

**UI Staff Council Meeting**  
**2520D UCC**  
**Wednesday, March 11, 2020**

**Present:** *Damien Blair, Matselyn Brown, Em Domingues, Beau Finley, Sally Fisher, Kathleen Ford, Jadvyga Gerasimovic, Amy Halvorson Bouffard, Shari Heick, Michael Hesseltine, Gregory Hopson, James Jorris, Jackie Kleppe, Monica Madura, Heather Mineart, Stephen Pacha, Robin Paetzold, Steve Paulsen, H J Pedelty, Yelena Perkhounkova, Lisa Piper, Ted Potter, Julie Qidwai, Teri Schnelle, Mary Shumaker, Sonia Slevinski, Glenda Smith, Jennifer Stout, Brenda Van Dee, Linda Varvel, Jim Verry, Cassie Walizer, Angela Ward, Michael Weaver, Linda Weir Jacobi, Jessica Welter, Carrie Whittaker, Anne Wilson, Toni Woodbury, and Kevin Zihlman*

**Absent:** *Mihaela D. Bojin, Genevieve Johnson, Karen Kluesner, Tyler Lantz, John Laverty, Carrie Mahon, Emily Milke, Debra O'Connell-Moore, Jamie O'Meara, Carlton Petty, Kathryn Reynolds, Jessica Richardson*

**Administrative Liaisons:** Cheryl Reardon Marla Rosenblum

**Guests:** Mia Brunelli, Diane Fountain, Diana Kremzar, and April Wells

**Welcome and Minutes:** Mike Weaver, UISC President

**Minutes Adoption:**

- February 12, 2020 UISC meeting Minutes-
  - *Minor edits brought forth for review. Accepted as amended.*
  
- March 3, 2020 Exec Comm Meeting Minutes-*Minor edits brought forth for review.*

President's Notes:

- John Weyer has accepted a new position with Engie. Thank you for your service to UI Staff Council. Per the Staff Council bylaws regarding vacancies, the seat will remain open until the next election cycle.

**Presentation Topics:**

**Novel Coronavirus (COVID-19)- Cheryl Reardon, Chief HR Officer & Associate Vice President**

- Cheryl provided us with a brief update - the situation is fluid and changing by the minute. Please use the website <https://coronavirus.uiowa.edu/> for the most up to date information.
- Discussion regarding possible questions for the FAQ section of the website. Ideas include:
  1. For staff members who are living with a compromised immune system- for non-essential staff members to ensure their peace of mind. Who do they discuss their concerns with?
  2. Will staff be required to stay home/ off-campus? Will there be an option to come to work?
  3. The libraries are expected to stay open at this time. Are we encouraging students to use campus resources during the next 3 weeks?
  4. As of now, buildings will remain open. What is the expectation on areas such as rehearsal spaces – will they remain open for use and reservations?
  5. How will students with on-campus jobs be impacted? What are the expectations?
  6. Healthcare Forum follow up - If essential staff members are parents and are impacted due to school closure/ childcare issues what are the options? Will there be an onsite daycare for mandatory workers?

**Severe Weather; Parking Master Plan 2020 Update – April Wells, Parking and Transportation**

**2020 Updates:** Severe weather, Parking Master Plan, and Q&A

**Severe Weather-**

- Employees and campus business have become dependent upon Parking and Transportation.
- Parking and Transportation understand its critical role in ensuring vital services and patient care are provided.
- Extreme winter weather protocols have been expanded and enhanced to further limit impacts of winter weather.
  - Pretreatment applied in critical areas – effective to -70 degrees
  - Increased maintenance staffing
- Notifications and communications have been increased to ensure staff have timely access to information and updates.
  - Promotion of Twitter as a resource for weather related updates.
  - Launched and promoted new app for CAMBUS called Transit App that allows push notifications alerts.

- Our goal is to maintain CAMBUS service at all times, especially during peak morning commute.
  - One time we are unable to safely operate CAMBUS is during thunderstorm or tornado warnings.
  - In icy conditions, dedicated salt and sand trucks will prioritize CAMBUS routes.
  - Alternate vehicles are on reserve, should conditions still be unsafe to operate a bus despite all efforts.
  - Suspending or reducing service is only used as a last resort.

### ***Parking Master Plan-***

The goal of this plan is to create safe and accessible parking for the campus community. The plan will create a vision for the department that aligns with campus strategic initiatives and will provide strategies for how to meet the parking and mobility needs of the students, employees, and visitors.

### **Operational evaluation:**

- Walker Consultants has been hired to perform a comprehensive operational analysis which was performed against our peers and industry best practices.
- Topics under review include:
  - Parking needs assessment
  - "Utilization vs demand"
  - Operational analysis
  - Financial analysis
  - Operational costs, permit fees, cashing rates, citation fees, and revenue streams
  - Parking technology assessment
  - Parking alternatives analysis
- The plan is expected to provide guidance for the next five to ten years.
- The plan will prepare short, medium, and long-term implementation recommendations.

### **Timeline:**

- November 2019: a consultant was selected.
- December – January: data collection was complete.
- February 2020: focus groups were held.

### **Next Steps:**

- Interviews with campus stakeholders.
- Opportunity for more community feedback.

### **Transit Parking App – Mia Brunelli, Management Services Manager, Parking and Transportation**

CAMBUS moved from the Bongo app to the [Transit app](#) in Fall 2019 in response to rider feedback. BONGO has been removed from all app stores and will be phased out after June 2020.

- Transit contains new and highly requested features that Bongo does not have, including trip-planning and push notifications
- Transit is currently already used in over 200 cities including Iowa City Transit and Coralville Transit.
- Transit has the capabilities to integrate other modes of transportation, including bike share and rideshare.

### **Reason for change:**

- Feedback about Bongo app showed a need for improvements.
- Notification pushes allow all riders to know when a route is impacted.
- Consulted with our new GPS vendor, GPS system is currently in use on the CAMBUS.
- The Transit app is free for the end user and is used in over 200 cities.
- Provided the ability to integrate bike share and ride share, i.e. multiple modes of mobility
- More functionality/better user experience.

### **What You Can Do to Help-**

- Recommend Transit to students, staff, faculty, campus visitors.
- For questions, they can contact CAMBUS.
- If there are issues, screenshots are very helpful. (@iowacambus or [Cambus-transit@uiowa.edu](mailto:Cambus-transit@uiowa.edu))
- Riders should set alerts for the routes they ride.

### **Flex Working Update – Diana Kremzar, Director UI Family Services**

#### **Overview:**

Workplace flexibility is about re-thinking **how**, **when**, and **where** people do their best work.

The University supports the concept of flexible work arrangements, providing staff the potential to balance work and personal commitments, and perform at their highest level.

1. Flexible Work Arrangement can positively impact recruitment and retention efforts, productivity, space considerations, and overall employee well-being.
2. Flexible Work Arrangement definitions, best practices and a link to the University Operations Manual policy on Flexible Work Arrangements can be found on the Family Services website <https://hr.uiowa.edu/well-being/family-services/workplace-flexibility>. Updated resources and workflow forms will be live later this spring
3. Family Services is available to consult with staff, supervisors and departments to create well-structured flexible work arrangements or flexible work arrangement policies.

### ***Flexible Work Arrangements vs. Informal, Everyday Flexibility***

- Flexible Work Arrangements
  - Structured
  - Ongoing
  - Documented
  - Example: Connie works four ten-hour shifts Monday-Thursday (compressed work week)
  - Example: Micah works from his home, each week on Wednesday (telecommuting)
- Informal, Everyday Flexibility
  - Situational
  - Short-term
  - Example: Todd's toddler has a doctor's appointment in the afternoon. He has requested to work from home in the morning and use leave accruals in the afternoon
  - Example: Winter weather has compromised road safety. Lois emails her supervisor to see if she can work remotely that day.

### ***Getting Started 1-2-3***

1. **Staff member proposes a flexible work arrangement.**
  - a. Verbal conversation with his or her supervisor, followed by completion of [Request Form](#).
  - b. Once Request Form is received, supervisor has a conversation with employee to accept, negotiate or deny agreement.
2. **Staff member initiates [Approval for Flexible Work Arrangement](#) via workflow for supervisor approval.**
3. **Regular check-ins, starting at 3 months.**

### ***Consultations-***

Family Services can provide workplace flexibility consultations for:

- **DEPARTMENTS** looking to create a standardized decision-making process for flexibility requests
- **STAFF** members requesting a flexible work arrangement
- **SUPERVISORS** or **HR REPRESENTATIVES** seeking guidance regarding a flexible work arrangement request

### ***Web Resources***

- [Operations Manual Policy](#)
- [Types of Flexible Work Arrangements](#)
- Workflow Forms (coming soon!)
- Best Practices for Supervisors and Staff
- Case Studies (coming soon!)

### **Iowa Edge – Mike Meginnis, Educational Support Services Associate**

Mike was unable to join us in person. A viewing of the [Gold Rush Video](#) was shown in his absence.

The Iowa Edge is an extended orientation program that helps first generation students and students of color successfully transition to the University of Iowa. Last year, 141 students participated in the program. <https://goldrush.uiowa.edu/iowaedge>

### **Committee Updates and Round Table**

#### **Roundtable:**

- Committee Updates: (see attached report)

- The ENGIE deal has been closed and the funds have been transferred into a new account. The Path Forward group is still working on finalizing the awarding/grant process.
- The Corridor Corporate Games will take place this summer. At the May meeting we will be looking for potential team captains and participants.
- Hawkeye Caucus has been CANCELLED. The University Relations Committee will be working on an alternative plan in the near future.
- Presidential Charter Committee applications will be accepted until midnight on March 14, 2020.

**Meeting adjourned:** Em Domingues motioned; Lisa Piper confirmed motion.

**Next Meeting:** April 8, 2020 2:30-4:30 PM 2520D UCC