

ESAC Meeting Minutes: 3/23/2016 7

Draft

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

Present: Joshua Atcher, Sarah Lobb, Jennifer Portwood, Kim Lebeck, Lisa Lang, Megan Delaney, Jan Waterhouse

Location: 121 SHL

Minutes: February minutes were approved

Announcements: none

UI Staff Council

- 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.
 - If you have any questions, please contact the CoE HR Team
- Working at Iowa Survey
 - <https://www.engineering.uiowa.edu/college/faculty-and-staff/working-iowa-survey>
 - Report shows that certain aspects are improving, while others remain fairly constant.
 - High participation rate of 79%, which is higher than the UI average.
 - College of Engineering was a pilot project for a research project by a College of Business researcher.
 - CoE had an additional 9 survey questions that measured actual engagement levels and drivers. These correlated with Q14, Q16, and Q9. CoE had an engagement score of 7 on a scale of 1-10. Results showed that we should focus on these areas to increase engagement.
 - Jan asked for feedback on what are our strengths and weaknesses as a college
 - Strengths
 - Refer to the report
 - High scored areas such as Q1, Q13, Q16, etc.
 - Areas of opportunity for improvement
 - Supervisor training for faculty and staff
 - Internal supervisor training program coming this summer. More details to be released in the next couple months
 - Team conversations about work balance, what everyone is working on, and understanding other individuals roles in the organization and in your unit
 - HR team will continue to report back on this

Finance Director Report (April):

1. End of the fiscal year is only three short months away! Make sure encumbrances are being reviewed and closed if needed, accounts are reconciled, etc. I will be sharing deadlines with the department administrators as they become available.
2. The budget process for FY18 continues as the University develops a new budget model. Alec and I are involved in the process, similar to other collegiate Deans and Business Officers. As things finalize, information will be shared. Any questions until that time can be directed to myself or Alec.

Mar 2017

Committee Reports:

- **Executive:** none
- **Elections:**
 - We are looking for 6-7 new members to replace the outgoing group
 - Names to Eric by April 14th
 - Cookies, April 5th (later moved to Monday, April 10th)
- **Staff Awards:**
 - April 25th, 2017 in 1505 SC
 - Recipients have been decided
- **Social Events:**
 - Chili Cookoff – low attendance, but overall a good event. Possibly more promotion and making sure it is not scheduled near the end of the week before spring break.
- **Publicity and Communication:**
- **Welcome & Goodbye:**
 - **Leaving:**
 - **Welcome:**
- **Get to Know the College:**
 - Tour of the new SC Annex (work in progress)
- **Bylaws/Policies & Procedures:** none
- **Community Service:**

Old Business:

New Business:

Adjournment: Lisa Lang adjourned the meeting at 9:25 am

Submitted by: Megan Delaney

Next Meeting: 8:30 am April 26th, 2017

Location: 3210 SC

- performance reviews
- french reviews will be coming due soon!
- remind those around you

- staff - fairly consistent (overall year)
report shows last 3 survey reports (section 2)
organized by employee type. ^{supervisor actions} _{my work}

- overtime improving (non expectation) or remains
stagnant constant (most 3/4/5 point difference)

- until goals decreased slightly Q12, Q18

Elect - attach link to the report. must

- most are U wide - rather than unit or
dept specific

We need an additional (pilot project) 9 survey
items related to research by a CoB research
collect

- 9 items measured actual engagement
looks the others were about
engagement drivers - ~~add~~

- interesting thing from that correlated

"directly
engagement"

high engagement scores w/ Q14, Q16 & Q9

- engagement score 7.7/10 engaged
most of the time

- suggests focusing on these three items to
increase engagement

Other - high participation rate 79% - higher
than University wide

areas of strength (celebrate)

- ~~at the moment~~ work balance

(improvement?)

what can we work on?

- training for ~~staff~~ focus by us

staff as supervisors that are given

- more training for how to be a good

- team conversation about work balance

Shirley H's by because of Shared Services & TIER changes. we took it in September

the team will keep reporting back.

- supervisor session for COE coming

- April - add in her work.

Elections - 7 positions

→ Eric Rosatam - who does the election will be out of the office late April

→ Call for nomination - more & up.

- looking for wording

- nominate Eric by April 14th Friday

- close election

Cookies - ^{wednesday} April 5th deadline the 12th ^{at 11} ~~noon~~ for nomination

for UT Staff Council & ESAC

Chili Cook-off - low attendance - later date
2 chili's, lots of Com Dreci.

Get to know the college tour for dinner
Day - no response

Staff awards for all but community
engagement awards have been chosen
and good.

2021

Staff Council

- in depth ^{about} conso ~~del~~ Budget
- Megan Haines Gura let values update
 - sick days new ~~del~~ ~~del~~ ~~del~~
 - 2006 to 2014 \$15

43 - 66 nation

57 43 excels

51 65 fruit / 104

79 - 86 stress

93 - 97 non smoking

Cheryl Reardon - update

→ Terry Johnson - past incremental approach to
RCM method.

Engineering Staff Advisory Council

March 23, 2017 8:30 a.m.

121 SHL

1. Call to order
2. Introductions
3. Approval of minutes from previous meeting
4. Announcements
5. Impromptu new business items for this agenda Liaison committee reports
 - a. UI Staff Council meeting
 - b. HR Director Jan Waterhouse -WAI report
 - Review survey report at <https://www.engineering.uiowa.edu/college/faculty-and-staff/working-iowa-survey>
 - Think about areas of strength and areas for improvement based on the survey results.
 - Bring ideas about next steps to take in response to the survey report.
 - c. Finance Director April Tippet
6. Committee reports
 - a. Executive
 - b. Elections - update
 - c. Staff Awards - update
 - d. Social Events
 - e. Publicity and Communication
 - f. Welcome/Goodbye
 - g. Get to Know the College
 - h. Bylaws/Policies & Procedures
 - i. Community Service
7. Old Business –
8. New Business
 - a. Items form the floor

Next meeting

April 27, 2017; 8:30am

Location: TBA

ESAC										Non-ESAC				
	Joshua Atcher	Christopher Fomon	Sarah Lobb	Jennifer Portwood	Kimberly Lebeck	Lisa Lang	Megan Delaney	Robert Johnson	Blake Rupe	Wendy Brenner	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	
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			