**Administrative Leadership Team**

**Monthly Meeting Notes**

**February 6, 2023**

**10:00 – 12:00 pm**

**E254 AJB**

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

**Absent:** Angie Bellew, Barb Pooley

**Guests:** Jonna Higgins-Freese, Griffin Idleman, Tom Koeppel, Melia Pieper, Julie Rothbardt,

Tiffany Schier

1. **Welcome and General Announcements**

Tiffany Schier welcomed the group and started the meeting with updates from HR. Later Becca Tritten provided the following updates:

* Minor edits have been made to the Professional Development Awards (PDA) policy. The most notable change is that, because of the deadline changes at the Provost level, faculty that are currently in the review year to go up for promotion can APPLY for their PDA during that promotion year (with the expectation that the recommendation for promotion will be approved by the BOR). You can view the updated policy here: <https://policy.clas.uiowa.edu/clas-policies-and-procedures/research/professional-development-awards-pda>
* Overview of work that has been occurring in Executive Committee and SLT.
  + President/Provost will be visiting CLAS on February 14.
  + CLAS Executive Committee has been and will continue to work on the various charges that are in progress across CLAS. Sara also provided this update in the DEO Meeting on Monday, February 5.
  + A note that Brent Gage has been invited to attend the March 4 DEO Meeting.
  + The voting on the CLAS MOPP Revision Proposal will close at 11:59 p.m. on February 15.
* Becca asked the group if they would like someone to come and discuss the issues with COI Vendors on Cards and getting notification that is not allowed. After a brief discussion, Becca will look into this further and see if Purchasing have a clear statement on this as the admins would like some clarity.

1. **Updates**

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

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

Julie: Please see PowerPoint presentation, provided as attachment

Melia:

- Please note we have updated the CLAS HR email address. For HR Transactional needs, please email: [clas-hr-transactions@uiowa.edu](mailto:clas-hr-transactions@uiowa.edu) and contact your [HR Representative](https://clas.uiowa.edu/human-resources/contact-us) for all other inquiries.

- Melia reviewed the Policy for General Transaction Requests

Search updates

* All open academic Advisors positions now filled.
* Verbal offer extended on the Senior Behavioral Health Clinician (donor funded position)
* Readvertised Senior Application Developer position (Rebekah Ahrens backfill)
* Interviewing for Research Support Specialist (Jeff Sebring backfill)

**Tiffany updates (Faculty Affairs):**

* **Promotion and Tenure**:  Departments have been notified of Dean’s recommendations for promotion. Next, Provost will review and make a recommendation to BOR (~March).
* BOR reviews in April for final decisions.
* I’ve uploaded the final promotion records in FAC for the Provost’s Office per their new process. The system allows anyone with admin FRAP access to view the files. I ask your discretion as you often have access to confidential information to remember that the Dean’s letter is confidential when positive. When negative, the candidate receives a copy of it.
* Reminder of upcoming **faculty review deadlines**: <https://clas.uiowa.edu/faculty/faculty-appointments-review>
* Reminder to **submit Instructional Track and Clinical Track reappointment reviews in Onedrive**. If you have reappointment reviews, I’ve sent you a Onedrive link. The process is to submit reappointment reviews to the Onedrive prior to submitting in FRAP. This allows the dean's office to review documents and make a final determination of reappointment length. After their review in March, I'll reach out to you with info to draft a reappointment offer letter, which you'll get signed and then submit all documents (review materials + signed offer letter) into FRAP with the new end date of 6/30/20XX. This is all due by 4/15 through workflow and takes the place of an HR change of status transaction to extend the end date. Full details in the [February Business Briefs](https://clas.uiowa.edu/sites/default/files/2024_2_CLAS_Business_Brief_Feb(1).pdf).
* The **Instructional Track Faculty Policy Committee** is continuing their work and considering removing professional productivity requirements in the new policy.
* The **DEO job code (FM22)** will be retroactive to 1/1/24. Some questions arose from a Budget Officers meetings that the Provost’s Office is considering. If this changes anything for our plan of moving 15% of the DEO’s appointment + admin supplement to the new job code, I’ll know later this month and report out.
* Reminder to always use the latest faculty offer letter template from the [ALT ICON site](https://uiowa.instructure.com/courses/216691/modules#module_752309). New FERPA language will be added this week.
* We are working to **finalize CLAS MAX Visitor and Adjunct funding request** decisions as quickly as possible.

**Tom updates (Finance):**

Tom reviewed the January Income Statement and then provided the following updates:

* A reminder to spend down your 1st year seminar funds. Funds must be used by June 30
* Research release reminder - funds released in this fiscal year must be used by June 30.  Carryover will only be allowed for approved planned expenditures.
* Still waiting for the final FY25 Budget Development Calendar
* CLAS Salary app will open around 5/1 - 5/12
* Large Depart we will send a spreadsheet by April 3
* Reminder to check their TA appointments.

As discussed at the DEO Meeting, Tom provided an update regarding the alcohol policy; 240 funds may be used to purchase alcohol if the funds were from registration fees or journal fees.  This must be noted when submitting invoices to shared services.  CLAS will be reviewing and revising the alcohol policy in the near future.

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

* Recipients of this year’s staff awards have been notified and award letters are being sent out soon.
* Nominations to serve on staff council are open through February 9.
* Shonda provided the update that the CLAS staff celebration will be at the Hilton Garden Inn in the 2nd floor ballroom on May 17th.

1. **Windows 10 Update**

* Jonna Higgins-Freese and Griffin Idleman provided an update on the Windows 10 end of life project. Slides that Griffin presented are provided as an additional attachment. A summary is also provided here:

<https://btaa.org/research/love-data-week/compete/data-viz-championship>

* [Learn about Windows 11 | Information Technology Services (uiowa.edu)](https://its.uiowa.edu/learn-about-windows-11)
* [LinkedIn Learning Windows 11 Training](https://www.linkedin.com/learning-login/share?account=42459020&forceAccount=true&redirect=https%3A%2F%2Fwww%2Elinkedin%2Ecom%2Flearning%2Fpaths%2Funiversity-of-iowa-windows-11%3FshareId=0f70b44c-048f-4aba-bf02-ed2e511f00ab)
* [Who is my local ETS Consultant?](https://its.uiowa.edu/support/article/2697)

1. **FAC – Faculty Eligibility**

Gabbie McDermott provided an overview of the faculty eligibility report that is available in the Faculty Admin Center. Some feedback was provided about some inconsistencies viewed within some of the faculty profiles. A question was also raised if the system could track sick leave hours coded for FMLA that might aid in greater accuracy. Becca will inquire further regarding the feedback.

1. **ALT – Group Discussion**

ALT Exec team led group discussion, primarily asking if there are topics to bring forward in the ALT Exec meetings with Dean Sara Sanders.

**End of Meeting.**