

UI Staff Council
Wednesday, Feb. 8, 2023
2:30 – 4:30 pm
2520D UCC and Zoom

Present

Askling, Wendy; Baxter, Brian; Blair, Damien; Bojin, Mihaela; Bruno, Maria; Butler, Robert; Carson, Bradley; Chaudhary, Nima; Cloyd, Brett; Coffman, Dawn; Dreyer-Rossi, Monica; Follmer, Carl; Gerasimovic, Jadvyga; Girazian, Zach; Hinkle, Anne; Hogue, Michele; Holm-Brown, Erika; Hopson, Greg; Immerfall, Jordan; Jain, Makur; James, Molly; Jorris, James; Kleppe, Jackie; Laverty, John; Livesay, Sarah; Mason, Mark; Mitchell, Sam; Morelli, Brian; Ochola, Evans; O'Connell- Moore, Debra; O'Meara, Jamie; Paulus, Tammy; Perkhounkova, Yelena; Peters, Ashley; Piper, Lisa; Potter, Ted; Pritchard, Tracey; Rechkemmer, Molly; Rubia, Ruiz; Schnelle, Teri; Shumaker, Mary; Slevinski, Sonia; Staal, Warren; Stenersen, David; Tandy, Kathleen; Welter, Jessica; Wilkinson, Darrelle; Wong-Gibbons, Donna; Yoder, Jennifer; Zihlman, Kevin.

Absent

Nima Chaudhary, Dvorsky, Richard; Patel, Sam; Scandrett, Kelby.

Guests

Troester, Joni; Hammes, Megan; Olson, Rebecca; French, Andrea; Ambrosy, Jennifer; Anderson, Staci; Ball, Ashley; Baker, Esther; Beck, Sharon; Bell, Nancy; Biderman, Chris; Bird, Christina; Bodensteiner, Heidi; Boyken, Linda; Brown, Tracy; Bryson, Jess; Childress, Diana; Cook, Joshua; Cooper, Cassandra; Crabtree, Amanda; Dohrer-O'Leary, Alicia; Dose, Emily; Edwards, Kristin; Eiselstein, Jessica; Fine, Lydia; Finley, Amy; Fishman, Barb; Fortney, Darcy; Ganka, Heather; Graves, Elizabeth; Gwamna, Sarah; Heitmeier, Kelly; Henricks, Deb; Himschoot, Laura; Hix, Becky; Hrabak, Stacey; Hunold, Kelsey; Jackowski, Maeve; Taylor, Jennifer; Jennings, Carrie; Johnson, Carter; Jurca, Denise; Kent-Miller, Anne; Kirkpatrick, Danielle; Kuennen, Jill; Loesch, Mary; Lopez, Anna; Lovelace, Carmela; Macdonald, Gavin; Marek, Rachel; Marshall, Kim; Mason, Lauren; Maurer, Tara; McCabe, Thomas; McKibben, Katie; McNulty, Martha; Means, Allison; Webb, Michael; Miller, Jacqueline; Miller, Bob; Muschaweck, Jessica; Nagel, Brandy; Pacha, Stephen; Pierce, Ashley; Poulsen, Angie; Raffensperger, Renee; Redlinger, Ann; Robins, Celine; Taylor, Rochelle; Robinson, Taylor; Roe, Sheila; Roggentien, Kristine; Rounds, Hannah; Ruiz, Monica; Sampson, Ashley; Schneider, Jessica; Sheehan, Andrea; Shriver, Melissa; Sigler, Dani; Stout, Kim; Sullivan, Eileen; Taylor, Carrie; Timm, Connie; Timmerman, Jennifer; Wallace, Elizabeth; Wason, Connie; Wessels, Monica; Weyant, Jenna; Wilken, Hilary; Crawford, Jayme; Duncan, Janet; Eckland, Mishelle; Gerard, Sandy; Hood, Logan; Mattix, Amy; Ringen, Lisa; Robertson, Angie; Smith, Troy.

Administrative Liaison

Digmann, Kellie.

Minutes

January Executive Committee minutes and January Staff Council minutes were received without comment or changes. January SC minutes approved unanimously.

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Meeting

Updates

Faculty Senate and Staff Council leadership presented a check to Dance Marathon for \$103,241.56, during the Feb. 3-4, 2023 event. A number of staff members also supported the organization through volunteering at the Dance Marathon event.

Teri Schnelle is filling the term of Abbie Beadle as the Organization Representative for Student Services & Student Health.

HR Update – Career Advancement & Compensation/Classification, Trevor Glanz, Senior Director, Comp/Class & HR Data Mgmt + Jiongtong Hu, Senior Compensation & Data Management Specialist

The discussion focused on how HR supports employee's career path and determines compensation offers. UI has 18 job functions, 139 job families, 25 unique classifications, 15 Board of Regents classifications, and 450 total classifications. Working titles are encouraged if they better describe your job. The titles can be up to 50 characters.

There is some salary flexibility at the college/division level, within established parameters, with oversight from University Human Resources. Salary offers are guided by credentials of the candidate, difficulty in filling the position, internal and external market analysis, available budget of the hiring department.

The discussion turned to three aspects of the career development review process: Career Promotion (reclassification to higher level), Career Shift (reclassification to the same or lower level), and Career Advancement (salary increase without classification change). Requests can be made by the employee, supervisor, or department representative. The person up for a classification change normally has been in the role, performing new duties for 3 to 6 months before the promotion is submitted. If promotions are denied, an appeal can be made to the university/division review committee. Other opportunities for a base salary adjustment include Short Term Adjustment, Market Adjustment, Counter Offer, and Salary Equity Review.

Compensation and Classification information is available at <https://hr.uiowa.edu/compensation-classification>.

- Comp/Class Email: comp-class@uiowa.edu
- Comp/Class Phone: (319) 335-5298

Working at Iowa Survey – Rachel Napoli, Senior UHR Leader, Organizational Effectiveness

Napoli discussed the Working at Iowa Survey and Campus Climate Survey. These are two point in time surveys that identify slightly different themes and target slightly different audiences. WAI 2022 saw 69% (4,355 of 6,210) response rate. Strengths: I know my work expectations (95%), I understand how many job fits with overall UI mission (94%), my supervisor treats me with respect (93%). Opportunities: My unit distributes workloads fairly (73%), UI recognizes accomplishments of faculty/staff (72%), there are opportunities for promotion at UI (71%). P&S generally has higher

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positive responses than other areas of campus. Results have been distributed to senior campus leaders, shared governance groups, and departments. HR will be doing action planning with senior HR leaders, who in turn are expected to lead action planning in their units.

HealthEquity for Flexible Spending Account – Jessica Wade, HR Business Analyst, University Benefits

This new third-party system was adopted to focus on customer service, FSA administration, and planned compliance. The company provides a 24/7 live chat. The new program became effective Jan. 1, 2023. Employees were sent an FSA debit card for paying for medical expenses. Clean claims are usually processed in 48 hours. Payment generally is in three to five days. Log on to HRIS and navigate to “New for 2023! HealthEquity Health and Dependent Care FSA” to access your dashboard. A help page is available at <https://learn.healthequity.com/uiowafsa>. UI employees who have not received their cards can contact Health Equity customer service. Find contact information on the University Benefits website: <https://hr.uiowa.edu/benefits/flexible-spending-accounts/healthequity>.

Well-Being Topic – “Work Life Harmony”/Family Related Services, Diana Kremzar, Director, UI Family Services

- UI has launched an Adoption Assistance Pilot Program to provide reimbursement for a portion of the eligible expenses resulting from the adoption of an eligible child. Examples include translation fees, health care, and attorney fees. Reimbursement can be up to \$2,000 per finalized adoption and a lifetime maximum of two (2) adoptions per eligible employee (\$4,000). Reimbursement information is available at <https://hr.uiowa.edu/benefits/voluntary-benefits/adoption-assistance>.
- UI has a backup childcare program through Handicare. Examples of when the service is utilized include a snow day, normal day care provider is sick, parent-teacher conferences. More information at <https://hr.uiowa.edu/well-being/family-services/child-care/back-child-care/handicare-inc-well-back-child-care>.
- Elder Caregiving Resources and Support in Partnership with UI Family Services. A lack of services exists for elderly in need of caregiving. Anyone with elder care responsibilities could benefit from the service. Find more information at <https://LivWellSeniors.com> or 319-250-1577.

Cultivating Inclusive Communities – Maria Bruno, Executive Director, Belonging & Inclusion and Assistant to Vice President of Student Life + Teri Schnelle, Director, Projects & Partnerships

This is a virtual program through third-party vendor, Kognito, designed to help faculty and staff navigate conversations in such a way to help create a safe, supportive, and respectful space for everyone, regardless of their personal background. The program is a role playing simulation that focuses on a “growth mindset,” such that the user can try, fail, try again, learn, and grow. A few learning goals include self-reflection, practicing conversations, evaluating diverse perspectives,

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and navigating ambiguity and complexity. All staff are urged to take this training. Resources about the program:

- <https://diversity.uiowa.edu/programs/training-programs/cultivating-inclusive-communities>
- [Webinar Recap](#)
- [Webinar Recording \(Youtube\)](#)

Announcements

- Fill out Communication Preference Survey.
- Staff Council is supporting a Food Drive for the UI Food Pantry. Look out for donation boxes around campus.
- DEI Events for February and March: <https://diversity.uiowa.edu/Celebrations>
- Staff Council are invited to participate in Hawkeye Caucus Day on April 12, 2023. Look for sign up form via email.

Adjournment

Kleppe adjourned the meeting at 4:30 p.m.

Next Meeting

March 8, 2023
2:30-4:30pm
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