



College of Liberal Arts
and Sciences

STAFF COUNCIL MONTHLY MEETING MINUTES

Wednesday 2/16/22, 10:30 a.m.

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

Join Zoom Meeting

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

In Attendance:

Council members Knights, Jensen, Fullenkamp, Ostrem, Richardson, Sokoloff, Sulaiman, Rockwell, Rupe, Hospodarsky, Mineart, Pieper, Mast

Additional CLAS Staff Sylvia Gomez (HR), Ben Hill (Strategic Communications)

Absent: Kirk, Ford

- I. Call to order 10:31 am
- II. Minutes approval (from 1/19/2022) Richardson moved, Ostrem seconded
- III. New Business
 - a. Introduction to Ben Hill, new CLAS Strategic Communications Director
 - i. Hill said that CLAS is like a University in its scope and complexity—so it was an appealing position and keeps him challenged every day. Team has been getting familiar with each other, and Ben has engaged leadership and some departments to assess communications capacity and needs to serve departments better. What are strategic priorities and how can we position ourselves to meet them? We need to build capacity and hire more people. He compared Tippie’s enrollment (3K) and staff (15) with CLAS enrollment (14K+ students) and staff members for Communications (4)d. (See slides [HERE](#)). They will be adding

another lead communicator. Getting a college-wide needs assessment under way now to inform how the college can improve processes and provide better support.

- ii. Feedback: Rockwell pointed out that CLAS hasn't been good at amplifying / interacting / sharing news from the departments. Ostrem asked about mechanisms for sharing our news "up the chain." Hill said this is being developed now and capacity is being built for that. For now, we can contact him directly. Benjamin-hill-1@uiowa.edu

- b. Elections update – Nominations window has closed. Voting begins March 4.

IV. Old Business

- a. March meeting has been moved to 3/9 due to Spring Break
- b. Update on invitations to Chris Cheatum (March 9, 11:15), and Deborah Whaley (TBD, Jen Knights will contact her) to visit upcoming meetings
- c. Update on CLAS SC in-service / retreat and Visioning Event – Funding applications submitted. Additional info has been requested. Jensen is handling that communication with David Stenerson.

V. Committee and Ex-Officio updates: (Committee reports at end of agenda)

- a. Awards – Mary Louise Kelly awards now in review. We should have announcements soon. Pieper asked about people's comfort level with in-person events (Staff Appreciation event on April 9 at IMU). The Committee shared that they've tried to plan details to allow for distancing in the IMU Ballroom. Knights indicated it is important to communicate this information to staff who may be unsure of the safety of attending. Pieper noted that we need to decide soon if we want to pivot to a Zoom event. Richardson shared that he is retiring from the UI as of March 1. He would like to still help with event planning.
- b. Bylaws – Discussed idea that perhaps there does not need to be a bylaws committee, but instead an update to the bylaws that says the Council reviews them annually. Any changes need to be approved by the entire council anyway. We also should clarify who is expected to run elections, too. We are planning a more robust discussion during the June retreat.

- c. Communications- Newsletter went out, ad-hoc email to encourage nominations. Let's consider how to increase CLAS Staff awareness of UI-wide staff awards. Facebook, emails, post to website
- d. DEI – Meeting on 2/22. Mark pointed out that CLAS was noted as doing well in DEI on the collegiate review—Ali Sulaiman suggested that we discuss the review in more detail at our next meeting. Collegiate Review materials may be found [HERE](#).
- e. Education - The Professional Development article for the next SC newsletter will feature CLAS staff members who have used internal resources to advance their careers. A request for interviews has been sent and hopefully will be scheduled soon.
- f. Executive- reminder to send ideas for agenda items and guests who would be meaningful for
- g. UI Staff Council – March 8 at noon there will be an info session about joining UI Staff Council. March 7 is when nominations open for function reps, and this is when they have a zoom event for awards (See notes from Heather at the end of this document)
- h. Ex-Officio:
 - i. HR – New to UI, started in December. She is here to learn and observe, and anticipates transitioning into the ex-officio role soon
 - ii. ASG – Update that there is a new HR org chart. Encouragement to sign up for new wellness program called Recharge Plus that's associated with completing your PHA. Reminder that we are required to take Free Speech training before end of school year. Future of Work- we should hear soon if there will be permanent changes in work modality. Update from collegiate budget committee, conversation about what to do with carryover money and soft landing funds.

VI. Adjourned 11:41 am

Next meeting – Wednesday, 3/9/22, 10:30 a.m. Zoom/hybrid

Agenda item(s) for future meetings:

For retreat agenda: Revisit need for bylaws committee, elections committee. Currently the bylaws state that the Discuss whether we need to review and potentially adjust the employment classification groups for elections. Greta will lead the bylaws discussion.

For retreat agenda: How can SC help with recruitment and retention of diverse staff to work in CLAS—so we can then recruit them to run for Council?

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

Discuss CLAS Review in more detail (Ali suggested). Collegiate Review materials may be found [HERE](#).

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UI Staff Council notes from Heather Mineart

- I. Advocacy in Action Newsletter was sent out 2/16 to all staff
- II. Open Forum/Info session on March 8 at 12noon via Zoom.
- III. Nominations for Function Representatives will remain open from March 7 at 8:00 a.m. through April 1 at 5:00 p.m. and can be submitted using a simple nomination form
- IV. DEI Celebration event on Monday, March 7; only 50 in person and rest via Zoom

A Message from the UISC DEI Committee Co-Chairs, Matsalyn Brown and James Jorris:

- Mahatma Gandhi once said, “Our ability to reach unity in diversity will be the beauty and the test of our civilization.”
- Today we look forward to celebrating Diversity, Equity, and Inclusion on campus and those efforts of all who work tirelessly answering that test by making our campus and community the best it can be. Although, there is still so much work to do, it is necessary take a step back and reflect on all of our accomplishments and celebrate how far we have come.
- Please join the UI Staff Council DEI Committee and esteemed members of the University of Iowa and UIHC DEI community for this special event to celebrate all that has been achieved and all that we can still do!
- Event Zoom Link: <https://uiowa.zoom.us/j/92580773309>
- Guests can log-in to the webinar at 4:00 pm and remarks will begin at 4:15 pm.

Event program:

Welcome

- Kevin Zihlman, UI Staff Council President

Speakers

- Dr. Barbara Wilson, President, University of Iowa
- Dr. Liz Tovar, Executive Officer & Associate Vice President, Division of Diversity, Equity, and Inclusion
- Dr. Nicole Del Castillo, Director of the Carver College of Medicine Office of Diversity, Equity, and Inclusion
- Dr. Theresa Ho, Associate Research Scientist and Course Lecturer, Ellermeier Laboratory and co-recipient of the 2021 Staff Award for Distinguished Leadership in Diversity, Equity, and Inclusion.

UISC Representatives

- Isaac Podolefsky, UISC Awards Committee Chair
 - Jackie Kleppe, UISC Vice President/President-Elect and Elections Committee Chair
5. Staff Council meeting was 2/8 - post meeting packet will go out today