**Administrative Leadership Team**

**Monthly Meeting Notes**

**October 3, 2023**

**10:00 – 12:00 pm**

**E254 AJB**

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

**Absent:** None.

**Guests:** Tom Koeppel, Carmen Langel, 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:

Items of note:

* + The CLAS MOPP revision proposal continues to be worked on this semester. The next step is meeting with CLAS Faculty Assembly this month.
	+ CLAS will again have an entry in the UI Homecoming Parade. The Parade is Friday, October 6.
1. **Updates**

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

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

**Julie:**

Slides Attached

**Melia:**

1. Personal Information Form (PIF)- electronic data collection coming soon. It does talk to UI systems to gather information.
2. In the Weeds- Presenting to SLT and will start implementing tabs on a rolling basis soon.
3. Graduate student re-appointment/appointment training/working session coming in December.
4. Searches
	1. Senior IT Director (Bolton backfill), interviewing.
	2. Facilities Manager (Buck backfill), interviewing.
	3. Senior Academic Advisor/Academic Advisor (couple new positions/couple backfill)- hired four, verbal on another out Monday.

                                                               i.      Will search for Martha Kirby backfill in November.

* 1. Associate Director, Student Services- interviewing 2nd week in October.
	2. Associate Director, Curriculum and Instruction (Eimers backfill), accepting applications.
	3. Academic Assessment Coordinator- Matthew Shadle accepted the position and starts December 11, 2023.
	4. Senior Application Developer (Ahrens backfill)- failed search, deciding on next steps.
	5. Faculty Affairs Specialist (Behan backfill)- accepting applications.
	6. DWLLC Administrator (Ver Steegh backfill)- search committee meeting Tuesday afternoon.

**Tiffany updates (Faculty Affairs):**

* Upcoming faculty workshops: [RSVP/details here](https://clas.uiowa.edu/deos/workshop-registration%22%20%5Co%20%22https%3A//clas.uiowa.edu/deos/workshop-registration).
	+ 10/17 Newly Promoted to Associate Professor of Instructor Workshop – All faculty promoted to API in July 2023 received a targeted email inviting them to this; please encourage these faculty to attend
	+ 10/19 Faculty Review Workshop – ALT and DEOs received an Outlook invite. Please invite your staff who participate in the review process to also attend.
* Promotion & Tenure Reminder: Please use the CLAS-provided templates for your P&T committee report, DCG committee report, and DEO letter. We expect a reminder about these will be given at Monday’s DEO meeting. We received positive feedback from the Provost’s Office that they like the use of these templates.
* DCG Cover Sheets for 2023-24 promotion cases will be emailed out this week.
* Reminder of selected upcoming deadlines:
	+ November 1: Preliminary promotion records due ([more info](https://clas.uiowa.edu/faculty/faculty-appointments-review-deadlines-and-submission-instructions))
	+ November 1: 5-year faculty hiring plans due ([more info](https://clas.uiowa.edu/deos/mailing/september-27-2023/faculty-hiring-plans-faculty-line-pre-proposals-and-faculty))
	+ November 17: Faculty line pre-proposals due ([more info](https://clas.uiowa.edu/deos/mailing/september-27-2023/faculty-hiring-plans-faculty-line-pre-proposals-and-faculty))
	+ November 17: Faculty deployment charts due ([more info](https://clas.uiowa.edu/deos/mailing/september-27-2023/faculty-hiring-plans-faculty-line-pre-proposals-and-faculty))
	+ December 8: AY 2024-25 Visitor and Adjunct Funding Requests due ([more info](https://clas.uiowa.edu/deos/mailing/september-27-2023/ay-2024-25-visitor-and-adjunct-funding-requests-due-december-8-2023))
		- Since faculty deployment charts are submitted separately in the File Cabinet, they are no longer a required attachment in CLAS MAX requests. Upload a revised chart to File Cabinet if changes are made after 11/17 submission.
		- A new option has been added as request reason in CLAS MAX: Course release due to signed MOU. Please use this as applicable (ex: retention offers)
* The Provost’s Office is working on revisions to the Instructional Track Faculty policy. Faculty Senate approved initial changes last month, and the proposal is currently with President Wilson for review. I will learn more mid-month on what this includes and how it will impact CLAS and a revision to our ITF policy.

**Tom updates (Finance):**

* Indirect Cost Return
	+ 8% of the portion of our budget that is from ICR will be allocated out to the departments.  The total amount attributed to ICR is $11,026,401.   $882,112 is the amount being returned to the departments.
* Research Carryover - Finance will be sending notices to all faculty reminding them of the new research carryover policy and letting them know their balance as of July 1, 2023 and that it will need to be spent by June 1, 2025.  You will receive a spreadsheet in advance of the notification.
* CLAS Income Statement if it has been updated
* Reports - Demonstration of MAX financial reports available to Admins.

**Rosie Ver Steegh (Staff Council):**

Rosie provided an update about Staff Council, including two upcoming events for staff to participate in. The next event is Pizza and Pumpkin’s at Lower City Park (Friday, October 13 from 4:00P – 6:00P)

1. **Grant Support Office**

Carmen Langel presented an overview of the Grant Support Office. Carmen would like to come back to a future meeting to talk about more ways to continue to partner with the admin role.

1. **ALT Exec – Group Discussion**

The ALT Executive Committee provided an update on their meeting with Dean Sara Sanders.