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**STAFF COUNCIL mONTHLY MEETING**  
**MINUTES**

Wednesday 08/17/22, 10:30 am

Join Zoom Meeting

<https://uiowa.zoom.us/j/98191553384>

In attendance: Rebekah P., Alli R., Karen N. (ex-officio – UI Staff Council), Mark F., Emma K. (ex-officio, past-pres), Shonda M., Jen K., Leyre C., Rosie S. (ex-officio – ALT [formerly ASG]), Sandy M., Sylvia G

Not present: George C, Malory H., Rebecca T. (ex-officio – dean’s rep), Julie R. (ex-officio - HR)

1. Call to order by President 1:35 pm
2. Minutes approval (from \_\_/\_\_/2022)
   * \_\_\_\_\_\_\_\_ moved, \_\_\_\_\_\_\_ seconded – approved
   * \_\_\_\_\_\_\_\_ moved, \_\_\_\_\_\_\_ seconded - approved
3. New Business

* Welcome email
  + Consider doing because it was a nice gesture
  + Ask HR to pull new hires (communications committee?)
  + Send from CSC as a whole, from the general email
  + Newsletter not often enough to utilize for the messaging
  + Utilize template email, Allie willing to help write
  + Agenda for August meeting
* Minutes to go out with agenda
* Send draft agenda as last call
* Items
  + Visioning event update
  + Dean’s staff meeting
    - First meeting Sept 7th
    - Should all staff be invited? Trickle down info not working
      * Push now…enough time to include without rush
      * Push later…consider info presented/discussion
      * Present to Rebecca Tritten and see what the rationale is behind limited invite
  + Goals for this year
    - \*See Retreat notes **(Mark to request from Jen)**
  + Committee assignments & best practices
    - Current committee members
      * Awards (Sandy, Nicole)
      * Elections (Alli, Sylvia, Leyre)
      * Communications (Mark, Jen, Mal, Leyre)
      * DEI (Jen, Mark)
      * Education (Sandy, Shonda)
    - George and Rebekah to be assigned
    - Discuss the business of committees
    - Set due date for reports/updates and request agenda item
  + Exec Committee to get on Dean’s calendar
    - After Dean’s update, 2nd week of each month
    - Present staff response
    - Send request to Dean Sanders, cc Gabbie **(Mark)**

1. Old Business

* Visioning Event
* Mark received the email list from Melia Piper at 1:32p today
* Updated invite email language
* Need to prepare Qualtrics survey, due Aug 31 **(Allie)**
  + Should we ask for job code or will we cross check => we will cross check
  + Group 1: Academic Support, Libraries, and Information Technology (2 members)Group 2: Administration (2 members)Group 3: Arts Culture and Entertainment, Marketing Communications and Outreach (1 member)Group 4: Business and Finance, Engineering and Architecture, Facilities, Human Resources (2 members)
  + Group 5: Research and Health Care (2 members)
* Send invite today, follow up on the 16th **(Mark)**

1. Filling SC seats vacated in Groups 2 and 5:
   * + Group 2 fill confirmed: Rebekah Podolefsky
     + Group 5 fill confirmed: George Crull
   * Send meeting invites **(Shonda)**
2. Committee assignments (current committee members)
   * Update website **(Mark)**
     + Awards (Sandy, Nicole)
     + Elections (Alli, Sylvia, Leyre)
     + Communications (Mark, Jen, Mal, Leyre)
     + DEI (Jen, Mark)
     + Education (Sandy, Shonda)
3. Adjourn: 2:40 pm

ITEMS FOR FUTURE AGENDAS: see above

# ELECTIONS COMMITTEE – PROPOSED AMENDMENTS TO BYLAWS

JULY 20, 2022 (to be voted on at August 2022 meeting)

# Article III

## Organization

SECTION 1. CLAS Staff is composed of staff that are non-organized Professional and Scientific and Merit Exempt personnel holding a regular appointment of 50% or more within the College. The Council will be comprised of 11 voting members: nine representing Job Function/combined Job Function Categories, herein referred to as Job Function Categories as defined in Section IV.2 of the [CLAS Manual of Policy and Procedure](https://clas.uiowa.edu/faculty/clas-manual-policy-and-procedure) and two at large members. In the event that a member’s term is extended by one year to serve as President, the number of voting members will be 12; see Article IX.

# Article IX

## Membership

SECTION 1. Membership Term

1. Councilor terms shall be three years unless a vacated term is being completed, or if the Vice President/President Elect or President is in the last year of their Council term, in which case a Councilor's term is extended in order to fulfill the duties of President and/or Past President. In the case of a fourth-year extension, the position that would have been vacated is still filled with a newly elected three-year term member in order to preserve balanced election cycles. If fulfilling the role of Past President extends beyond the elected term, the Past President will serve in an ex-officio capacity.
2. Councilors shall serve no more than two consecutively elected three-year terms.
3. Re-election can be sought after a one-year leave.