**Administrative Leadership Team**

**Monthly Meeting Notes**

**December 5, 2023**

**10:00 – 12:00 pm**

**E254 AJB**

**Present:** Angie Bellew, 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, Alli Rockwell, Rosie Ver Steegh, Tammy Siegel, Becca Tritten, Lindsay Vella, Chuck Wieland

**Absent:** Julie Jones

**Guests:** Tom Koeppel, Katie Linder, Melia Pieper, Julie Rothbardt, Tiffany Schier

1. **Welcome and General Announcements**

Becca welcomed the group and acknowledged Margaret Driscol for her long time service to the College and congratulated her on her upcoming retirement.

Items of note:

* Becca provided a quick update of work that has been occurring in Executive Committee and SLT.
* After all the presentations, Becca presented her slides to the group that she showed the DEOs regarding the dotted line relationship proposal between the departmental admin roles and the Senior Director of Administration position in the Office of the Dean.
1. **Updates**

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

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

Leadership Opportunities - December 2023

This Month:

1. Reflect
	1. What Values did I add today?
	2. What could I do better?
2. Recognize
	1. Staff Council Awards
	2. Celebration of Excellence and achievement Among Women Awards
3. Renew
	1. Value a culture that values rest as well as ambition

For more information, follow this [link](https://hr.uiowa.edu/news/2023/12/leadership-opportunities-december-2023)

CLAS HR Updates

* Alex Alfaro – accepted a new position in the Division of Student Life
* Isabel Martinez - promotion from HR Associate to HR Coordinator
* Open position - now on hold; Evaluating how this will impact service levels from the hub (example, compliance reports - looking to automate)

Upcoming Events

* Meet your CLASmates - December 14
* 2024-2025 Staff Proposals are currently being accepted
* Holiday office closures - reminder for signage and emergency contact information

Staffing Updates:

Advertising- Mathematics Department Administrator

Advertising- Senior Behavioral Health Clinician (CLAS Undergraduate Programs)

November 20: Rachel Spengler, Faculty Affairs Specialist started in the Office of the Dean

November 20: Kelly Kauffman, Operations Manager started in her new role in the Office of the Dean

The following positions have been filled in CLAS Undergraduate Programs:

Dec 1 (Friday): Molly Rechkemmer, Associate Director, Student Services

Dec 11 (Monday): Matthew Shadle, Academic Assessment Coordinator

Jan 8 (Monday): Liz Lunberg , Associate Director, Curriculum and Instruction

**Tiffany updates (Faculty Affairs):**

* Send faculty resignation/retirement letters to Rachel Spengler (Rachel-spengler@uiowa.edu), Faculty Affairs Specialist in the Dean’s Office moving forward. She will be working with the ADs to process collegiate endorsement letters.
* Promotion & Tenure:
	+ Reminder to submit final promotion records via clas-pt@uiowa.edu. Thanks for your work on these!
	+ P&T cover sheet – Access to the cover sheets is tied to an institutional role as a departmental faculty HR rep. If you or your staff don’t have access to the Promotion & Tenure tab in FAC, send me an email so I can work with HR on updating the institutional role.
	+ Reminder: No documents are to be uploaded on the Promotion & Tenure tab. This will be used by me at the end of the P&T process (after the Dean’s letter is added) to submit final records to the Provost’s Office. If you did upload a document on that tab, please email me so I can look into it.
* Faculty PDA approvals are viewable in the Faculty Admin Center under the “Development Awards.” If you see a green “BoR Approved” button under the Status column, the Board of Regents has approved the PDA. Click into the faculty’s name to see which semester the PDA is approved for, or you can “Export Award Data” to view all faculty in your department’s approved PDA semester.
* Visitor Adjunct Funding requests are due in CLAS MAX on 12/8. If you have updates to your faculty deployment chart, please submit a new one through the [File Cabinet](https://apps.clas.uiowa.edu/FileCabinet/home).
* SLT has reviewed faculty line pre-proposals. This year, we won’t request full proposals from departments. SLT will make their recommendations to Executive Committee, and after approvals are made, we will distribute letters to departments noting which searches are/are not approved for 2024/25.
* ITF policy: The dean will appoint a committee of ITF to develop new policy to be implemented July 2024. We are finalizing a charge to present to Executive Committee.

**Tom updates (Finance):**

Tom presented a brief monthly budget update and then provided a brief overview of the Academics Analytics portal. This database is a resource available to all admins and DEOs to use as needed and all admins should have received and email about how to be granted access. Tom reported that the information available may benefit the areas of the sciences the most.

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

Staff Council is currently accepting nominations for staff awards.

The nomination form, award criteria, and additional details for each award are available on the Staff Council Awards page at [**https://staff-council.uiowa.edu/about-staff-council/staff-council-awards**](https://link.uiowa.edu/l/7532619c-6bba-40d7-b5e1-44753cfca041?m=753ba0c7-8899-451c-9200-cd3558718818&c=d.massmail.admin&i=202311). If you have questions or need assistance, please email the Staff Awards Committee at **staffawards@uiowa.edu**.

**The deadline to submit nominations is Friday, January 12, 2024.**

1. **One Day for Iowa**

Katie Linder visited and provided information about Iowa Day for Iowa

* **Featured Areas**: Any area interested in participating in One Day for Iowa needs to submit an [opt-in form](https://www.foriowa.org/form/1dfi-featured.php). The deadline for submission is **January 5, 2024**. Even if an area participated last year, staff still need to submit a form to be included in One Day for Iowa 2024.
* **Challenge Gifts**: Challenge gifts can support any featured area and can come from one or multiple donors. The deadline for submitting challenge gift information is February 9, 2024. Submissions can be made through the [challenge gift form](https://www.foriowa.org/form/1dfi-challenge.php).
* **Gauge interest in on-campus involvement with popular faculty**. Would they be willing to compete in a contest? Pie in the face (example). Some creative ways to draw students out to engage in some kind of challenge opportunity.
* **Point of contact**: Contact Shaina Spencer at **shaina.spencer@foriowa.org**.

**End of Meeting.**