**Administrative Leadership Team**

**Monthly Meeting Notes**

**September 5, 2023**

**10:00 – 12:00 pm**

**E254 AJB**

**Present:** Liz Cecil, Margaret Driscol, Troy Fitzpatrick, Pat Goodwin, Sarah Horgen, Justin Kahler, Sasha Khmelnik, Becky Kick, Ruthina Malone, Gabbie McDermott, Heather Mineart, Shonda Monette, Barb Pooley, Rosie Ver Steegh, Tammy Siegel, Becca Tritten, Lindsay Vella, Chuck Wieland

**Absent:** Angie Bellew, Julie Jones, Alli Rockwell

**Guests:** Melia Pieper, Julie Rothbardt, Tiffany Schier

1. **Welcome and General Announcements**

Tiffany Schier welcome the group (due to Becca Tritten running late from the CLAS EC meeting) and the meeting started with updates from HR. Later, Becca provided general updates around the following:

* Becca will continue to take and distribute notes after each monthly meeting.
* Other items of note:
	+ The CLAS MOPP revision proposal continues to be worked on this semester. This will be sitting with the Executive Committee around late September until mid-October. Becca and Sara are collaborating with CLAS Staff Council on the items related to staff and staff council within the MOPP. The goal is for Staff Council’s governing policies to be provided mainly in their bylaws document, not the CLAS MOPP.
	+ Becca plans to shared a CLAS history of Shared Governance Presentation at a future ALT Meeting.
	+ The first Faculty Assembly Meeting is scheduled for Wednesday, September 20. The agenda should be out next week.
	+ The next CLAS Dean’s Advisory Council meeting is scheduled for September 28-30. This Council is comprised of alumni and donors to CLAS. Their goals focus on continued networking and ways to engage in future needs of CLAS.
	+ The CLAS Annual Faculty Meeting is scheduled for September 18 from 3:30-5:00 in the UI Senate Chambers. There is no DEO Meeting that day.
	+ CLAS will again have an entry in the UI Homecoming Parade. There is a parade entry committee that is working to build a float. The Parade is Friday, October 6.
1. **Updates**

Julie Rothbardt, Melia Pieper, Tiffany Schier, and Rosie Ver Steegh provided the following monthly updates:

**Julie & Melia updates (HR):**

**Julie:**

Monthly report – CLAS HR will provide a monthly report to admins and college leaders with statistics, current department activity updates, and university announcements and policy changes. ALT received the first report for July 2023, and I welcome feedback.

Review of Administrative classification – collaborating with Becca, Tiffany, and Melia to review the role of the administrator, and at what size/scope/complexity we would have an administrator vs. manager vs. specialist. AD recommended that we consider a number of factors including size of the department (faculty, staff, students), number of programs, course offerings, facilities and infrastructure, budget complexity, grant activity, accreditation requirements, UICA and alumni engagement.

Work Analysis – Performing Arts – Barb Pooley and I met with staff from all four departments in performing arts. Report will be complete and shared with Admin, PAPU Manager, DEOs, and dean’s office. Looking for themes and initial areas of focus for new Admin.

DWLLC – Admin Services Manager search is currently in progress. Sarah Horgan is assisting in an interim role. Gabbie McDermott is assisting in Music for one more month.

Exceptional Performance requests – reminder of policy change last year – will be reviewing these twice annually (fall and spring).

Sick Leave Policy Updates – Effective August 1 (announced late last week) – 1) added reference to mental illness to clarify that it qualifies for sick leave in the same way as physical illness. 2)  Adding language to clarify that medical, dental, and optical appointments qualify for sick leave, including preventative care appointments. 3) family caregiving leave language now aligns with new definition of sick leave, allowing employees to utilize Family Caregiving Leave to take family members to medical, dental, and optical appointments, including preventative care.

Grant support issues – 1) E-Verify (who needs to be e-verified, what triggers this (issues with using the MFK), accuracy and availability of reports). 2) post-doctoral appointments – reviewing the classification of post-docs (scholars vs. fellows) and how these appointment align with some specific grant requirements.

**Melia:**

* **Sample faculty interview invite templates** – HR received feedback that there are not templates for faculty interview invites. Melia shared her templates and we’ve provided them on the ALT ICON site. Under the 23-24 CLAS Faculty Offer Letter Templates module à Sample Interview Invite Emails. There is no requirement to use these but they provide a starting point so admins don’t have to recreate the wheel.
* **Considerations for prior misconduct**
	+ Requires candidates to disclose prior findings of investigations in previous employment and to authorize former employers to disclose such information to the university. The process will be run very much like the criminal background check process that we use. This means it will not hold up the SSS/offer process but will add a step in the appointment timeline.
	+ Provost’s Office provided language to be used in all faculty reqs moving forward.
	+ Provost’s Office is developing language that will be included in the offer letters.
* **DEI language on faculty and staff searches**
	+ We have received direction that we cannot pre-screen candidates for a “commitment” to DEI.  If you want to include a required or desired qualification for DEI on searches, please contact your HR Representative for the approved language.
* **Search updates**
	+ Hired
		- Izabela Zaluska, Communications Specialist
		- Mei-Mey Segura, SOM Academic Advisor
		- Kaylyn Connoly, Neuroscience and Biology Academic Advisor (9/11 start date)
		- Verbal offer extended- HHP and Microbiology
	+ Interviewing
		- Senior Application Developer
		- Academic Assessment Coordinator
		- Two Academic Advisor and one Senior Academic Advisor positions (Computer Science and Statistics, Communication Studies, HHP and Microbiology)
	+ Posted
		- Lance backfills posted (internal candidates only)
	+ Planning stages
		- Jennifer Eimer backfill
		- Another front facing position in CLAS Up TBD (failed data search now reassessing and will post soon)
		- Eugene Buck backfill

**Tiffany updates (Faculty Affairs):**

* Please share workshop invites with relevant faculty/staff: Newly promoted/preparing for promotion and faculty review workshop. [RSVP here](https://clas.uiowa.edu/deos/workshop-registration).
* **By 9/30, review 2023-24 Faculty PTEAPs in Faculty Admin Center.**Send requests to change to me, and I will send a batch to FRAP team to void so you can resubmit.
* **Removed the AY adjunct appointment offer letter template** from ALT ICON site. I recently learned there is not the option for an AY adjunct appt in the HR transaction system, and adjunct appts must be processed as separate fall and spring transactions. To clarify process, only providing fall and spring offer letters. If you have an adjunct that signed an AY offer letter this year, that is OK. Just ensure the Hub processes a separate fall and spring appointment.
* **CLAS MAX requests** – If you have instructional needs, always put requests into CLAS MAX. AD will tell you to put into MAX; that doesn’t necessarily mean approval, it means the process is starting. CLAS leadership meets monthly (usually middle of the month) all year to review new requests.
	+ All departments will be required to submit a 2024-25 faculty deployment chart (previously called airline seating chart) via the CLAS file cabinet by November 17. This chart will be new for those that don’t historically submit requests in MAX. The Dean’s Office will not review faculty line requests until you submit a deployment chart, so ALL departments must submit chart moving forward.
	+ Submit ALL 24-25 AY visitor/adjunct/overload requests in CLAS MAX by December 8. Departments will NOT need to include the faculty deployment chart as an attachment in MAX since will have submitted that November 17. If there are changes to the chart, submit an updated chart in the File Cabinet by December 8.
	+ Any changes after December 8 due to attrition/failed searches/fellowships/etc need to be submitted in CLAS MAX and have an updated faculty deployment chart showing new teaching deployment and summarizing justification of what changed.
	+ Include in comments if the request is due to a faculty’s course release
* **New Workflow Recommendation for Promotion Cover Sheet:** This replaces the PDF that HR had to download from the transaction system. Form is found in FRAP “Cover Sheet.”
	+ Department staff initiates the form and completes top section with DCG vote and DEO recommendation. Routes to DEO, Admin, HR; then ADs, Tiffany; then Provost’s Office. Does not route to faculty candidate.
	+ More details: <https://clas.uiowa.edu/faculty/faculty-appointments-review-recommendation-faculty-promotion-cover-sheet>

**Rosie updates (CLAS Staff Council):**

* MLK Professional Development Awards – open for submissions.
* Feedback survey for the Staff Recognition event is coming out soon for everyone to take
* The Staff recognition committee is working to submit a Proposal to Dean Sanders to adjust our longevity awards process.

**Tom updates (Finance):**

Tom was out sick today no finance updates were given during the meeting.

1. **HR Projects – Updates**

Melia provided an update to the group about the projects she has been working on this summer. These projects included a streamlined process for posting the required and desired qualifications for the ASC job description and posting. The second project Melia showed the group was updated document for CLAS Staff Onboarding and what is department responsibilities and what are HR responsibilities. The updated document will be placed on the ALT ICON site.

The last project Melia shared was the compilation of a bank of Interview questions. This has been built to be used as an optional resource and provides examples to use or build off of.

Additionally, Melia is working with her team to template more email templates for the HR team to use, so that there is more consistent messaging. She gave an example of how this would be applied during a staff search (i.e. kick-off email).

Lastly, Melia provided an update on the “In the Weeds” document. Next step is meeting with the Admin training and resource committee to go through the document and provide feedback from the admin perspective.

1. **ALT Exec – Group Discussion**

The ALT Executive Committee took some time to discuss with the room items/themes that the admins would like to bring forward to Dean Sara Sanders during their recurring meeting with her. Themes that were identified included:

* + Working as strategic partners
	+ HR Communication and the goal of the relationship
	+ Admin Classification structure and decisions made
	+ Implementation of the unit criteria – how can the admins continue to be engaged

The ALT Exec committee meet with Sara on Tuesday, September 12.