

UI Staff Council  
Wednesday, August 9, 2023  
2:30 – 4:30 pm  
College of Pharmacy RES-CPB-110AB (Lev 1) & Zoom

### Present

Jerusalem Alleyne, Josey Bathke, Brian Baxter, Amanda Bibb, Maria Bruno, Robert Butler, Bradley Carson, Nima Chaudhary, Brett Cloyd, Dawn Coffman, Monica Dreyer-Rossi, Richard Dvorsky, Chandler Easley, Carl Follmer, Jadvyga Gerasimovic, Anne Hinkle, Michele Hogue, Erika Holm-Brown, Gregory Hopson, Jordan Immerfall, Makur Jain, Molly James, Hilary Jensen, James Jorris, Jackie Kleppe, Lindsay Lansberry, Shuhui Lin, Sarah Livesay, Sam Mitchell, Brian Morelli, Jamie O'Meara, Tammy Paulus, Ashley Peters, Molly Rechkemmer, Vickie Roesner, Rubia Ruiz, Teri Schnelle, Tony Senio, Mary Shumaker, Sonia Slevinski, Warren Staal, Kathleen Tandy, Santhana Velupillai, Heath Vignes, Jessica Welter, Darrelle Wilkinson, Donna Wong-Gibbons, Jennifer Yoder.

### Absent

Neda Barrett, Evans Ochola, Sam Patel, Yelena Perkhounkova, David Stenersen, Bridget Toomey.

### Administrative Liaisons

Kellie Digmann, Cheryl Reardon.

### Guests

Joni Troester, Amy J. Mattix, An Pham, Becky Hix, Blake Rupe, Carrie Taylor, Dani Sigler, Diane Fountain, Geri White, Holly Newville, Inez Mattke, Jenelle Sisneros, Jessica Muschaweck, Jody Fisher, Joshua Cook, Karla Snyder, Lilian Kimani, Linda Duffy, Lisa Ellenson, Lydia Messer, Meredith Rahn-Oakes, Sara Morelli, Tracey Pritchard, Justin Fraase, Chanelle Reese, Jan Waterhouse.

### Minutes

July Staff Council minutes approved unanimously with no changes. (Jain motioned. James seconded)

### Meeting

#### **HR Update** – Reardon and Waterhouse

- **Review results of SC Survey & Plan for 2023/24** (Reardon): Employees continue to seek partnership with UHR. Topics based on survey results included remote work, career advancement, health equity/benefits, HR policies, compensation, etc. Goal is how to simplify explanation of what HR does. Reardon also asks for SC ears to help identify issues that need addressing. Topics for 2023-24 SC meetings:
  - August: Review results of SC Survey & Plan & P3 Overview, Policy Updates
  - September: Health Equity Overview/Benefits
  - October: Future of Work
  - November: Overview of Strategic Plan - Recruitment
  - December: Overview of Strategic Plan – Retention and Supervisor Training
  - January: Family Services/Parental Leave/Childcare

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- February: Career Advancement & Compensation/Classification
- April: DEI
- **P3 Funding (Waterhouse):** UHR received P3 funding for merit employee experience to help with retention. Focus areas will be onboarding and orientation; peer mentors or career pathways, supervisor training. The hope is to improve culture and the sense employees have opportunities for growth. Three units have been selected for a three-year pilot program. They are Dental Assistants – College of Dentistry/Hospital Dentistry; Animal Caretakers – OVPR; Food Service Workers – Hillcrest Marketplace, DSL. Those units have been identified based on turnover trends in recent years.  
<https://hr.uiowa.edu/recognizing-recruiting-and-retaining-merit-staff>.
- **Policy Updates (Waterhouse)**
  - **Criminal Background Check Policy** has been updated to clarify practice but there are no significant changes in practice.
  - **Sick Leave Policy** has been updated effective Aug. 1, 2023. It specifies mental health and preventative care are covered under the sick leave policy. This also applies to family care giving leave.
  - **Pregnant Workers Fairness Act** required updates to Human Rights, Disability Protection, and Parental Leave policies to provide reasonable accommodations for known limitations related to pregnancy, childbirth and related medical conditions. Accommodations managed by Faculty and Staff Disability Services /LDA office.
  - **P&S Policy updates**
    - Probationary periods have been shortened to one year for new hires.
    - Specified term status policy has been updated so new hires and transfers now have a one year probation and there is a removal of a six year maximum to be in a specified term status.
    - Temporary status policy has changed from a one year to a two year maximum, if 1,560 hours/fiscal year (30 hours/week) or more.
    - Furlough/Layoff notification and benefits have been changed. Under the new policy a temporary reduction in work is considered a furlough and a permanent job elimination is a layoff. New layoff notice periods include three months for at will employees and all other employees in their first year of work, and six months non-at will employees after their first year. Career status employees previously received a six, nine, or 12 month notice. Under the new policy all layoff resources will be the same for all employees to include, priority status to be interviewed for position at current pay level or below, layoff networking program, layoff resume database, career development advising, and the EAP. All resources are for 12 months other than three months for EAP.
- **Survey responses (Waterhouse)**
  - **Faculty and Staff Disability Services and Disabilities Accommodations:** FS DS acts as an advocate for a fair process. Facilitate an outcome that meets needs of employee and department.
  - **Functional and Administrative Supervisors**
    - Administrative – hiring, performance reviews, salary decisions
    - Functional – day-to-day work assignments, provide input

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- Secondary – dual reporting relationships

**New Mental Health & Wellbeing Offerings/Employee Assistance Program – Troester**

- **Updated Supervisor Training on Mental Health and Wellbeing:** The Supervisor Training@Iowa program has been refreshed for 2023 to include a well-being and mental health content throughout. Completing the supervisor training includes four sessions: Foundations, Culture Builder, Performance Manager, Team Builder. Additionally, a stand-alone course was developed focused solely on Well-Being and Mental Health (Course WWMBH1). Courses can be found in Employee Self-Service>My Career>My Training.
- **UI Health Plan Updates:** There is a new virtual visit opportunity for mental health needs through Dr. On Demand for individuals covered by the UI Choice or UI Select health plans. Trained clinicians are available by appointment providing telehealth mental health services. <https://hr.uiowa.edu/benefits/benefits-bulletin/wellmark-health-plan-updates>.

**Discover Your University – Fraase**

The DYU program started in 2022. More than a dozen campus facilities and programs are made available for visits/tours by UI faculty and staff to increase awareness and pride in the impressive activities happening on campus. The intent of the program is in line with findings of a Forbes article that reported engaged employees are more likely to stay at their job. There have been more than 700 participants in previous sessions. Upcoming dates are Sept. 21 and Oct. 18. Staff Council members are encouraged to sign up for a tour and help spread the word among colleagues across campus. Learn more about DYU at <https://hr.uiowa.edu/administrative-services/discover-your-university>.

**Council Corner – Jorris**

Jorris provided feedback on topics brought up during the June Council Corner breakout session.

- **Guidelines for extended remote work:** Faculty and staff who, for personal reasons, want to work from outside of Iowa but within the U.S. for 30 consecutive calendar days or more can use the Domestic Remote Work request form. (A different process applies if the nature of the work requires the employee to work from another state.) The employee will provide the reason for their request, employee's immigration status, remote work location, requested dates for remote work, acknowledgement that they may be personally responsible for income taxes assessed by the state/locality where they will work. It is advised to give your supervisor a heads up. <https://hr.uiowa.edu/employee-well-being/workplace-flexibility/work-arrangement-application/domestic-out-state-remote> and <https://hr.uiowa.edu/employee-well-being/workplace-flexibility/work-arrangement-application/temporary-overseas-remote>.
- **Vacation payout:** UHR revamped vacation payout website, including creating a Q+A to answer many of the questions that have surfaced about the payout initiative. <https://hr.uiowa.edu/2023-vacation-payout-program>.
- **Tuition assistance:** Staff Council is currently collecting data points showing the benefits to staff and the institution. The data points collected will be shared with President Wilson to

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support making Tuition Assistance permanent. Learn more:

<https://hr.uiowa.edu/development/learning-and-development/tuition-assistance-and-fee-assistance-options/tuition>.

- **Status of DEI review?** The DEI review is progressing with Board of Regents. Jorris encouraged staff to take survey mailed out by BOR so your voice can be heard. Some concerns were raised about how questions were written (confusing) and some felt questions were “gotcha” or had a political agenda. Concerns can be addressed to the BOR office.

SC members broke out into small groups for the next round of discussions.

#### **Community Outreach Committee Update – Hinkle**

SC members volunteered at Coralville Ragbrai. They handed pollinator seed packs to riders and cleaned up trash. Onlowa volunteers are still needed, primarily for helping students move into dorms. Volunteers are needed for Taste of Iowa City on Aug. 23. SC is seeking volunteers for HopeWalk 2023 (suicide awareness) on Sept. 16 at Cherry Hill Park in Cedar Rapids. SC will have a table at Science Thursdays on the health care campus (11-1p). Look for emails with volunteer opportunity sign ups or go to <https://staff-council.uiowa.edu/volunteerism>.

#### **DEI Committee Update – Roesner**

SC urged to complete DEI survey. SC members are also encouraged to participate and engage with upcoming DEI dates/events. Those can be found at: <https://diversity.uiowa.edu/Celebrations>

#### **President Updates – Jorris**

- Jorris encouraged SC members to submit pictures for the Instagram feed and encourage people to like and share. The Instagram handle is [@uistaffcouncil](https://www.instagram.com/uistaffcouncil).
- Jorris welcomed new members:
  - Joe Herwehe, Org Rep for College of Dentistry. Herwehe has been with UI since 2015.
  - Bridget Toomey, Function Rep, Behavior Health, Health Care.

#### **Office of the Ombudsperson: Staff Data Review – Reese**

Reese provided an overview of the office and data from the visits the office supports for this fiscal year through April 30th. Provides problem solving and conflict resolution services for the campus community. The office primarily services all faculty, staff, and students, but it also provides services to any individual that has a university related concerns. The Code of Ethics for the office are Confidential, Impartial, Informal, Independent. The office can be contacted at 319-335-3608 or [ombudsperson@uiowa.edu](mailto:ombudsperson@uiowa.edu).

- Referrals come Self (58%), Friend/Peer (12%) UI Department/Service (11%)
- Visitor profile: Student (103, 26%); Staff (193, 50%), Faculty (79, 20%).
- Staff breakdown: P&S (84%); Merit (16%)

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- Top issue categories: Evaluative Relationships (48%), Career Progression and Development (13%) Peer and Colleague Relationships (10%). Top sub issues include communication, supervisory effectiveness, respect/treatment, and performance appraisal/grading for evaluative relationships.
- Top risk category: Loss of productivity.
- Case complexity: Green (57%) is interpersonal, direct, not very complex. Yellow (37%) is a problem if not addressed could affect multiple parts of the organization. Red (6%) is more severe. It involves legal action or could. This category impacts multiple parts of the organization.
- Top staff themes: Workplace dynamics (27%), Interpersonal conflicts (15%), Personnel Review (9%)
- Ombudsperson actions: Consultation/problem solving (134), listening (90), coaching (59).
- Case Outcomes: Informally Managed-78%
- Satisfaction with Ombudsperson office from visitors: Very satisfied (56%), Satisfied (29%), Neutral (10%), Dissatisfied (3%), Very Dissatisfied (2%).
- The Office of the Ombudsperson will be holding public forum/feedback session for August 22 and 25 at 4p.m. in 2520D UCC for the two final candidates for the Assistant Ombudsperson position.

### Adjournment

Motion by Jain. Seconded by Roesner. Jorris adjourned the meeting.

### Next Meeting

**September 13, 2023**  
**2:30-4:30 pm**  
**2520D UCC and Zoom**