

UI Staff Council Meeting
Zoom
Wednesday, April 9, 2020

Present: Damien Blair, Mihaela D. Bojin, Matselyn Brown, Em Domingues, Sally Fisher, Kathleen Ford, Jadvyga Gerasimovic, Amy Halvorson Bouffard, Shari Heick, Michael Hesseltine, Gregory Hopson, Genevieve Johnson, James Jorris, Jackie Kleppe, Karen Kluesner, Tyler Lantz, John Laverty, Monica Madura, Carrie Mahon, Emily Milke, Heather Mineart, Debra O'Connell-Moore, Jamie O'Meara, Stephen Pacha, Robin Paetzold, Steve Paulsen, H J Pedelty, Yelena Perkhounkova, Carlton Petty, Lisa Piper, Ted Potter, Kathryn Reynolds, Jessica Richardson, 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: Beau Finley

Administrative Liaisons: Cheryl Reardon Marla Rosenblum

Guests: Mirra Anson, Jeanne Beck, Ben Hill, Bria Marcello, and Jan Waterhouse

Welcome and Minutes: Mike Weaver, UISC President

Minute Adoption:

- March 11, 2020 UISC Meeting Minutes-
 - *Minor edits brought forth for review. Accepted as amended.*
- April 1, 2020 Executive Committee Meeting Minutes-
 - *Minor edits brought forth for review.*

President's Notes:

- Review of Zoom Meeting protocol, Attendance by Zoom and email to Mike/Marla
- Thanks- challenging time, incredible stuff going on across University- work from home challenges, stronger, read Mikes letter to BOR – proud to be STAFF- Shared Gov even more important now due to lack of daily check in meetings etc. Stay engaged in what we do committee work etc. Continue to reach out to folks and pass on concerns.

Presentation Topics:

Office of Strategic Communication (OSC) Update – Jeneane Beck, Assistant Vice-President External Relations and Ben Hill, Senior Director Marketing Communications

COVID-19 Communication Materials- Jeanne Beck, Assistant Vice-President External Relations

- Review of current OSC communication policies and procedures.
- OSC and Tanya Uden-Holman from the Provost Office are reviewing all messages before they are widely distributed.
- OSC's goal is to put out materials that represents factual and timely communication for all audiences.
- Please note, that some short updates from can be worked into the campus messaging tool and it can be tailored to different audiences.
- OSC would like to add more video components in the future.

Brand Policy Update- Ben Hill, Senior Director Marketing Communications

- *Overview:* Review of fall 2019 focus groups- OSC worked with admissions to host out of state high school focus groups.
- High school focus groups were held in Los Angeles, Denver and Austin/Dallas.
- *Audience research included:*
 - 3,400 University of Iowa alumni
 - 1,100 admitted students
 - 1,200 faculty and staff
 - 250 peer institution faculty
 - 400+ school counselors
 - 40+ Interviews with current students, faculty, staff and alumni
 - Focus groups high school students, current students, faculty, alumni, and Iowa residents
- *What did we learn:*

- Iowa has a largely regional reputation.
- We re most known nationally for writing and health sciences.
- Themes: collaboration, pioneering, Iowa City
- The university is the master brand – People connect to IOWA not just the individual colleges/departments/units on campus. (Ex: Tippie, UIHC)
- ‘Iowa’ is widely used for short
- Hawkeye is linked to more than football and sports
- **Brand essence:**
 - **MISSION:** In pursuing its missions of teaching, research, and service, the University of Iowa seeks to advance scholarly and creative endeavor through leading-edge research and artistic production; to use this research and creativity to enhance undergraduate, graduate, and professional education, health care, and other services provided to the people of Iowa, the nation, and the world; and to educate students for success and personal fulfillment in a diverse world. (Life-changing experiences)
 - **Brand attributes:**
 - Sincere (genuine, caring, kind)
 - Dedicated (hardworking, committed, determined)
 - Collaborative (collegial, cooperative, friendly)
 - Trailblazing (forward-looking, visionary, pioneering)
 - Unexpected (surprising, exceptional, distinctive)
- **Brand Policy Next Steps:** Follow along at <https://brand.uiowa.edu/>
 - **Implementation:**
 - 2020-2021 • Colleges, schools, departments • Administrative units
 - 2021-2022 • Centers and institutes • Student groups • Health care
 - **Key takeaways:**
 - Our brand is our most valuable asset- much more than just our logo or tagline, it is our student experience, our collective reputation and perceived value.
 - The university is the master brand- the brand that matters most, so let’s make the most of it.
 - This brand strategy applies to the entire university- all college, programs, centers, units and employees.

Climate Survey Update – Bria Marcelo, Diversity Resources Director and Mirra Anson, Director Academic Support and Retention

Faculty and Staff Climate Survey, Process Review:

- **Diversity, Equity, and Inclusion Data Vision Statement (DRAFT)**
 - A new DEI data domain will be created to support evidence-based decision making toward the University of Iowa DEI Action Plan, and DEI components of institutional and organizational unit strategic plans.
 - The DEI data domain will integrate distributed DEI data into a consolidated data source and eliminate data silos.
 - The DEI data domain will be designed based on a campus-wide assessment to identify and catalog DEI supporting attributes and metrics.
 - The DEI data domain and DEI data usage will be based on goals and guiding principles outlined in the DEI Data Vision Statement.
- **Guiding Principles:**
 - Security and privacy of information
 - Evidence based decision making
 - Biases
 - Influence
 - Transparency
 - Governance
 - Collaboration
- **Diversity, Equity, and Inclusion Data Taskforce:**
 - Reports to the Path Forward DEI work group.
 - Metrics
 - Literacy Resources, Communication
 - Faculty and Staff Climate Survey

Faculty and Staff Climate Survey- Next Steps:

- **Leadership Group:**
 - Mirra Anson, Office of the Provost
 - Bria Marcelo, Division of Diversity, Equity, and Inclusion
 - Joni Troester, University Human Resources
 - *Sarah Hansen, Office of the Provost
- **Charge:**
 - Provide oversight and leadership for the DEI Campus Climate Assessment including survey administration, communication, and reporting.
- **Work Groups:**
 - Survey Tool Review/Revision
 - Survey Analysis and Report Development
 - Survey Administration
- **Overview:**
 - Spring 2018 survey provided useful foundational data for campus discussion. Starting point.
 - Next survey focus includes establishing a sustainable structure for ongoing assessment with timely data analysis and reporting.
 - Next survey will:
 - Be administered in Fall 2020, but return to spring in future years.
 - Mirror the successful Working@Iowa data process.
 - Have fewer survey questions to increase response rate.
 - Focus on actionable data returned within 60 days of admin.
 - Use a rich dataset in order to increase reliability of data.
- **Tentative Timeline:**
 - Survey Administration for Faculty/Staff: Fall 2020 (September 21-October 2)
 - Key Milestones:
 - Work groups charged: January 2020
 - Survey revision complete: April 2020
 - Administrative review complete: May 2020
 - Report template finalized: July 2020
 - Communication plan finalized: August 2020
 - Survey administered: September 21-October 2
 - Report distribution: December 2020-January 2021

Bylaws Amendment – Em Domingues, Bylaws Committee Chair

Background for this proposed amendment:

Article XV Section 4 was last amended during the 2015-16 council year to prevent competing claims to the presidency during a VP succession event. Because the clause that added this protection was phrased in the negative, however, its intent was not immediately clear.

This proposal flips the "not" condition around and further simplifies the section to make it more obvious what the existing language is meant to do.

Proposal 6: Amend Article XV, Section 4 to clarify how a Vice President/President-Elect may be replaced if the position becomes vacant for any reason

Reference:

SECTION 3. If the office of President becomes vacant within the first six months of the operational year, a President shall be appointed by the Executive Committee to serve the remainder of the term. If the office of President becomes vacant within the last six months of the operational year, the Vice President/President Elect shall become President for the remainder of that term as well as the following year.

Current:

SECTION 4. If the office of Vice President/President Elect becomes vacant, a Vice President/President Elect shall be elected by the Councilors to serve the remainder of the term. **If the vacancy in the office of Vice President/President Elect was not caused by a vacancy in the office of President, the elected Vice President/President Elect shall assume the office of President the following year.**

Proposed:

SECTION 4. If the office of Vice President/President Elect becomes vacant, a replacement shall be elected by the Councilors. If the vacancy was caused by the previous occupant becoming President in the last six months of the operational year, the replacement Vice President shall not assume the office of President the following year.

Rationale: to more clearly prevent competing claims to the presidency in the case of a Vice President/President-Elect succeeding to fill a vacancy in the office of President.

Human Resources Update – Cheryl Reardon, Chief HR Officer and Associate Vice-President, and Jan Waterhouse, Senior UHR Lead, Policy and Compliance

- During COVID-19 UIHR has been extremely busy, the main focus at this time is the people of the institution.
- Staff can stay up to date during the COVID-19 by using the new UIHR website:
<https://hr.uiowa.edu/working-during-covid-19>
- *Background:*
 - On March 17, 2020 there was a call for work from home order and an order to extend spring break, by one week, to allow for extra time to move courses to a virtual environment.
 - In 10 days, or less, the switch to a virtual environment occurred, and it has gone off with only minor glitches.
 - The safety and welfare of all faculty and staff, especially those dealing with patients, is our highest priority.
 - The UIHR website includes information on:
 - Working from home – guidelines how to work effectively.
 - Stress and self-care –holistically looking out for individuals with 24/7 options. Topics include- physical health, mental/emotional health, and financial well-being.
 - Online training options- including supervisor training.
- *NEW- Temporary work assignment option:*
 - Allows for a redeployment of individuals to an area where they can have a meaningful impact/role, if their current position has been impacted by the current work from home orders.
 - The Talent Acquisition Team matches the needs of a department/unit with the skills of employee from the temporary pool.
 - Example: Child care needs of UIHC staff- (concierge service) 5 temporary staff members are working with local providers and the United Way to provide impacted employees with 2-3 options to look review based on their work schedule and openings in town. So far they have worked with 62 employees, had 52 requests filled, and have about 18 placements.
 - So far UIHR has only identified two other institutions with similar temporary pools: University of Washington and Purdue.

Temp Workforce: (4-8-2020):

- **363 available for redeployment in the temp workforce pool**
 - 136 Regular –
 - P&S – 34
 - Merit – 102
 - Other –
 - 227 (temps, students, GA, TA, etc.)
- **Success stories – Over 50 employees successfully redeployed to date**
 - UHR: Daycare Concierge Service – 5 Customer Service
 - F&O: Laundry – 1 Motor Vehicle Operator, 2 Facility Mechanics, Design & Construction Svcs – 3 Security
 - UIHC: Food & Nutrition – 3 Food Service, Environmental Services – 5 Custodial, Supply Distribution – 4, Material Services – 5
 - College of Engineering: 2 Machinist/Fabricator
 - Research: State Hygienic Lab – 6 data entry
 - Oakdale: Bio Ventures – 15 to assemble face shields
- **Pay Practices & Leave Provisions:**
 - “University of Iowa will keep all employees in paid status through the end of the spring 2020 semester, regardless of funding source.”

- Together, as Hawkeyes, we will endure.
- Together, as Hawkeyes, we will serve.
- Together, as Hawkeyes, we will succeed.
- **Pay Practices: Guiding Principles:**
 - Keep all employees in *paid status*.
 - Maintain *safety* and *well-being* of our employees.
 - *Patient care* is a priority for the University of Iowa and the State of Iowa.
 - Provide employees with the opportunity to perform *meaningful work*.
 - Comply with *health and safety precautions* as directed by appropriate university, state, and federal authorities.
 - Comply with all applicable *laws, rules, regulations, and policies* regarding pay practices and funding sources.
 - Salary and related fringe benefits for all employees, including faculty, staff, postdoctoral scholars, and students, must be charged in a consistent manner across the university *regardless of funding source*.
- **Pay Practices:**
 - Salaried Employees:
 - Remain in paid status
 - Perform meaningful work if available, or
 - Sign up for temporary reassignment pool
 - Bi-weekly Employees:
 - Continue to work if work is available
 - If unable to work, may be paid for up to 80 hours through spring semester
- **Paid Leave for COVID-Related Needs¹:**
 - Federal Paid Sick Leave – 80 hours (new)²
 - Board of Regents authorized paid sick leave – 80 hours (new)
 - Sick leave accruals, including Family Caregiving Leave (cap waived) ²
 - Vacation leave accruals and/or compensatory time
 - Emergency FMLA Expansion – 10 additional weeks (new)²

¹Employee is diagnosed or required to quarantine; a family member is diagnosed or required to quarantine; employee needs to care for a minor child due to school/childcare closure.

²UI Health Care exemption for new federal leaves; Family Caregiving Leave capped at 160 hours.

Nominations for President-Elect, Secretary, and At-Large Positions – Heather Mineart Chair, UISC Elections Committee

At the May 2020 meeting we will be voting on the 2020-2021 Executive Committee. The following positions are open, Vice President (3-year term), Secretary (1-year term), and 4 At-Large Seats (1-year term).

Open call for Nominations:

- Vice President: Kevin Zihlman, Teri Schnelle, Monica Madura
- Secretary: Monica Madura, Genevieve Johnson, and Ted Potter
- At-Large (4): Genevieve Johnson, Ted Potter, Mihaela Bojin, Glenda Smith, Cassie Walizer, Teri Schnelle, Sally Fisher, Monica Madura, Julie Qidwai, Steve Paulsen, and Michael Hesseltine

Committee Updates and Round Table

- There has been an increase cap on the SPOT awards.
- UI College of Pharmacy Assists in COVID-19 Effort: <https://pharmacy.uiowa.edu/article/ui-college-pharmacy-assists-covid-19-effort>
- ITS is providing "drive-up" WiFi for those who have unreliable home internet connections and may need to download or upload research data, course videos, etc: <https://its.uiowa.edu/support/article/11831>
- John asks us to please remember that it is really important to be responsive and supportive of prospective students and families making final decision about attending UI this fall.

- Sally reports the medical student rotations are on a revised clinical clerkship, virtual learning occurring. Also, she knows there are 1st year medical students volunteered time – isolated at home, kids, groceries, etc. if you know anyone who is interested in their assistance let Sally know and she will make the connection.
- Michael reports he is working on a new project modeling how to roll out video visits(telehealth) at UIHC as a standard practice for returning patients.

Meeting adjourned: Brenda Van Dee motioned; Em Domingues confirmed motion.

Next Meeting: May 13, 2020 2:30-4:30 PM (TBD)