

## ESAC Meeting Minutes: 12/22/2016

### FINAL

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

**Present:** Blake Rupe, Wendy Brentner, Jan Waterhouse, Sarah Lobb, Josh Atcher, Jennifer Portwood, Lisa Lang, Megan Delaney

**Location:** 121 SHL

**Minutes:** October and November minutes were approved

**Announcements:**

**UI Staff Council 12/14/16 Meeting**

- Staff Council Meeting Agendas and Minutes <https://uiowa.edu/staff/meetings-and-agendas>

**HR Director Report (Jan):**

- Performance Reviews
  - Annual reviews are 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.
  - 2017-2018 Performance Reviews are now accessible through self-service
- Working @Iowa report was released
  - Overall good results, consistent with campus
  - More comments to come, including action items

**Finance Director Report (April):** none

**Committee Reports:**

- **Executive:** none
- **Elections:**
  - We are looking for 6-7 new members to replace the outgoing group
  - Call for nominations will be sent out after spring break.
- **Staff Awards:**
  - Event tentatively scheduled for April 14<sup>th</sup> in SC.
  - Award recipients need to be determined by 3/20
  - Call for nominations will be sent out the week of January 23<sup>rd</sup>.
  - Submissions are due February 27<sup>th</sup>, committee will meet the earlier in the week of March 6<sup>th</sup>
  - Sarah will reach out to Central HR for a representative on the committee.
- **Social Events:**
  - Thanksgiving event was a success
  - After work social: ESAC will provide appetizers (After finals week), locations discussed: Joe's, Pints, Clinton Street Social Club
  - Soup Potluck: February
  - Cookies/Treats for Staff Appreciation – Josh will purchase and help distribute to volunteers in each area to help pass them out.

- **Publicity and Communication:**

- New COE website
- COE Intranet is in progress,
- ESAC Site was launched in January, the site needs to be built back up
- HR Dashboard is a future project

- **Welcome & Goodbye:**

- **Leaving:**
- **Welcome:**

- **Get to Know the College:**

- Creative Space – Library – Kari Kozak

- **Bylaws/Policies & Procedures:** none

- **Community Service:**

- HACAP Family donations went very well. Families were very thankful and excited about the gifts.
  - We were assigned two families, a family of three and a family of four
  - Each child (8 and under) received 5-6 presents
  - Each Adult (15 year old and two mothers) received about \$100 each in gifts
  - Each family also received a \$240 gift card to their grocery store of choice to make a holiday meal
  - This year we requested two families of 7-8 people, and we were only able to be matched with families of 3-4. Next year, it is recommended that we request more families, or still request larger families.
- Food drive was successful
  - Total of 292 pounds of food/requested items and \$95.00 cash were donated.
- Recommendations for other events
  - Blood drive in the Spring
  - Spring river cleanup – Megan looking for events (looking for recommendations of specific events if known)

**Old Business:**

**New Business:**

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

**Submitted by:** Megan Delaney

Next Meeting: 8:30 am, January 26th, 2016

Location: 4511 SC

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



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Staff Award Evaluation	member		Chair	Member		member		Member		Member				
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Publicity		Chair							Member					
Welcome/Goodbye	member						Member		Chair					
Get to Know the College				Member	Chair			Member				member		
Bylaws/Policies		member				Chair		Member		member		member		
Community Service	member		member				Chair				member			





Engineering Staff Advisory Council

December 22, 2016 8:30 a.m.

121 SH

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 (get meeting minutes)
  - b. HR Director Jan Waterhouse: Jan coord. - performance reviews coming
  - c. Finance Director April Tippet
7. Committee reports
  - a. Executive
  - b. Elections
  - c. Staff Awards
  - d. Social Events
    - Thanksgiving luncheon result
  - e. Publicity and Communication
  - f. Welcome/Goodbye
  - g. Get to Know the College - 12/19/16-Creative Space/Lichtenberger Engineering Library
  - h. Bylaws/Policies & Procedures
  - i. Community Service
    - 2 HACAP families for this year - report
    - Food drive totals
    - Recommendations for other events
8. Old Business -
9. New Business
  - a. Items from the floor

Next meeting

January 26, 2017; 8:30am

Location: TBA

Social events

- Thanksgiving went well - before meeting
- after work social - we provided appetizers, they buy drinks.
- Feb - potluck - soup
- cookies treat for staff appreciation - Ed Joshi will

Blake - comm. - intranet in progress 1/2

- ESAC site - launch in Jan.
- dashboard for the - in the future

Jan

Working @ Iowa report came out when  
- on the website Allc will send a notice out  
- overall good, consistent with campus.  
- more comments after break.  
- will be follow up activities / items

(get meeting minutes)

Jan coord. - performance reviews coming  
- new tool, due end of March  
- forms are accessible now.  
- staff awards timeline

Elections - timing

- help recruit, six coming up, need at least that, max 11 - need 7 at least.
- June is the big one new & old meeting. - send it out after Spring break end of Mar.
- send out call for nominations about

Awards

- in April, tentative 4/14/17
- award recipients determined by 3/20 (just after Spring break)
- send out call the week before School Starts 30th after, gives them a month
- due Feb 27th, meet with the 6th early.
- Sarah will reach out to central the for a rep from them.

ask Kim how it went.

deal with issue over committee names

Community service

- Spring flood clean up -
- send word out to city / etc. for info. See if we can help.

Joels  
Prithi  
Clinton  
Street  
Catholic  
School



12/22/16 ESAC meeting

Blake Rupe

Wendy Brentner

Jan Waterhouse

Sarah Lebb

Josh Atcher

~~James Paulson~~

Lisa Riang

Negan Delaney

12/15/11 E2AC Meeting

Blake Kugel

Wendy Brantner

John Trickett

Garrett Lepp

John Atcher

John Trickett

Blake Kugel

Wendy Brantner

John Trickett

Garrett Lepp

John Atcher

John Trickett

Blake Kugel

Wendy Brantner

John Trickett

Garrett Lepp

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