



College of Liberal Arts  
and Sciences

## STAFF COUNCIL MONTHLY MEETING MINUTES

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

Join Zoom Meeting

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

In attendance: Councilors Kirk, Sulaiman, Sokoloff, Jensen, Rupe, Rockwell, Pieper, Ford, Knights, Ostrem, Fullenkamp, Mast, Hospodarsky

Absent: Mineart

- I. Call to order 10:32 am ✓
- II. Minutes approval (from 2/16/2022) ✓
  - Moved to accept Ostrem
  - Seconded by Fullenkamp
  - Approval passed
- 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 ✓
    - Talked about change, the need to correct our budget shortfall—in ways that don't just remove resources, but make us better in the long run, improve efficiencies, build on synergies. If there are reductions in employees, it will likely be instructional track faculty.
    - Structural changes are currently focused on curriculum, minimizing duplication, led by faculty and seeking feedback, input

from a broader range of stakeholders including staff / Staff Council

- Next academic year is likely when we'll start to see some of these big changes being proposed
- Alli asked about the "cliff" we've all been talking about since way before pandemic. Chris's response talked about messaging and the focus on answering two main questions: ✓
  - Why should students study your discipline?
  - Why at Iowa?
- We need more faculty engagement in recruiting—and the outward-facing marketing / communications focus needs to emphasize recruiting, not "raising your faculty research profile" ✓

#### IV. Old Business

- Elections – Voting period is NOW: March 4-11. Reminder email will go out to staff this week. Lisa Gray said they might send two reminders—so we'll keep an eye out. ✓
- 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! ✓
  1. For retreat: Mid-June (June 20? In place of our usual monthly meeting), DEI Sparkshops:
    - Ad-hoc planning committee: Jen and Emma and ?? ✓
  2. For Visioning Event with a keynote speaker: August – date TBD
    - Ad-hoc planning committee: Emma and ?? ✓
    - Consider collaborating / dovetailing with Dean Sanders as part of her goal to host focus groups in CLAS

#### 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: Hoping to get "professional development" from Education before May 1 newsletter, as well as info to share for Staff Appreciation about event/winners/etc. from Awards. Also, we are working

to update calendar to make our meeting "events" more visible to all of campus instead of only on our site. ✓

- DEI- Input re: Update from CLAS DEI Committee on potential new DEI Director role ✓
- Education ✓
- Executive ✓
- Ex-Officio: ✓
  1. HR – New schedule for raises / July - switching from fiscal year back to calendar year schedule
  2. ASG got an update from the Dean about the future direction and plans for the College in terms of restructure. It was unclear whether that info was ready to be shared more widely yet—but we will check in with Dean Sanders. Alli will ask Becca Tritten if the pdf from that meeting can be shared with Staff Council. Maybe we will invite Dean Sanders to visit a SC meeting to talk with us about her vision.
  3. UI Staff Council Org Rep (Mineart not present)

VI. Adjourned – 12:00 pm

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

Suggested agenda item(s) for future meetings:

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

Staff awards – how to (or if?) to recognize nominees who did not receive awards

Discuss how to better include staff (not only faculty) in policy documents, promotion procedures.

Discuss idea of a welcome note or email to new CLAS staff periodically (How many people would this be? What does our staff turnover actually look like?)

## CLAS Staff Feedback

Received via anonymous feedback form and Prize Entry Form

---

Staff Council proposed response (if any) is noted after each comment.

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?"*

Staff Council acknowledges that we also have noticed omission or lack of visibility of staff in important documents of the institution. Suggestion of elevating to University Staff Council and UI HR. This is not an issue only in CLAS, it's a systemic issue. Emma will respond to the person. (She also noted action items in her notes, so I will copy and paste rather than type myself)

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! :)"*

Consider a welcome note, email, and/or gift for new staff on a schedule, which shares info about Staff Council. Melia shared that showing the SC website is part of the onboarding process.

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!"*
8. *INSERT ADDITIONAL INPUT THAT EMMA RECEIVED (chronicle article about staff retention)*

## 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.