Call to order by Mark Wilson (8:35 a.m.)

Present: Dan Gilles, Jennifer Rumping, Melissa Ward, Mark Wilson, Kandy Munson, Brandon Barquist, Jan Waterhouse, Sara Steussy, Ryan Baumert

Guest: Hans Hoerschelman (UISC, University Relations Committee)

Discussion with Jennifer and Melissa concerning potential ESAC members: John Durst, Wendy Meyers, Courtney Bork (Bio Med)

UISC report by Jesse P:

UISC Meeting, 4/10/2013, Old Capitol Mall

1. Short presentation by Community Outreach Committee, which to-date has been an Ad Hoc committee and wants to become official.
   i. Promote volunteerism
   ii. Organize Charitable Events
   iii. Coordinate philanthropy
   iv. By vote, committee is approved to become an official committee.

2. Kevin Ward presented on acceptable tech use policy.
   i. Clarify privacy expectations
   ii. Encourage reporting of violations
   iii. Broaden language to reflect modern technology (we’re not just performing computations anymore)
   iv. Include visitors in policy (advent of WiFi)
   v. Needed to take HIPA into consideration
   vi. Clarity about misuse (e.g., pornography)
   vii. Key points for staff to remember:
      i. Just because it’s behind a password doesn’t mean it’s private.
      ii. Susan Buckley: Using a home computer or person email for U of I business does not mean it’s confidential. If there is a court case and you are asked if you sent an email to Person X about subject Y and you did it on private email, you are legally required to surrender that email to the court.
      iii. Don’t use your University address for private business.
      iv. Ethics Point (on the web) can be used for anonymous reporting
      v. Some violations can result in criminal prosecution.
      vi. Guide for supervisors has been updated to reflect changes.
      vii. It is best to assume that your personal device connected to U of Iowa wifi is under the same rules as a University computer.

3. HR Subcommittee presentation on contacting constituents.
   i. Want to assist staff in disciplinary situations
   ii. First step: gather information on how staff members use resources currently.
iii. Find “holes” in support.
iv. What resources exist?
v. Proposals for changes
vi. Each UISC member will talk to 5 people.
   i. Will share anonymous info
   ii. “private but not confidential”
   iii. Interviewee advised that policy violations must be reported
iv. Interviews to conclude by May 15

4. HR update by Susan Buckley
   i. Encouraged everyone to “tune in” to the live stream of the Board of Regents Meeting
   ii. Nothing to report right now about FY2014, no updates until state budget is determined.
   iii. Just completed performance reviews via interim process
   iv. 99.04% of staff had a performance review.
   v. There are 5,400 P&S staff at the University
   vi. 25% of staff received “Distinguished” rating. While that’s not ideal, HR is “pleased” with the breakdown.
   vii. Various people voiced concern that a rating of “Effective” indicates that the staff member is in the second quartile. Susan assured staff that a rating of “Effective” is something to be happy about, and doesn’t mean that their performance is below par.

5. In the next six months, HR will be talking to UISC about the new web-based Performance Review system that will be implemented next March.

Note by Mark: UI only saves email for 3 months; each employee should determine what they want to keep and what they don’t need.

Jan’s report:

Jan has seen demos of new performance review system, and it’s looking very good. There will be a “Goals Management” section in Self Service where the supervisor and employee can review goals throughout the year. Rollout will happen this summer. Goals will feed into performance evaluation tool (launching next spring). There will be tools to help set goals that are attainable and clearly stated.

HR is working on universal workflow system. Currently, there are multiple workflow systems. There will be a form builder tool: those with access can create forms for their departments. Development of the system focused on ease of use. It has an interface reminiscent of gmail.

Committee reports:

Exec: Update about the meeting with Dean Scranton. Seamans Center addition planning is coming along nicely. There will be a focus on collaborative spaces, and the design will be open with plenty of natural light where possible.
Note by Mark: Can someone check the physical ESAC mailbox? Ryan will check.

Elections: Encouragement to continue to identify potential ESAC members. Treat day will be on May 1 and will include a solicitation to join ESAC.

Staff Awards: Nominations are due May 3 and the ceremony will be on May 16. Ryan is trying to bring in external evaluators. Need to find a better way to solicit Community Service nominations. The purpose is to improve the knowledge of what people are doing on campus.

Idea from Brandon: record your community service and submit to a general, anonymous pool of hours to give people a sense of how much community service is going on.

Idea from Jesse: could do friendly team competition to log hours.

Social: no updates

Publicity and Communications: Reiteration of treat day cards. River cleanup posters went well, and the word got out quickly about the unfortunate cancellation.

Welcome & Goodbye: two welcomes, goodbye to Ilsa May

Get to know the College: Lunch and learn for ESC, visiting the technology centers. Jennifer R talked to Wendy Brentner about the possibility of Lunch and Learn concerning the use of Social Media in the University context. Jennifer will keep us updated.

Bylaws: no updates

Art in Engineering: Alec liked the idea of showing something off in the new building. Need to get in contact with Doug Eltoft.

Community Service: river cleanup postponed, may tag-on to Iowa City’s canoe based cleanup in June. Put in below Burlington and go down to Sturgis Ferry. Likely happening on the first week in June.

Old business: All old business topics already covered.

Next month:

Is the committee structure working for us?

New business:

Sara on Intranet feedback: COE is moving ahead with creating a small intranet. Forms from Jan can be posted there. The idea is not to duplicate things from COE website, just post things that aren’t available anywhere else.
Volunteer opportunities: STEM festival at LACMRERS coming up, Sara will ask for volunteers at that event (May 4, 1 p.m.–5 p.m.). Alec is speaking in the afternoon. Hans is involved with K-12 Arduino programming (Raspberry Pi), and sees a great cross-connection with STEM.

Nominations for ESAC elections: It might be a good idea for all ESAC members to talk to new people about ESAC. Then Elections Committee could send out a formal nomination email.

People want access to logo; Jackie has a copy.

Logo use issues: our logo is for “internal” use, not external use. We are branded as part of the college, so we can’t use our logo for blatant use outside of the College of Engineering. We need to be sensitive to Fred’s position and thoughtfully consider how and when we use the logo.

Adjourned at 9:50 a.m.