

MINUTES

CLAS Staff Council – regular monthly meeting
Wednesday 8/19/20 – Zoom (<https://uiowa.zoom.us/j/94610667972>)

- I. Call to order – 11 a.m.
- II. Roll call
 - a. Present: Kathy Ford, Emma Kirk, Amanda Jensen, Sandy Mast, Julie Ostrem, Pattie Kimbrough, Greta Sokoloff, Mark Fullenkamp, Jeremy Richardson, and George Hospodarsky; ex officio Rebecca Kick and Melia Pieper. Guest(s):
 - b. Absent: Jen Knights, Heather Mineart.
- III. Kirk motioned to approve minutes. Motion seconded by Ostrem. Minutes unanimously approved by council.
- IV. New Business
 - a. Communication from staff to CLAS Staff Council
 - i. JMC student center must be open during covid because Adobe Suite Licenses is not widely available anymore. Please request funding for this so fewer students need to be in computer centers on campus.
Hospodarsky talked about the university making licenses more readily available. Kick reported that the JMC student center is open from 8AM – 7 PM everyday appropriately spaced apart and there is another computer lab open in the evenings. They are working with Lance Bolton to have licenses available if there is another campus shutdown. Fullenkamp stated that Bolton has been working a lot on license contracts to try and make them more broadly available.
 - ii. With many working and learning from home, there needs to be a better way to provide reliable internet. Can the university leverage its size for a volume discount or to provide this service to those working and learning through the university?
Several councilors have been approached by fellow staff members to discuss issues with costs incurred by working from home. Increased internet costs for staff who needed to upgrade plans to work effectively from home and the fact that parking permits still must be paid for, otherwise staff lose their spot. Ostrem also brought up use of personal devices, like smartphones, that may now be a primary means by which to work remotely. Kirk suggested the Council write a letter. Jensen suggested the Provost. Ford and Kimbrough attended the UI Staff Council meeting and brought up these issues with Cheryl Reardon who recommended contacting Deborah Zumbach. Hospodarsky sent an email and Zumbach's response can be found at the end of the minutes.
 - b. Committee Chairs – Hospodarsky encouraged all committees to meet and elect a committee chair as well as discuss goals for the year before the September meeting.
 - c. Education Committee web content – The Education Committee provided a draft webpage for staff for Council feedback. Kirk suggested talking with Nic Arp about doing a write up about the resource when it goes live. The page will continue to develop.

Ostrem stated that the goal would be for a link to the web page (and the CLAS Staff Council page) would be provided to new staff in their welcome email and that the committee should work with ASG to make sure the information is distributed since many departments and divisions have different approaches to new staff orientation and welcome. Pieper said she would send the checklist for new employees to the council for review (Checklist sent to council 8/21/20).

- d. CLAS Staff working from home – Kirk mentioned how difficult it was to get information with some of the programs set to expire in August (e.g. FMLA for childcare). It was discussed that it was unclear who staff should talk to with COVID-related issues. Pieper stated that a lot of the lack of communication is central and HR is similarly frustrated. Some options will remain, some will change. Pieper said staff should be encouraged to contact their assigned HR representative. Kirk wanted to know where to find that information. Pieper said that some HR assignments have been reassigned recently (see link in HR update section) but information for HR reps is found in Employee Self-Service on your ePersonnel page or within your My Self-Service (My HR Rep/Workflow Admin/Dept Admin). All accommodations have their own forms to fill out – TAWA, FMLA, ADA, COVID-related dependent care. Staff can always contact Faculty/Staff Disability Services for assistance with leave options. Hospodarsky stated he would write an email to Mineart about these issues since many are central and the information needs to go beyond CLAS (i.e., President and Provost).

V. Committee Updates

- a. Awards – No update
- b. Bylaws – Kimbrough started a draft of the revised description of the now DEI Committee and is awaiting feedback.
- c. Communications – No update
- d. DEI – Fullenkamp said that the CLAS DEI Committee had met 3 times in the last month and that Dean Sanders is adamant about changing the culture within CLAS and rebuilding trust. He reported that all Departments should have DEI statements withing the next month.
- e. Education – Webpage draft
- f. Executive –. An off-cycle meeting will be scheduled with Dean Sanders in September.
- g. Ex-Officio
 - i. UI Staff Council – Heather Mineart
 1. After a brief hiatus President Harreld has transitioned the ‘CIMT Leadership Update’ weekly meetings to ‘Return to Campus Update’ weekly meeting. These meetings continue with the same format with updates from College of Public Health, UIHC, Student/Employee Experiences, Building Operations, but the focus is on contingency planning.
 2. Interim Provost Kevin Kregel and Associate Provost Tanya Uden-Holman are co-chairing the Contingency Planning Workgroup who’s main objective is to ‘develop contingency plans, directly aligned with the FY 2020-21 calendar, in preparation for the possibility of a resurgence of the COVID-19 pandemic at some point during the year’. The workgroup consists of leadership across campus as well as the presidents of each

shared governance group and we meet weekly to discuss contingency planning and matrix indicators. The co-chairs also actively engage with the Critical Incident Management Team who ultimately reviews any recommendations brought forth.

3. President Harreld has approved a temporary policy change to the Operations Manual that will benefit P & S furloughed employees who are in their furlough period any time between 7/1/2020 and 12/31/2020. This will essentially allow furloughed employees an additional 3 months of furlough considerations which will hopefully help some find new positions at the university. The reason behind the proposal is because both Health Care and the rest of campus has significantly slowed down hiring due to the pandemic. The temporary extension can be found at <https://opsmanual.uiowa.edu/human-resources/professional-and-scientific-staff/temporary-furlough-benefit-extension-policy>.
 4. At today's Staff Council meeting Chief HR Officer and Associate Vice-President Cheryl Reardon and Senior Assistant VP and Deputy CHRO-Total Rewards Joni Troester will discuss the budget reduction options and process as well as an update on the return to campus.
- ii. HR – Melia Pieper provided a link for the new HR assignments and provided information about issues pertaining to working from home (see IV.d.) <https://clas.uiowa.edu/human-resources/contact-us>
 - iii. ASG – Rebecca Kick is changing departments but will still serve as ASG liaison

Next meeting – Wednesday 11 a.m. 9/16/20 Zoom

From: Hospodarsky, George B <george-hospodarsky@uiowa.edu>
Sent: Monday, August 24, 2020 1:45 PM
To: Zumbach, Deborah J <deborah-zumbach@uiowa.edu>; Hospodarsky, George B <george-hospodarsky@uiowa.edu>; Mineart, Heather R <heather-mineart@uiowa.edu>; Reardon, Cheryl <cheryl-reardon@uiowa.edu>; Sokoloff, Greta <greta-sokoloff@uiowa.edu>; Kimbrough, Patricia A R <patricia-kimbrough@uiowa.edu>; Kirk, Emma <emma-kirk@uiowa.edu>
Subject: [External] Staff Concerns: working from home, as communicated to CLAS Staff Council

Dear Associate Vice President Zumbach,

We (CLAS Staff Council) have been getting a number of questions and issues from staff concerning the expectations of most staff to continue working at home. During last weeks University of Iowa Staff Council meeting, we ask Chief HR and Associate VP Cheryl Reardon about some of these issues, and she suggested we contact you concerning two of the most mentioned issues, specifically home internet bandwidth/cost increases and University parking.

Many staff have reported that they have had to increase their home internet bandwidth and/or data usage while working at home to adequately perform their job duties, and are curious if any discussions or decisions have occurred about methods to address this issue or to reimburse employees for these additional expenses.

Another issue that staff has been asking about is parking, specifically only having the choice of either paying for University of Iowa parking that they are not using because they are directed to work from home, or giving up their parking spot and being put back on the waiting list, and likely not having a spot to park when they are finally directed to start coming back to campus.

We realize that these are complicated and unprecedented times, and there are no simple answers to these questions, but we feel it is important to bring the concerns we hear from Staff to the attention of HR, and hope you can provide some guidance and answers that we can bring back to Staff. I thank you for your time and look forward to hearing from you.

George Hospodarsky
President CLAS Staff Council

Zumbach's response

George and all, Thank you for reaching out.

Internet Reimbursement: Guidance was provided to your Business Officer and can be found here: https://controller.fo.uiowa.edu/sites/controller.fo.uiowa.edu/files/addtional_faqs-covid_related_costs.pdf

Specifically, through the period of the Governor's declared disaster period (she has been extending month to month) the following is allowed at the **discretion of your college** :

[Will upgrade of home internet services be reimbursed for employees who perform their work remotely? How will reimbursement occur?](#)

Yes, however, the reimbursement of internet services is limited as follows:

- Allowed only for employees that have already upgraded internet services in order to work from home since the start of the disaster declaration period.
- Limited to the difference in cost between the original and upgraded plan.
- Must be approved by the employing department.
- Limited to costs incurred through the end of the disaster declaration period.

After this period, employees who continue working from home will do so as a condition of employment and must procure reliable internet services at their own expense.

Reimbursement will occur via an evoucher. Employees must provide clear business justification and appropriate expense documentation to the supervisor (example: previous month's bill and current month's bill to show an increase in service plan costs). Costs should be charged to the the appropriate departmental COVID-19 MFKs (see <https://coronavirus.uiowa.edu/news/2020/03/message-ui-business-officersdocumenting-costs-related-covid-19>).

Departments are responsible for all costs not reimbursed by FEMA, including the University's cost share of reimbursed costs. Costs which are reimbursed by FEMA will have a University cost share of 25%.

Parking:

You are correct on the options for parking. In discussing options (with the CIMT), the only fair way to proceed at the moment is to use our current and known processes. Parking and Transportation supports 16,000+ parking spots for over 25,000+ employees and 30,000+ students. The demand for parking has always been greater than the supply and we have wait lists for almost every lot. Since May, we have seen permits cancelled, permits purchased and continue to have wait lists for most lots. Parking is far more complex than one can imagine. Collecting data is the only way to ensure any future changes we make are in line with campus and UIHC needs, as well ensuring we can pay for our bonds and maintenance costs on our very old and aging structures. We do understand the desire and need for different options and plan to look for options as parking data from our return to campus can be collected.

Thank you
Debby