OVPR&ED
Administrative Support Staff Meeting

Friday, September 12, 2014
10:30 a.m. – 12:00 p.m.
UCC-IP-1117
Welcome New Staff Members

- Wendy Evans
  - Started in OVPR & ED 8–25–2014 (Rhea’s replacement)

Bio:

- **Patient Financial Services 1989–2011**
  - Patient Accounting, Claims Follow up, Credit Balances Resolution, Systems Maintenance,
    Human Resources 2007–2011

- **College of Liberal Arts and Sciences 2011–2014**
  - Assistant to the Executive Associate Dean, Raul Curto
  - Faculty HR Representative
  - Recruiting, Reviews, FMLA, Workflow, MOU’s

We are making the rounds to each unit/facility and hope to visit everyone in the next few weeks.
VPRED Highlights

- **More Robust Research Communications**
  - Strategic Communications
  - Newsletter
  - Website Redesign

- **Changes in Economic Development – Oct 6th Event**
  - UI Ventures
  - UI Partners
  - Proto Labs

- **Other Highlights**
  - Mobile Museum – huge success
  - Impact of research (Data Analytics)
  - Ideation and Salon dinners
  - Washington DC Federal Agency Visits
  - Faculty Fellows
Absence Request Form - Discussion

- **New Absence Request in Self–Service**
  - Who is using the old Absence Request form in Self–Service?

- **Need to discuss best practices for OVPR&ED.**
  - Wendy Evans will lead a committee to talk about best practices and how we might manage absences with this tool.
  - Please contact Wendy if you would like to be on the committee for this initiative. wendy-evans@uiowa.edu
Business Briefs

- **Sub-certification**
  - All forms submitted by units– Thank you!
  - Some areas from the report for improvement:
    - Training – Ethics, Cash Handling, Asset Custody
    - Timeliness of Transactions
    - Communication of Policies

- **Universal Workflow Paths**

- **Ethics Point New Website**

- **PAR’s Due September 30th**

- **Quarterly SHPE Training Due September 30th**
WAI Survey is October 14–28
  ◦ Goal is 70% Participation Rate (last year 67%)
  ◦ Survey is 20 questions (5–7 minutes)
  ◦ Confidential
  ◦ Please encourage staff to take the survey

More Information to come
  ◦ WAI Survey Ambassadors
  ◦ Emails
  ◦ Posters
Annual Goals and Performance Reviews

- New staff should enter goals into My UI Careers.
- Supervisors should be doing mid-year meetings by December 1st.
- Best practice – log progress in My UI Careers.
- For planning purpose, performance reviews Jan–March 2015.
- Central HR has been working on system enhancements –

Show of hands – should be plan training sessions for supervisors?
Are there any training needs?
Mid Year Live Well Update

- Goal is 75% participation
  - Org 04 – 59% mid year
  - Campus is 52%

- Healthy Living Center is an online resource for stress tips, recipes, work-life balance, etc.

- Blue Zone Designation – We need you and your department to Take the pledge

- By taking the online Personal Health Assessment (PHA) as a part of the liveWELL program, you will receive valuable feedback on areas like stress management, exercise and nutrition. Additionally, you will receive up to $65 on your next month’s paycheck. There are two monthly drawings for $500.
Mid-Year Live Well Update

Blue Zones Update: The University is looking to become a Blue Zones designated worksite as a part of Iowa City’s transformation to become a more livable, bikable, walkable community. Find attached a fillable PDF of the Personal Pledge. Please encourage all faculty and staff to complete this and return to livewell@uiowa.edu.

I:\VPR\SHARED\Evans\Blue Zone Pledge Fillable.pdf
Conflict of Interest

UI employees have financial interests and/or other personal considerations with a non-university entity that may compromise, or have the appearance of compromising their professional judgment at work.

- Research
- Commitment
- Employment (Nepotism)

Disclosure is the key
- eCOI Electronic Process
- Contact Cheryl Reardon (Nepotism)
The What I Should Know (WISK) training series will begin Wednesday, October 1st.

The WISK series explores the “what” and the “why” of human resource functions.

To learn more about the series, go to the series website. We welcome your participation and invite you to enroll in this series by registering online: go here. Registration deadline is September 17, 2014.
Presentation –
Communications, Web Support and ITS Extended Desktop Support

- Stephen Pradarelli
- Leslie Weatherhead
- Modei Akyea
- Shawn Potter