

UI Staff Council  
Wednesday, August 11, 2021  
2:30 – 4:30 pm  
UCC2520D and Online via Zoom

## **ATTENDANCE**

### **Present**

Wendy Askling, Brian Baxter, Damien Blair, Mihaela Bojin, Matsalyn Brown, Brett Cloyd, Em Domingues, Jadvyga Gerasimovic, Zach Girazian, Shari Heick, Anne Hinkle, Erika Holm-Brown, Cody Howell, James Jorris, Becky Keogh, Jackie Kleppe, Liz Lara, Sarah Ling, Emily Milke, Heather Mineart, Evans Ochola, Debra O'Connell-Moore, Emmett Oldham, Jamie O'Meara, Jessica Padilla, Yelena Perkhounkova, Carlton Petty, Isaac Podolefsky, Ted Potter, Molly Rechkemmer, Jeremy Richardson, Teri Schnelle, Lisa Schumacher, Mary Shumaker, Jenny Simpson, Sonia Slevinski, Glenda Smith, Warren Staal, Dana Stafford, David Stenersen, Jennifer Stout, Yashwant Prakash Vyas, Linda Weir Jacobi, Jessica Welter, Carrie Whittaker, Darrelle Wilkinson, Toni Woodbury, Kevin Zihlman

### **Absent**

Jackie Curnick, Brian Douglas, Makur Jain, Stephen Pacha, Lisa Piper, Rubia Ruiz, Erin Turnis, Jim Verry

### **Administrative Liaisons**

Marla Rosenblum

### **Guests**

Teresa Suchomel, Manuela Cretella Foglio, Tracy Lechtenberg, Brian Fotsch, Cassandra Lacina, Hannah Hodges, Jenny Britton, Lindsey Lovik, Claire McGranahan, Trevor Watkinson, Aarin Harper, Nancy Romine, Kerry DuBay, Willa Oddleifson, Angela Ward

### **Presenters**

- Cheryl Reardon, Associate Vice President and Chief HR Officer
- Erin Shane, Associate Director, Parking and Transportation
- Dana Stafford, Assistant Director of Benefits

## **WELCOME, MEETING PROTOCOL, ATTENDANCE, MEETING MINUTES**

Covered hybrid meeting protocol.

### **Minutes approval:**

- August 2021 SCEC Minutes were provided to councilors prior to the UISC meeting; no questions or comments
- July 2021 UISC Minutes: Ted Potter motioned, Anne seconded, motion passed with no changes.

## **TWO NEW COUNCILORS**

- Dawn Coffman – Behavioral Health/Health Care Function Rep

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- Tracey Pritchard – President, Provost, General Counsel, Strategic Communications, HR, University College ORG Rep

Congratulations to retiring staff councilor, Linda Weir Jacobi – College of Nursing ORG Rep. Thank you for your service!

**HR UPDATE – CHERYL REARDON, ASSOCIATE VICE PRESIDENT AND CHIEF HR OFFICER**

- 43 different comments came in for the survey and were grouped in the following ways: Future of Work, benefits, career advancement, compensation, supervisor performance/training, employee morale and retention, HR policy, tuition assistance.
- The tentative schedule for meetings includes:
  - August – Review results of SC Survey
  - September – Future of Work pilot/COVID
  - October – Emergency Hardship Fund Pilot; Retention Strategies/morale
  - November – Benefits
  - December – no HR presentation
  - January – Future of Work; Supervisor Training – Outcomes from training/accountability/tuition assistance
  - February – Wellbeing
  - March – Compensation presentation
  - April – HR policy updates
  - May – No HR presentation

**PARKING LICENSE PLATE RECOGNITION (LPR) – ERIN SHANE, ASSOCIATE DIRECTOR  
PARKING AND TRANSPORTATION**

- Effective August 1, the license plate recognition (LPR) program was expanded across campus and permits are no longer needed since license plates now serve as the permit.

**LPR Defined**

- LPR is technology that uses cameras and software to translate vehicle plate images into a text. LPR systems are best practice for parking enforcement and management. Parking has been using LPR for 5+ years on the west campus.
- Cameras mounted on enforcement vehicles read plates as they drive through parking facilities and streets. Cameras and associated LPR equipment in enforcement vehicle has direct connection to parking enforcement software. Enforcement software connects vehicle plates and relevant permit information.
- LPR camera automatically captures vehicles in parking violation based upon custom rules and locations. Violations are reviewed by the officer on site, verified for accuracy and issued a citation if warranted.
- The vehicles are well equipped with technology. When a car is rolling through the parking lot, it can identify in a moment's notice if a vehicle has a valid permit. The technology has over a 95% accuracy. If there is a hit for a non-permit and before issuing a citation, the officer will manually check the validity of the plate and determine if a citation is warranted.

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## Why expand LPR?

### *Process efficiency*

- Approximately 18,000 permits issued on campus in FY 19: 15,000 faculty/staff permits and 3,300 student permits.
- Permits were printed and distributed bi-annually and annually. Physical permits required cash handling, auditing, and fulfilling responsibilities. Over 150+ types of physical permits previously, creating difficulty to recollect and identify

### *Sustainability*

- Reduce waste associated with expired and returned permits

### *Operational efficiency*

- Cost reductions helps keeps permit cost stable.
- Data collected will aid in decision making for permit sales, permit types and efficient use of parking spaces

### *Customer Convenience*

- No more permits, no more forgetting to hang your permit, no more call ins.

## Building LPR into the Parking Operation

### *Past and Current Updates*

- This process was a large undertaking and all areas impacted by LPR had to be reviewed.
- Equipment, department software, websites, marketing, and communications were all updated.

### *Future Plans*

- Meters will be removed in fall 2021 and the university will go to a pay by plate system.
- Loading zone meter removals are planned for fall 2022.
- There will be temp permit options for public and special events.

## Data Security

- An internal review was completed prior to purchasing the software.
- The [LPR Data Use and Privacy Policy](#) was created to address how LPR data is managed, addressing data collection, retention, and use.

## LPR Impacts for Faculty, Staff and Students

- Your license plate is your virtual permit, except motorcycle permits.
- Motorcycle permits still require physical stickers since the LPR vehicles can't get around them like they can cars.
- No more permit renewals – virtual permits do not expire.
- Staff may have up to 3 vehicles on an account. Students may only have 1 vehicle per student.
- The parking portal allows you to enter and update your own vehicle and license plate information. This process updates your information quickly. Users should update their information in the case of using a rental/loaned car.
- Students' annual permits are applicable to academic semesters (Fall/Spring and Summer)
- As with physical permits, users must cancel permit to stop using/stop charges.

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### LPR Impacts for Departments

- License plates are the virtual permit for all department permit types.
- Physical placards are still required to be displayed for service zone, Pentacrest, Departmental Business Placards (DBP), and dock permit types.
- Fleet vehicles are included in the LPR system and work is underway with Fleet Services to automate new/revised plates into the parking system.
- A Department Portal exists where license plates must be collected and entered for employees using all department permits.
- Departmental permits will be renewed every two years and will financially renew annually. Parking and Transportation will continue to reach out to department contacts for renewals via email, as they always have.
- As with all permits, departments must cancel permit to stop using and stop charges.

### LPR Clarifications

- Customers still need an access card to enter and exit gates. Parking gates are not controlled by LPR at this time.
- Customers are responsible for immediately updating vehicle and license plate info when they have temporary vehicle or a new car.
- Permit sharing is still not allowed but [carpool options exist](#).
- License plates must face the drive aisle to be scanned. If you do not have a front license plate, make sure the back license plate faces the drive aisle. A warning will be issued if your plate doesn't face the aisle. Parking and Transportation will have a conversation with you if it keeps happening.

### Additional Information

- UISC councilors asked about the parking system at the hospital. Currently, parking for patients is covered but employees are not permitted to park in hospital lots. When employees are rightfully at the hospital for an appointment, they may be issued a citation. There is a process to have the citation overturned but it's difficult. Erin agrees the process is not ideal and is looking for solutions, for example working in a smarter way to align employee and patient appointment info (not any medical information).
- Though departments will be adding license plates of users, the placards should still be displayed.
- License plates can be updated on the parking portal and updates take less than 10 minutes.
- Households can use two cars in two different lots as long as they are both registered for those lots. For example, if one employee works at HSSB and their partner works at the hospital, they can switch cars as long as both cars are listed for those permits. Issues may arise if two partners use two cars in the same parking lot. Two cars registered to a single permit cannot be in lot at the same time. They should reach out to Parking and Transportation if this occurs.
- The access card process has not changed. If you forget your access card, you can still hit the dispatch button and confirm you are a permit holder.
- There is not currently a way to allow guests to park in lots across campus but there is a hope this will change.

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- Future of Work data will be used to explore options for hybrid employees. There is a lot of interest in hybrid options and the new parking data should help inform future decisions.

### **CATASTROPHIC LEAVE UPDATE – DANA STAFFORD, ASSISTANCE DIRECTOR OF BENEFITS**

- Designed to assist eligible faculty and staff who have exhausted their paid leave due to a catastrophic illness or injury of the employee or immediate family. Program allows other employees to donate vacation time to that employee so they can remain in a paid status during their leave
- "Catastrophic illness/injury" - illness/injury resulting in health condition for which a treating healthcare provider certifies the condition is likely to result in a loss of 30 or more workdays during a 12-month period. Leave may be continuous or intermittent. Application form and healthcare certification required. Benefits Office reviews to ensure eligibility requirements met.
- Total leave donations used by employee shall not exceed:
  - Six-week period immediately following the birth of a child (non-medically required bonding time must be taken as unpaid leave);
  - Amount necessary to cover the long-term disability (LTD) waiting period; or
  - One year (12 months) if the employee is not eligible for LTD benefits.

#### **Eligibility**

- Employees who can receive donations are all faculty and staff who hold regular appointments of 50% time or greater and who accrue vacation or sick leave benefits.
- Employees who can **donate time** are all faculty and staff who hold regular appointments of 50% time or greater and who accrue vacation benefits.
  - Donation [form](#) routes through Workflow
- Only employee to employee donations currently allowed

#### **Expanded Donation Process**

- [A new anonymous donation process](#) was created in addition to the traditional process.
- Expansion will provide paid leave opportunities to employees who:
  - Do not have a wide social network at UI
  - Are concerned with stigma associated with soliciting own donations
  - Are uncomfortable revealing personal information
- Goal: keep employees in paid status for as long as possible during the long-term disability 90-work day waiting period

#### **Anonymous Donation Process**

- Available to employees who have applied for catastrophic leave and meet eligibility criteria for their own continuous, personal illness
  - Leaves for illness of family member not eligible for anonymous donations at this time
  - May not use for intermittent leaves
- Minimum suggested donation = 8 hours; prefers total donation be in 8-hour increments
- A separate donation form exists

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- Applicable to **new leaves** where the illness/injury begins July 1, 2021 or later
- Piloting this change w/soft launch. Will review program after 6 months

### Resources

- [benefits@uiowa.edu](mailto:benefits@uiowa.edu)
- 319-335-2676
- Benefits Office website for [cat leave](#)
- Operations Manual [policy](#)

### Additional Information

- This anonymous process is an example of staff advocating for change
- If people donate time to the anonymous process and no one currently need donates, the time will not be taken from the donor's time. The current policy assumes the time is pledged for donation for up to 12 months.

### VOLUNTEER OF THE YEAR PRESENTATION

- Every year, UISC recognizes a councilor who has done an amazing job volunteering on behalf of staff council. This past year was unique due to the limit of volunteering opportunities.
- Past staff council member, Angela Ward, was recognized for her 13 acts of service over the past year.

### BREAKOUTS

Staff Council broke into three breakout rooms, two virtually and one in-person.

#### Group focused on managing a safe campus environment with COVID-19:

- With the cases of the Delta variant rising, there are lots of concerns with the current guidelines and hoping that leadership will do and say more.
- We're waiting to hear from President Wilson. We understand that she is trying to work through a more consistent messaging to come out with other UI leaders, but hoping it will come out soon.
- Some departments have canceled events and/or made changes to their events to make it safe by holding them outside and/or more spacious areas, but more guidelines would be helpful to know what should be done for events.
- We're hoping for scientists and researchers who have expertise in the health/COVID-19 field to speak up and advocate on behalf of the faculty, students, and staff safety to make it a mask mandate on campus again. Right now most of the action is coming from just faculty and staff to voice concerns.
- We all want to return to normal, but safety for all should be the priority.
- Maybe we can ask staff/our constituents for feedback regarding their concerns and Staff Council can advocate on their behalf for more to be done.

#### Group focused on Future of Work feedback:

- Anxiety about:

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- Masks may get mandated again. Variety of information about masks/vaccinations and diversity of thoughts.
- Might get sent home again or may get moved to different shifts again.
- Concerns about what is happening with schools.
- Tricky to manage onsite meetings - example, you need to meet with an unfamiliar person in their small office with the door shut.
- Difficulties
  - No standards across departments for remote/hybrid/onsite decisions.
  - Technology and office space availability.
  - Childcare is rough to manage as things have changed.
- Wishes for the future
  - Training for supervisors in managing different situations.
  - Departments to be flexible.
  - Private industry has been doing this for a long time – what can we learn from them?
- Decisions about remote work
  - Some positions, especially higher up on the org chart, have mostly meetings, but pressure was on for those people to be onsite to be visible, so those leadership role staff felt this wasn't fair to them.
  - There was a mix of reports of some people feeling they were more productive at home and benefitted from no travel time to meetings, others reporting they missed information they would have received onsite.
  - Skype for business status. Impression of “away” gives a false impression that they aren't working.

**In-person group focusing on both questions:**

- So much confusion, more transparency needed
- Why aren't we aligned with Big Ten and CDC?
- Where did the signage go? Where will it be?
- People are rethinking what they need to do during the pilot now due to delta variant
- Some units aren't allowing hybrid or virtual at all.
- Concern about inconsistencies on the academic side. Expecting a mask mandate for UIHC.

Cheryl shared two resources for staff:

- <https://provost.uiowa.edu/fall-2021-faq-instructors>
- <https://coronavirus.uiowa.edu/returning-work/signage-flyers-and-communication-guides>

**COMMUNITY OUTREACH COMMITTEE UPDATE**

- The Community Outreach Committee has a goal for every councilor to volunteer once and 35% to volunteer twice.
- Councilors can use the [workflow form](#) to log volunteer hours.
- Volunteer opportunities include OnIowa, the State Fair, Arts Fest, and the Homecoming Parade.
- UISC councilors should only log volunteer hours for times when they are representing staff council and the events are organized by the Community Outreach Committee. Councilors are not permitted to count hours for fundraisers.

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**ADJOURNMENT**

- Meeting adjourned: Becky Keogh moved to adjourn; James Jorris seconded the motion; Heather adjourned the meeting at 4:27 pm.

**NEXT MEETING**

- September 8, 2021 2:30-4:30 pm, Room 245 BLB (College of Law) and Zoom