



STAFF COUNCIL MONTHLY MEETING AGENDA

Wednesday 3/9/22, 10:30 a.m.

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

Join Zoom Meeting

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

- I. Call to order
- II. Minutes approval (from 2/16/2022)
- III. New Business
 - Discuss comments from CLAS SC feedback form and determine appropriate responses/ actions (See Page 3)
 - Joining at 11:15 - Christopher Cheatum, new CLAS Associate Dean for the Natural, Mathematical, and Social Sciences
- IV. Old Business
 - Elections – Voting period is NOW: March 4-11.
 - Deborah Whaley will be our guest at our regular meeting on April 20.
 - Update on CLAS SC in-service / retreat and Visioning Event – Funding approved!
- V. Committee and Ex-Officio updates: (Committee reports at end of agenda)
 - Awards – Upcoming events, communication, calendaring (update on Page 5)
 - Bylaws – Discussion of proposed new language regarding the ex-officio role of the Org Rep to UI Staff Council, and how it differs from regular CLAS SC members. (See Page 4)
 - Communications
 - DEI- Input re: Update from CLAS DEI Committee on potential new DEI Director role
 - Education

- Executive
- Ex-Officio:
 1. HR – Talk about new schedule for raises / July ?
 2. ASG
 3. UI Staff Council Org Rep

Commented [KJL1]: We should ask Melia / Sylvia in advance if they can talk about this or be prepared to answer questions

VI. Adjourn

Next meeting – Wednesday, 4/20/22, 10:30 a.m. Zoom/hybrid
Deborah Whaley will join via Zoom

Agenda item(s) for future meetings:

For Melia / HR - update on Hybrid work pilot, submitting proposals for ongoing hybrid work arrangements after the pilot ends

CLAS Staff Feedback

Received via anonymous feedback form and Prize Entry Form

1. *"I just received the University HR notification of Annual Policy Notification on Ethics and Responsibility. I am sorry to see that it barely mentions staff (we are a category) but we are not named in the document. Surely I am not the only one to notice this obvious disregard for so many University employees. As I recall much of the Operations Manual specifically references faculty and although it applies to staff, we are not mentioned. I chose not to bring this to my HR representative as I feel I will be flagged as trouble. Can or has this topic been addressed by CLAS Staff Council in the past?"*
2. *"As a new staff member, the role of staff council isn't entirely clear to me. I just looked at your website and it looks like it has good content that clarifies this. I know it would be more work, (maybe not too much, though?) but I think it might be worthwhile to get a list from HR once a month (or at a set increment) and you could send a pre-prepared welcome email from dispatch to all the new staff members that tells them a little about staff council and how they can be involved even if they aren't on the council. I think this could help with increasing visibility. Also, clever move with the apparel giveaway! :)"*
3. *"Thanks for all you do!"*
4. *"Thank you for all that you do. Working alongside Mark Fullenkamp, and closely with others on the Council over the years, I have a deep appreciation for the large amount of time and effort you all put into these additional responsibilities."*
5. *"Thanks for all your work on CLAS Staff Council!"*
6. *"I enjoy the email updates, since I can't go to meetings. thanks!"*
7. *"Is there a mechanism for staff to voice support for or suggest additions/tweaks regarding CLAS or UI Strategic Plans? UI timeline was delayed a bit and now is the last chance for feedback but mechanism is unclear to me (<https://strategicplan.uiowa.edu/strategic-plan-2022-2027/strategic-plan-2022-2027-development#timeline>) Thanks for your service and advocacy!"*

Explanation of roles / processes / responsibilities of
Regular CLAS Staff Council elected members and
CLAS Org Rep appointee to University of Iowa Staff Council

DRAFT 2/22/2022 by Jen Knights, Secretary

In the College of Liberal Arts and Sciences, the Organizational Unit Representative (referred to hereafter as Org Rep) to the University of Iowa Staff Council is elected internally by CLAS staff in a concurrent and parallel process to the elections for regular members of CLAS Staff Council, and then subsequently appointed to the University of Iowa Staff Council.

A staff member need not already be a CLAS Staff Council member in order to be nominated and elected to serve as the Org Rep; any staff member in the College is eligible to run for the Org Rep position. This includes current CLAS Staff Council members, if they wish to serve on both Councils. A staff member is permitted to run for both roles in the same election.

The Org Rep serves as a member of UI Staff Council, as well as an ex-officio member of the CLAS Staff Council alongside the HR and ASG representatives (who are appointed and not elected) and the CLAS SC Past President. Ex-officio members attend meetings, share updates from their official (officio) roles, and serve as liaisons. They are not voting members of CLAS Staff Council nor do they serve on CLAS SC committees; their role is informational and connective rather than functional. The Org Rep attends meetings of both the University of Iowa Staff Council and the CLAS Staff Council.

However, if a sitting CLAS Staff Council member is elected to the Org Rep position on Staff Council (or if a staff member is elected to both roles in the same election), they will fill the ex-officio University of Iowa Staff Council role in addition to their voting, working role as a CLAS SC member.

If their term as a regular CLAS Staff Council member ends before their Org Rep term ends, they shall continue in the ex-officio Org Rep role for the remainder of their appointment to University of Iowa Staff Council in that role. When their regular CLAS Staff Council term ends, they will no longer vote or be expected to serve on committees; their role then becomes strictly informational and connective between CLAS Staff Council and UI Staff Council.

The Org Rep's duties to University of Iowa Staff Council are detailed in the UI Staff Council Bylaws: <https://staff-council.uiowa.edu/about-staff-council/staff-council-bylaws>

Awards Committee Update March 2022

The Awards Committee and Staff Recognition Committee met recently to finalize in person events for the Spring and to review and approve nominations for the CLAS Leadership Award and the Mary Louise Kelley Staff Excellence Awards. Pieper notified the awardees who will be recognized at a small event March 10th. With the retirement of our lead event point person (Richardson) we did a transfer of knowledge and Sokoloff will take over as the point of contact for the small event March 10th and the IMU event April 7th. Sokoloff has been communicating with John Cory about room set up and efforts are under way to increase distances between chairs and buffet tables. A subset of the committee met with Ben Hill, Austin Montelius, and Jill Tobin to go over their work for and participation at the events. Montelius will finalize a save the date announcement that should go out before Spring Break. Ex Officio member Rockwell communicated some concern/frustration discussed amongst supervisors about timely communication of events and also the breakdown in the communication chain that often leaves them unaware that someone they supervise has gotten an award. The committee will get this on a committee meeting agenda for one of the first meetings after the April event and/or we can have a discussion as a larger group during a regular council meeting.