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**STAFF COUNCIL MONTHLY MEETING  
DRAFT MINUTES**

Wednesday 11/17/21, 10:30 a.m.

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

Join Zoom Meeting

<https://uiowa.zoom.us/j/91858901247>

In attendance:

Knights, Hospodarsky, Pieper, Fullenkamp, Jensen, Tritten, Ostrem, Richardson, Sokoloff, Sulaiman, Rockwell, Mineart

Absent:

Kirk, Ford, Mast

1. Call to order- 10:40
2. Minutes approval (from 10/20/2021)
3. New Business
   1. Follow-up / feedback from Dean Sanders’ visit at last month’s meeting
      1. Alli gave a synopsis / review of what the dean discussed (in the minutes from 10/20 also)
   2. Announcement of Chris Cheatam as new AVP, Ben Hill as Strategic Communications Director
4. Committee and Ex-Officio updates
   1. Awards – update on page 4. SC discussed ideas for experiential door prizes – like a lunch with the dean, tour of costume shop, greenhouse tour, a night in the observatory, etc.
   2. Bylaws
   3. Communications - Newsletter launch / review. Next newsletter will be in February.
   4. DEI – Meeting notes on page 3
      1. Mark + Jen added that CLAS is aiming to provide some baseline statements, guides, resources for departments
   5. Education – Meeting notes on page 4
   6. Executive – Share final swag items for giveaway – still pending but will use new StratComm merch storefront
   7. Ex-Officio
   8. UI Staff Council – Discussing the executive order with Pres. Wilson to determine what it looks like in action on campus
5. HR
6. ASG –
   1. Short meetings this month, not much to report because of exhaustive AD interviews
   2. Discussion of establishing clearer career pathways for staff to advance their careers within the College
   3. Tiffany Shier (sp?) from ASG added to Dean’s Office staff
7. Old Business
   1. Exec committee decision for expenditure of $500 UI Staff Council money. Discuss how to promote. Use as a recruitment tool in Jan/Feb to drive engagement in elections. (decision still pending)
   2. Apply for UI Staff Council funding – Host a visioning / “home improvement” lunch or picnic for the first 25 people to RSVP. Brainstorming / focus group to help improve the College
      1. The council likes this idea
      2. We could bring in an expert from elsewhere-
      3. Ken Brown, Shawn Kucera, David Gould are ideas – Consider a staff member, POC, woman leader
      4. How to select the group? Open invite? Curated? Have people submit an “elevator pitch”?
      5. Communications committee will move this idea forward and propose a budget. An ad hoc committee specifically for this event will be formed. Jeremy volunteers to participate in planning, others are welcome.
8. Adjourn – 11:28 a.m.

Next meeting – Wednesday, 12/15/21, 10:30 a.m. Zoom

Agenda item(s) for next meeting:

* Discuss CLAS SC in-service / retreat
* Communications committee share outline for visioning lunch and facebook launch

**CLAS Staff Council**

**DEI committee meeting notes**

**10/4/2021**

*In attendance: Jen Knights, 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>

**Education Committee Update November 2021**

The Education Committee affirms its commitment to provide the Communications Committee one article for each issue for the CLAS Staff Council newsletter. We believe features and news articles about professional development will increase visibility to the CLAS SC PD webpage.

Future story ideas:

* Highlight of new offerings / new technologies for PD at Iowa
* Strategies for developing your professional self (with limited resources): a self-help guide
* An Iowa staffer success story: how PD made that journey happen
* Interview with HR trainers: a behind-the-scenes look at the Iowa HR training team
* Switching things up: tips for re-tooling for a career change / promotion
* Personal well-being: how staffers’ hobbies / volunteerism bring a better “you” to the UI
* A topic for the times: How PD plays a role in boosting staff morale

We welcome ideas from other councilors as well!

Continue to update the PD page with new opportunities / offerings, and – if needed – remove outdated or poor quality tutorials.

**Awards Committee Update November 2021**

In addition to the content provided for the CLAS SC Newsletter, the Staff Recognition Committee and the CLAS SC Awards Committee met Tuesday, November 16th to discuss changing the wording on the CLAS Staff Leadership and Mary Louise Kelley Staff Excellence Awards Nomination Forms to reduce the variability in the nomination information to make selection better and add information about the new stipend for the Leadership award. The nomination announcement will go out in the January DEO mailing. Nominations will be due February 4th and the reception will be held March 10th. Still working toward in-person events and strategizing about set up and FOOD! Any ideas for experiential door prizes welcome.