

From: [Johnson Strike, Jayme K](#)
To: [Kregel, Kevin C](#)
Subject: FW: CIF
Date: Monday, November 24, 2025 12:34:20 PM
Attachments: [image001.png](#)

FYI

Jayme K. Johnson Strike (she/her/hers)
Office Manager
Office of the Executive Vice President and Provost
University of Iowa
111 JH
P: 319-467-0717

From: Dedore, Jake <jake-dedore@uiowa.edu>
Sent: Monday, November 24, 2025 12:21 PM
To: Johnson Strike, Jayme K <jayme-johnson@uiowa.edu>
Subject: RE: CIF

Hi Jayme,

Lets see. Ballparking some things specifically for me. I know Daniella and Paige have also had some calls. Obviously a lot of this fall into the USS day to day but I appreciate wanting to look at the whole story.

Calls with Collin about procedures, best practices etc. Maybe 3-4 hours over a handful of calls specifically about the event.

Reviewing and purchasing airfare for visitors – 5-10 minutes per instance

Processing vouchers/preqs etc as needed . Depends on the item, some things have been for new vendors or have required additional review. Sometimes it is as easy as sending along to contracts for review, like the hotel contract. So at least a few hours processing or reviewing and helping those along.

Creating trips for incoming visitors – 5-10 minutes pre instance, not super time consuming as long as the info is handy.

All of this is very much in the USS day to day expectations and workload but if you need anything else or have any questions I can help with let me know.

Best,
Jake DeDore (He/Him/His)
Purchasing Agent
202 Plaza Center One, Iowa City IA 52242

Office: 319-467-0767
Jake-DeDore@uiowa.edu



From: Johnson Strike, Jayme K <jayme-johnson@uiowa.edu>
Sent: Monday, November 24, 2025 11:21 AM
To: Dedore, Jake <jake-dedore@uiowa.edu>
Subject: CIF

Jake,

Provost Kregel has asked me to ask you and others from shared services that have been helping CIF get up and running and their event on the 5th and 6th to estimate the number of hours spent helping them.

No super rush on this, we are looking into total cost on staff that are not funded by CIF.

Thanks!

Jayme

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