. From Emma, others who attended Collegiate Review meeting on 10/12:
 - i. The main thing the committee focused on in our meeting was our (Staff Council's) role in shared governance, how we communicate among and between staff and Dean's office
 - ii. Every group they met with got only 30 minutes—so that was not specific to Staff Council. Others did express dissatisfaction/concern that not enough time was given for meaningful input.
- III. **Minutes approval** (from 9/15/2021) - approved
- IV. **Committee and Ex-Officio updates**
- a. Awards
 - b. Bylaws
 - c. Communications – Review newsletter email mockup. Email is scheduled to go out first week of November. The Committee plans to launch Facebook page in Feb 2022 to coincide with the next newsletter and SC nominations period. Swag giveaway to coincide with FB page launch. We will have to devise an alternate way for people to enter drawing besides just Facebook. Committee will also need to establish some protocols for how FB presence gets managed, how it changes hands as staff council members and committee members turn over, etc.
 - d. DEI (report below)
 - e. Education
 - f. Executive
 - g. Ex-Officio
 - h. UI Staff Council – SC was approved for a doubling in their budget for tuition reimbursement for Faculty / Staff taking University of Iowa Courses. Mineart encouraged people to apply for the funds when the cycle opens
- V. **HR**

- a. HR will be fully staffed again soon. Wrapping up restructure process and working on the transactional hub tool.

VI. ASG

- a. Rockwell reported that the UI Legal Counsel has determined that we need to follow the federal vaccination mandate for all government employees to be vaccinated. This applies to everyone on UI payroll including students. Federal enforcement date is Dec. 8, meaning employees must be fully vaccinated by that date. (Two weeks past SECOND shot.)
- b. HR is going to establish a temp employee pool made of retirees—so departments will be able to hire retirees for special projects, filling in during leaves, etc.

VII. Old Business

- a. Exec committee decision for expenditure of \$500 UI Staff Council money. Discuss how to promote. Use as a recruitment tool in Feb to drive engagement in elections.
- b. Apply for UI SC funding ASAP
- c. Current status of CLAS Return to Work Guidelines and staff response
 - i. This may be extended through spring, pending more data gathering
 - ii. Hybrid/remote work has revealed inequities, like access to technology, cost of equipment, etc.
 - iii. Is the hybrid or remote work model more cost-efficient? Is it at least cost-neutral? This will be a factor in whether or not it's sustainable.

VIII. Adjourn – 12 p.m.

Next meeting – Wednesday 10:30 a.m. 11/17/21 Zoom

Agenda item(s) for next meeting:

- Discuss CLAS SC in-service / retreat
- Elections planning

CLAS Staff Council

DEI committee meeting notes

10/4/2021

In attendance: Jen Knights (chair), Kathy Ford, Amanda Jensen

We reviewed the results of our CLAS Staff Council DEI Training survey and discussed what goals we could set based on results.

- 83% of Staff Council members have taken at least one DEI-related training. We'd like that number to be 100%.
- To achieve this goal, we propose offering another SC-specific training session (like the trans awareness session we had), perhaps featuring one of the foundation courses for the BUILD certificate as a good entry point.

We discussed Dean Sanders' upcoming visit to our SC meeting:

- We would like to ask her to share an overview of the updated DEI Action Plan for the college—and let Staff Council members know how we can meaningfully contribute to the actions for this school year.
- What does she most need from us as staff members to support the plan's success?
- What actions would she like to see from Staff Council?

Jen shared the DEI Unity Newsletter sign-up with Kathy and Amanda. We think all Staff Council members should subscribe—and we would like to include the link in the November SC newsletter that the Communications committee is currently working on.

<https://diversity.uiowa.edu/newsletter>