ESAC Meeting Minutes: 11/17/2016

FINAL

راما to Order: Lisa Lang (8:35 am)

Present: Jennifer Portwood, Kim Lebeck, Lisa Lang, Christopher Fomon, April Tippett, 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.
 - o 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
 - o HR representatives are currently meeting with the affected employees and their supervisors
- Talent@lowa
 - 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@lowa 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).
 - o 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:
 - O Welcome:
- Get to Know the College:
 - o Creative Space Library Kari Kozak
- Bylaws/Policies & Procedures: none
 - Community Service: Request for HACAP families has been submitted and families assigned. W
 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

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Non-ESAC	Sheila Britton				member					
	lan Waterhouse							member	member	
	Sarah Williams									member
	Wendy Brentner			Member					member	
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	Robert Johnson			Member				Member	Member	
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	Sarah Lobb	d>	Member	Chair						member
	Harvest Ellis						Chair			
	Christopher Fomon					Chair			member	
	Joshua Atcher			member	Chair		member			member
		Executive	Elections	Staff Award Evaluation	Social Events	Publicity	Welcome/Goodbye	Get to Know the College	Bylaws/Policies	Community Service

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11/17/10 ESAC Oscar Eduardo Hernández Murcia John Johnson

and Tippet

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 Tippett
- 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 Dock many. nu sarah tratmen,

- Leaving:
- g. Get to Know the College
- h. Bylaws/Policies & Procedures
- Community Service

 - 2 HACAP families for this year Food drive will be for two weeks between Thanksgiving and Christmas boxes Joeated form 78" - 9th - Usa w
 - Recommendations for other events
- 8. Old Business -
- 9. New Business
 - a. Items form the floor

Next meeting December 22, 2016; 8:30am Location: TBA

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