

ESAC Meeting Minutes: 03/31/16

Call to Order: Dan Gilles (8:30 am)

Present: Jennifer Portwood, Jan Waterhouse, Joshua Atcher, Lisa Lang, Sarah Williams, April Tippet, Harvest Ellis, Daniel Gilles, and Megan Delaney

Location: 340E Trowbridge Hall

- Minutes from February meeting were approved (after a few minor changes).

Announcements:

- None

Finance/HR Director Reports:

- Jan contributed to the UI Staff Council Notes – please see below.
- April gave a TIER Update.
 - Individuals who qualify for the positions have been contacted and will meet with accounts payable to discuss the positions and gain a better idea of what to expect
 - There will be two HR Professionals for the College of Engineering, one for the research centers and one for the academic departments. They will focus on higher level HR – leave management, on boarding, immigration. They will report to Jan.
 - There will be five shared services positions that focus on financial transactions such as e-vouchers, preqs, procurement card vouchers, cash handling. Two for IIHR, one for CCAD, and two for the academic departments. These persons will be located within the college or close to the groups they support. They will report to Debby Zumbach/ Dani Weber (Accounts Payable).
 - Outside of COE, volunteers have been strong, in the end 23 volunteers for 22 positions. For the COE, 18 persons qualify for the 7 shared services positions.

UI Staff Council Meeting Schedule

Meeting time and location	Person
March 9, 2016 – 2:30pm (2520D UCC)	Dan Gilles
April 13, 2016 – 2:30pm (2520D UCC)	Lisa Lang
May 11, 2016 – 2:30pm (2520D UCC)	Megan Delaney

- Dan attended the February Meeting

UI Staff Council Notes (3/10/2016)

By: Dan Gilles

- 1) Welcome, Attendance & Minutes Approval
 - a) Regent President Rastetter's visit has been postponed, he will attend a meeting in April
- 2) Council Work Session and Path Forward Update
 - a) Committee Self-Assessment is going well, 1st round of items submitted
 - b) They need a different way of making decisions and deciding what topics to discuss. Example – The Johnson County minimum wage discussion used up a lot of time
 - c) The Strategic Implementation and Operations plans are on the President's Website (president.uiowa.edu) for the strategic plan
 - d) The council completed committee self-assessment during the meeting time
 - e) It was suggested that they look at peer institutions for strategic plans (Rutgers, Univ. of Wisconsin)

- 3) TIER Update – Laura McLearn (TIER Liaison)
 - a) Drivers – Competition, stakeholder expectations, financial, and peer trends
 - b) Opportunities – align with strategic priorities, reinvest in core missions, self-implement
 - c) Reduce Administrative burden
 - d) Control our destiny through self-implementation
 - e) Able to customize based on college needs
 - f) Savings generated by TIER will stay in the Colleges
 - g) Equal or better value for core Administrative Services
 - h) Current and Future Strategies
 - i) Academics Area – Starts Spring 2016
 - ii) Sourcing and Procurement
 - iii) University Shared Services –Aug 2017 Completion
 - iv) Human Resources – Sept 2016
 - v) IT – Completion 2018
 - i) What to Expect in Implementation
 - i) Planning
 - ii) Discovery
 - iii) Recommendations
 - iv) Workforce Planning
 - v) Implementation
 - vi) Post-Implementation
 - j) TIER Examples – IT
 - i) Dell purchasing agreement saves UI \$90K/yr
 - ii) College of Law saved \$247K (39% Reduction)
- 4) Strategic Operations & Priorities for HR Update – Kevin Ward
 - a) Draft charge – To assess and make recommendations for Strategic direction and priorities of Central HR functions and services supporting the UI Mission.
 - b) Task Force Member's List (some Vacancies that need to be filled, UI Staff Council would like to make recommendations for vacancies)
 - i) Update by Jan – Jan is part of the group. The goal is to review high level, central HR (not TIER HR). Currently setting up subcommittees. Jan will report back.
 - c) Estimated Timeline
 - i) Planning – Feb 2016
 - ii) Discovery – March – June 2016
 - iii) Recommendations – July 2016
- 5) Performance Reviews – Teresa Kulper
 - a) Performance and Engagement (Working@Iowa)
 - b) Issues – Self-Evaluation keeps getting forwarded to supervisors. The supervisor can just keep returning to the employee.
 - c) Engagement comes from : meaning, support and development
 - d) What kinds of goals would make a difference in engagement?
 - e) Employee Development and the 70/20/10 rule –
 - i) 70% comes from Experimental Learning
 - ii) 20% comes from coaching
 - iii) 10% comes from formal learning
 - f) Cascading Goal Discussion – Supervisor can cascade goals to supervisees
 - g) The UI Core Values are currently just 7 words (Excellence, Learning, Community, Diversity, Integrity, Respect, and Responsibility) – can we add more descriptors to enable people to make goals
- 6) HR Update – Kevin Ward

- a) Johnson County minimum wage – will be met or exceeded by housing department in order to retain talent
 - b) There is currently a proposal or rule making occurring regarding the Fair Labor Standards Act that would require anyone currently making <\$43,000 (*Jan reported it may be closer to \$50,000*) on salary would have to be paid on an hourly basis so they could incur overtime
 - c) Should travel be charged hourly?
 - d) We will need to look more closely at what hours would count.
 - e) This FLSA change could affect several pay grades, if it is approved, UI would only have ~60 days (2 Pay periods) to enact new rules
- 7) Suggestion to move Kevin Ward to the top of the agenda for future sessions, due to his important topics getting rushed at the end of the meetings.
-

Committee Reports:

- **Executive:** Dan will schedule a meeting with Dean Scranton, tentatively the first week in May (preferred morning).
- **Elections:** Treat day coming up to advertise the opening ESAC positions (tentatively scheduled for Admin Professionals Day April 27th). Planning on cookies and more cookies.
- **Staff Awards:** Deadline extended, looking for additional nominations
- **Social Events:** Chili/Soup Cook-off – April 27th over the lunch hour in 2520D UCC. Josh will work with Chris to advertise.
 - Also discussed a social/happy hour after work for COE faculty/staff. Depending on funds available, ESAC would provide snacks/starts/hors d'oeuvres, individuals can purchase their drink of choice.
- **Publicity and Communication:** Advertise Chili Cook off and the Get to Know the College events.
- **Welcome & Goodbye:** IIHR Derek Chang and Joshua Randall are leaving
- **Get to Know the College:** Upcoming CCAD/VR Presentation April 19th, tentatively 2:30 pm, if there is enough interest we will schedule times for groups to come through.
- **Bylaws/Policies & Procedures:** none
- **Community Service:** none

Old Business: none

New Business: None

Adjournment: Dan Gilles adjourned the meeting at 9:20 am

Submitted by: Megan Delaney

Next Meeting: 8:30 am, April 28th, 2016

Location: 202 ERF

	ESAC										Non-ESAC			
	Joshua Atcher	Christopher Fomon	Harvest Ellis	Daniel Gilles	Jennifer Portwood	Kimberly Lebeck	Lisa Lang	Megan Delaney	Sarah Williams	Troy Lyons	Jan Waterhouse	Sheila Britton	April Tippet	
Executive				PRES	TREAS.		VICE	SEC.						
Elections				member	member		chair							
Staff Award Evaluation				member	member	member	member							
Social Events	chair			member					member			member		
Publicity		Member			Member				member					
Welcome/Goodbye			Member											
Get to Know the College			member	member		Chair					member			
Bylaws/Policies		member		chair			member	Member		if needed	member			
Community Service	member					member		member	chair					

3/31/16 minutes.

Engineering Staff Advisory Council
March 31, 2016, 8:30 a.m.
340E Trowbridge Hall

Implementation
in minutes.

1. Call to order 8:30 am
2. Approval of minutes from previous meeting - approved.
3. Announcements - Research Open House Judges Needed - request for volunteers.
4. Impromptu new business items for this agenda
5. Liaison committee reports

a. UI Staff Council Meetings

Meeting time and location	Person
January 13, 2016 - 2:30pm (2520D UCC)	Dan Gilles
February 10, 2016 - 2:30pm (2520D UCC)	Kim Lebeck
March 9, 2016 - 2:30pm (2520D UCC)	Dan Gilles minutes attached
April 13, 2016 - 2:30pm (2520D UCC)	Lisa Lang (UI regents will be there)
May 11, 2016 - 2:30pm (2520D UCC)	Megan Delaney

- b. HR Director Jan Waterhouse: Updates/comments
- c. Finance Director April Tippet (TIFER see other)

6. Committee reports

- a. Executive - Need to schedule a meeting with Dean Scranton (Last one was May 2015, Bylaws stipulate meeting at least 2 times/year) 1 week (may 2nd 3rd available)
- b. Elections - treat day advance ESAC openings Coordinator Dan will pick a time
- c. Staff Awards - Nominations Due March 25th, Extending deadline cookies & more.
- d. Social Events - Chili/Soup Cook-off - end of April 27th Wednesday @ UCC 2520D
- e. Publicity and Communication 28th Awards Ceremony, Josh will talk
- f. Welcome/Goodbye Derck Chang w/ Chris to advertise.
- g. Get to Know the College Summer - after walk downtown.
- h. Upcoming CCAD, VR Presentation on Tuesday April 19th Social - we would cover hor'dvors.
- i. Bylaws/Policies & Procedures new scanner. Any would buy their
- j. Community Service - none stagger times. Over drinks social happy

7. Old Business

8. New Business

- a. Items from the floor

9:20 adjourn.

Next meeting
April 28th 2016, 8:30am
Location: TBD

CCAD

Thoms mem
shelly. now
for the other
looking for
nominations
for the other 2

new scanner.
stagger times.
if there is high
interest, plan for an hour asy right now.

UI Staff Council Notes (3/10/2016)

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 - b) Task Force Member's List (some Vacancies that need to be filled, UI Staff Council would like to make recommendations for vacancies) – Jan is part of it. Review all centralized HR
 - c) Estimated Timeline *Services on campus (hospital + main campus), broad scope, not TIER like, separate, higher level, are we duplicating services? Sub committees are being set up, Jan will report back. They want recommendations this summer.*

- i) Planning – Feb 2016
- ii) Discovery – March – June 2016
- iii) Recommendations – July 2016
- 5) Performance Reviews – Teresa Kulper
 - a) Performance and Engagement (Working@Iowa)
 - b) Issues – Self-Evaluation keeps getting forwarded to supervisors. The supervisor can just keep returning to the employee. *due today & sexual harassment compliance also due today.*
 - c) Engagement comes from : meaning, support and development
 - d) What kinds of goals would make a difference in engagement?
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HR update – Bit work for HR & shared services, persons participating at ~~meeting~~ have been notified & they will be meeting w/ ab about what those positions look like.

2 full time HR professionals – report to Jan – report to Dean & up for the Kevin Ward.

Aug 1st
implementation.

– primarily research center
– academic dept.
– higher level HR – learn management, onboarding, train.
immigration
consultation ends this week. how do we redistribute their current roles, so they can start new ones (HR)
– we want input & recommendations.

Shared Series - financial treasurer ensure p-2, procurement can
cash handling. PLV

5 positions - 2 IIR, 1 CCAD (NADS), 2 academic
located within the college. within close proximity
this support.

Dani Cohen / Debbie Zumbach
meetings to ask questions, individual meetings
will use survey used last year to see
how their current role would change,
how would we do this for their remaining
responsibility

Sign a volunteer form.
Outsiding COE - strong volunteers. 19/22 23/22 needed.

strong interest

19 quality - need 7

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Social Events	Chair			Member					Member		Member
Publicity		Member			Member						
Welcome/Goodbye			Chair						Member		
Get to Know the College			Member	Member		Chair				Member	
Bylaws/Policies		Member		Chair			Member	Member		Member	
Community Service	Member					Member		Member	Chair		

Megan Delaney
April Tippet
Harvest Ellis
Daniel Williams

Jan Waterhouse
Joshua R. Atcher
Lisa Lang
Sarah Williams

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Elections				Member	Member		chair					
Staff Award Evaluation				Member	Member	Member	Member					
Social Events	Chair			Member					Member			Member
Publicity		Member			Member							
Welcome/Goodbye			Chair						Member			
Get to Know the College			Member	Member		Chair					Member	
Bylaws/Policies		Member		Chair			Member	Member			Member	
Community Service	Member					Member		Member	Chair			

