

ESAC Meeting Minutes: 11/17/2016

FINAL

Call to Order: Lisa Lang (8:35 am)

Present: Jennifer Portwood, Kim Lebeck, Lisa Lang, Christopher Fomon, April Tippet, Wendy Brentner, Jan Waterhouse, Oscar Eduardo Hernandez Murcia, Robert Johnson, Sarah Lobb, Josh Atcher, Megan Delaney

Location: 4505 SC

Minutes: October meeting minutes will be approved at the next meeting.

Announcements:

- The new College of Engineering website went live. If you would like to add content, please contact Blake Rupe.
 - ESAC Webpage will need to be built back up. We will only have one page.

UI Staff Council (Kim) 11/12/16 Meeting

- Staff Council Meeting Agendas and Minutes <https://uiowa.edu/staff/meetings-and-agendas>
- Final UI Staff Council November meeting minutes will be attached once they are available

HR Director Report (Jan):

- Performance Reviews
 - Annual reviews are still due by the end of March.
 - The Goal tool will still be utilized (same vendor), but the performance review is a new internally developed system. The review is still competency and goal focused, but the new system as the ability to add attachments and automatically upload reviews to the e-personnel file.
- FSLA
 - Still working on the COE overtime policy
 - HR representatives are currently meeting with the affected employees and their supervisors
- Talent@Iowa
 - 40% of the HR community has volunteered to participate, in some capacity, in the implementation of the 24 projects of the Talent@Iowa initiative. Sarah Lobb, Sandy Gerard, and Jan Waterhouse (COE HR Team) are all participating.
 - One example of a Talent@Iowa project is a centralized immigration service. The individual requiring the service will work directly with the centralized immigration department, rather than working with the College of Engineering department representative. COE is taking part in a pilot program right now.

Finance Director Report (April):

- Feedback on Shared Services – There is an upcoming quarterly meeting with USS and Finance Directors to discuss what is working and what needs to be improved (training).
- Prelim Stats
 - TEVS have decreased an average of 6 days
 - Pcards have increased an average of 4 days

- There is an updated COE Finance procedure regarding what documentation is required for financial transactions. These requirements align mostly with University standards.
- Jan and April have been chosen to speak at the CUPA HR Conference on "Quiet Leadership".

Committee Reports:

- **Executive:** none
- **Elections:** Voting issue has been resolved.
- **Staff Awards:** New award for research center staff needs to be written (this fall).
 - Jan, Sarah and Lisa will meet to discuss the award
- **Social Events:**
 - Thanksgiving event
 - Wednesday, November 30th in 2520D UCC
 - Vegetarian options will be offered (10-15 meals)
 - Cutting board for the gift
- **Publicity and Communication:**
 - New COE website
 - Chris will send out advertisements for the food drive and HACAP families
- **Welcome & Goodbye:**
 - **Leaving:**
 - **Welcome:**
- **Get to Know the College:**
 - Creative Space – Library – Kari Kozak
- **Bylaws/Policies & Procedures:** none
 - Community Service: Request for HACAP families has been submitted and families assigned. We are sponsoring two (3 and 4 member) families
 - Emails will be sent out the first week of December requesting donations (both requested gifts and gifts of money).
 - Food drive will be November 29th through December 9th. Megan and Lisa will distribute boxes. Megan and Lisa will coordinate the collection during the first week of December.
 - Recommendations for other events
 - Blood drive in the Spring

Old Business:

New Business:

Adjournment: Lisa Lang adjourned the meeting at 9:20 am

Submitted by: Megan Delaney

Next Meeting: 8:30 am, December 22nd, 2016

Location: 121 SHL

| ESAC | | | | | | | | | | | | | | | Non-ESAC | | | |
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(DRAFT)

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Submitted by: Megan Delaney

Next Meeting: 8:30 am, December 22nd, 2016

Location: 121 SHL

| ESAC | | | | | | | | | | | | Non-ESAC | | | |
|------|-------------------------|---------------|-------------------|---------------|------------|-------------------|-----------------|-----------|---------------|----------------|------------|----------------|----------------|----------------|----------------|
| | | Joshua Atcher | Christopher Fomon | Harvest Ellis | Sarah Lobb | Jennifer Portwood | Kimberly Lebeck | Lisa Lang | Megan Delaney | Robert Johnson | Blake Rupe | Wendy Brentner | Sarah Williams | Jan Waterhouse | Sheila Britton |
| | Executive | | | | VP | TREAS. | | PRES | SEC. | | | | | | |
| | Elections | | | | Member | Member | | Chair | | | | | | | |
| | Staff Award Evaluation | member | | | Member | Member | | member | | Member | | Chair | | | |
| | Social Events | Chair | | | | | Member | | Member | | | | | | member |
| | Publicity | | Chair | | | | | | | | Member? | | | | |
| | Welcome/Goodbye | member | | Chair | | | | | Member | | | | | | |
| | Get to Know the College | | | | | Member | Chair | | | Member | | | | member | |
| | Bylaws/Policies | | member | | | | | Chair | | Member | | member | | member | |
| | Community Service | member | | | member | | | | Chair | | | | member | | |

11/17/16 ESAC

~~James P. Wood~~

Kim Lebeck

John R. Lang

Christopher F. Mor

April Tippet

Wendy Brentner

Jan Waterhouse

Oscar Eduardo Hernández Murcia

Robert Johnson

Sarah Lebb

John R. At

Megan Delaney

11/11/11

James P. ...

Kim ...
John ...

April ...

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Engineering Staff Advisory Council

November 17, 2016, 8:30 a.m.

4505 SC

1. Call to order
2. Introductions
3. Approval of minutes from previous meeting
4. Announcements
5. Impromptu new business items for this agenda
6. Liaison committee reports
 - a. UI Staff Council meeting
 - b. HR Director Jan Waterhouse:
 - c. Finance Director April Tippet
7. Committee reports
 - a. Executive
 - b. Elections
 - c. Staff Awards
 - Sarah Lobb will set up the meeting for committee
 - d. Social Events
 - Thanksgiving luncheon, Nov. 30th, 2520D UCC
 - e. Publicity and Communication
 - f. Welcome/Goodbye
 - New: *John Ryan Dake name. new staff Sarah Tippet*
 - Leaving:
 - g. Get to Know the College
 - h. Bylaws/Policies & Procedures
 - i. Community Service
 - 2 HACAP families for this year
 - Food drive will be for two weeks between Thanksgiving and Christmas – boxes *located from 28th - 9th - USAW*
 - Recommendations for other events
8. Old Business –
9. New Business
 - a. Items form the floor

Next meeting

December 22, 2016; 8:30am

Location: TBA

| ESAC MEMBERS | | | | | | | | | | | | | | | Non-ESAC | | | | | | | | | | | | | | |
|-------------------------|-------------------------------------|---------------|-------------------------------------|----------------|-------------------------------------|---------------|-------------------------------------|-------------------|-------------------------------------|----------------|-------------------------------------|-----------|-------------------------------------|-----------------|-------------------------------------|------------|-------------------------------------|-------------------|-------------------------------------|------------|-------------------------------------|--------------|-------------------------------------|----------------|-------------------------------------|----------------|-------------------------------------|----------------|-------------------------------------|
| | <input checked="" type="checkbox"/> | Joshua Atcher | <input checked="" type="checkbox"/> | Wendy Brentner | <input checked="" type="checkbox"/> | Megan Delaney | <input checked="" type="checkbox"/> | Christopher Fomon | <input checked="" type="checkbox"/> | Robert Johnson | <input checked="" type="checkbox"/> | Lisa Lang | <input checked="" type="checkbox"/> | Kimberly Lebeck | <input checked="" type="checkbox"/> | Sarah Lobb | <input checked="" type="checkbox"/> | Jennifer Portwood | <input checked="" type="checkbox"/> | Blake Rupe | <input checked="" type="checkbox"/> | April Tippet | <input checked="" type="checkbox"/> | Jan Waterhouse | <input checked="" type="checkbox"/> | Sarah Williams | <input checked="" type="checkbox"/> | Sheila Britton | <input checked="" type="checkbox"/> |
| Executive | | | | | Sec | | | | | | | Pres | | | | Vice- | Treasurer | | | | | | | | | | | | |
| Elections | | | | | Mem | | | | | | | Chair | | | | Mem | Mem | | | | | | | | | | | | |
| Staff Award Evaluation | | Mem | Mem | | | | | | | Mem | | Mem | | | | Chair | Mem | | | | | | | | | | | | |
| Social Events | | Chair | | | Mem | | | | | | | | | Mem | | | | | | | | | | | | | | | |
| Publicity | | | | | | | | Chair | | | | | | | | | | | | Mem | | | | | | | | | |
| Welcome/Goodbye | | | | | | | | | | | | | | | | | | | | Chair | | | | | | | | | |
| Get to Know the College | | | | | | | | | | Mem | | | | Chair | | | Mem | | | | | | | | | | | | |
| Bylaws/Policies | | | Mem | | | | | Mem | | Mem | | Chair | | | | | | | | | | | | | | | | | |
| Community Service | | Mem | | | Chair | | | | | | | | | | | Mem | | | | | | | | | | | | | |

Other
☒ Oscar Hernandez

ESAC 11/17/16 Notes.

- minutes - correct Sarah's name (check everyone)
put in talent link in Talent@lawa.
- resend out after corrections.

Announcements - none

New business - ~~none~~

- website went live, if you need content up, please let Blake know.
- ESAC is down to one link, we will need to build it back up.

Committee Reports.

Staff Council

Bruce Harrel. spoke

- Rankings & how they have dropped
he wants to increase them.
- Resource & how ~~the~~ GEF is distributed between colleges.
- increase diversity & faculty salary
- culture of blaming the state & BOR.
we need to push the envelope more.
- Infrastructure ~~Eng~~ is good.
- fix resource allocation, more clean control over funding. Deans should participate more.
- Leadership lessons - there's no staying where we're at.
- ethics - do the right things regardless of the red tape.

ESAC 11/11/19 Notes

Threats - Corall. Sponges (these sponges)

Found in shallow water in shallow (coral)

Threats - coral and other organisms

(Threats - coral)

Threats - coral

Threats - coral

Threats - coral

ESAC is down to 100 (1000)

Wish to have a look at

(Threats - coral)

Spill (coral)

Threats - coral

Threats - coral

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Threats - coral

- freedom of action within colleges & groups. encourage teams.
 - cultural change.
- ~~Cheryl Bearden~~
- focus on small groups & small governance groups.
 - teams should fight some of these battles - push the issues
 - Diversity -
 - to increase faculty diversity - wine & dine?
 - Trans community & dreamer group - his focus.

Cheryl Bearden - Director

- Director of talent acquisition - lots of applicants.
 - new Performance Management System
- ERIZA Christensen (Outreach & Engagement)
- a

Jan - Performance Reviews

- timeline is staying
- annual review - deadline is the end of March
- good tool is still being used by same vendor but new performance review -
- still competence & goal focused
- upload attachment option
- they will be automatically uploaded to the e-personnel files.

- feedback from other people

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Jan cont

- FSLA - still waiting on activities, meetings are happening
- 20-25 people for
- non exempt staff are not able to work activities unless there is written approval.

2d project recommended

- Talent@ Iowa - 40% hr commitments have stepped forward to participate in implementation. Sarah, Sandra & Jan are all involved with implementation.
- 1 project is more centralized Immigration services, there will be a central hr immigration service who works directly with the individual
- Department will fill out a form, and will send it to this central hr server.

April -

Harolds - resource allocation.

- Dedrick & all BO are meeting with him to assess how it should be allocated.
- budget presentation feedback - will be more interactive
- Feedback on Shared Services.
- Quarterly meeting with USS & finance director

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- things that are not going well, training for USS, (deposition)
aceting,

- prelim stats

TEU (decreased an avg of
6 days)

Plan 4 days more
back to work.

autos (USS) are also
auditing & sending them
back to USS person.

- April update COE finance procedures &
what attachments we keep in the
COE.

Jan & April are speaking at CIPA HR
day will need on "Outlet Leadership"
help filling a room for practice
presentation.

Election - Dan Lisa speak with Dan, issue
should be resolved.

Ship award - Jan, Sarah & Lisa will meet.
and talk about new award.

Social Event - The Potluck is being conducted
all is set.

- ~~FB~~ Megan bring mason Jar.

- ~~FB~~ NADS (Lisa)

- ~~FB~~

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Food Drive

- all set 28th or 29th
- Lisa will distribute boxes, Megan will help.

GT KTE - makers space / creative space.

Library - Leani Kozak -

note date yet, but we will soon.

Community Service -

- send out email - find it.
- send out information on the families.
include \$ request for food, we can have someone walk around with request for funds.
- find last year's emails for food drive.
- ~~do~~ do we want to include a list of items.
- blood drive in the spring.

emails for
Lisa &
Chris

Old business? new
new now

Adyorn: 9:20

1. Introduction

2. Objectives

3. Methodology

4. Results

5. Discussion

6. Conclusion

7. References

8. Appendix

9. Bibliography

10. Acknowledgements

11. Declaration

12. Signatures

13. Date

14. Page Number

15. Total Pages

16. Author

17. Title

18. Subject

19. Institution

20. Year