

ESAC Meeting Minutes: 5/25/2016 1

Draft

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

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

Location: 202 ERF

Minutes: April minutes were approved

Announcements: Wendy Brentner has resigned from ESAC.

UI Staff Council

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

HR Director Report (Jan):

- Talent @ Iowa
 - Leave Management
 1. Medical Leave (FMLA) requests and processing will be centralized and processed through UI Faculty and Staff Disability Services (FSDS) in central HR.
 - Transition will be staggered, with one or two orgs moving a month, prioritized by the workload and level of service of the HR manager.
 - Two proposed requirements
 1. Updated job description for all individuals who take leave
 2. Training for supervisors to recognize the FMLA "triggers" to refer faculty and staff to FSDS as needed.
 - Approval of the new Instructional Track Policy
 - Levels
 1. Lecturer
 2. Associate Professor of Instruction or Practice
 3. Professor of Instruction or Practice
 - New job codes coming
 - More information to come

Finance Director Report (April):

- As of today, no budget for FY18. It should be released within the next week or two

Committee Reports:

- **Executive:** Meeting with Alec on June 22nd
- **Elections:**
 - Email announcing new ESAC members will be sent out shortly
 - June ESAC meeting with current and new members
 - Sarah has requested photos of the new members to put on SC displays

May 2017

New Business:

- Committee chairs will submit their yearly report to Lisa by mid-June

Adjournment: Lisa Lang adjourned the meeting at 9:35 am

Submitted by: Megan Delaney

Next Meeting: 8:30 am May 25th, 2017

Location: 4511 SC

MRP

- announcement - 8:30
- resignation Wendy Brenner

Staff Council
Cheryl Reardon.

- TALENT @ Iowa handout.
- Jobs @ Iowa will be revamped.
- Ph 3 started in July
- Margarit - new talent acquisition director
- advertising IACT - track costs.
- FRIC -
- elections - new pres^{ct} - John Lavery (admin)

Jan - HR - update.

- Talent @ Iowa - leave management
 - recommend medical leave to be centralized to central HR.
 - voluntary, we will do that.
 - Slow transition. 2 or 3 months prioritized by HR director workload.
 - Nathan Stuckey fault staff medical leave.
 - any medical leave.

- 1) - will need an updated job description
- 2) all supervision train to recognize the triggers for FMLA. to refer them to medical leave.

- Instructional track policy did pass

- instructional track fault policy
- lecturer needs to pass a new policy - passed
- anyone who is a lecturer will transition
- new - lecturer (assistant prof or... eventually)

new job code.
select & assoc prof of instructor or practice
prof of instructor or practice

- certain voting rights, not same as full faculty.
- more instructor topics.

- April HPR. note - add in.

Electments - ~~EA~~

- email announcing new rps
- June welcome - ~~letter~~
- Reuter
- Marek ~~debra~~ Rachel
- Johannes, Ash (HPR) confirm before we send out.
- Denise Kristina
- Rochneman. angie
- Dawn Marshall
- Varbell Under (org rps) 6/1/17 staff council
- photos to advertise new appts.

Staff awards -

- could be done differently without one ballot after the other
- personal & professional service - (volunteer) do we want to expand it.
- serving on a professional board
- get wording from faculty letter
- change from dept to college or U. community on a whole.
- (Committee, task force,
- time period (long term or one big event) both quality - specify. special project, could quality.
- Setup a draft - to comment on during the meeting. (hard - distinctive, less - distinctive)
- promote during the year. like HPR May-Feb.

- Chairs - submit reports to Lisa by mid-June.
report saying what we did.

Social events:

- Big Game - went well. 30 ppl.
- \$1100 spent. 2800 we could have spent.
- Location was great.
- ^{Josh} Kim went early to "claim a spot"
- lots of good feedback. interest in doing it again, maybe something more regular.
- "first Thursday of the month" meetup.
- could be something going forward.

Publicity.

- Adelle

Welcome / Goodby:

- Donna Feldner - MIE
- Nancy Hamel PLTW
- Rosemary Tivari - IHR
- put up on the internet or email monthly letting know of step changes.

GT KTC - good turnout about 20

- good turnout
- Doug did great (of course)

Community Service Bulaws

- by laws moved
 - long list of docs that haven't been moved
 - proposed goals / where can we get in what can we do better
 - talk about goals for next group. how do they fit.
- flip over →

Delaney, Megan R

From: Tippet, April L
Sent: Thursday, May 25, 2017 7:46 AM
To: Delaney, Megan R
Subject: ESAC

I will not be at ESAC this morning. I have no budget updates since I still do not have my budget for FY18. I anticipate receiving that number after the BOR telephonic meeting in early June.

April

ESAC Meeting Attendees 5/25/2017

1. Jonah Portwood
2. Steffeb
3. Jan W. Kerkhove
4. Kin Sebeck
5. Sara R. Lang
6. Megan Delaney
7. Christina
8. Joshua R. Athie
9. _____
10. _____
11. _____
12. _____

MRD

Engineering Staff Advisory Council

May 25, 2017 8:30 a.m.

202 ERF

1. Call to order
2. Introductions
3. Approval of minutes from previous meeting - *approved.*
4. Announcements - resignation
5. Impromptu new business items for this agenda Liaison committee reports
 - UI Staff Council meeting
 - HR Director Jan Waterhouse
 - Finance Director April Tippet
6. Committee reports
 - a. Executive
 - b. Elections - update
 - c. Staff Awards – Staff Community Engagement
 - d. Social Events- update
 - e. Publicity and Communication
 - f. Welcome/Goodbye
 - g. Get to Know the College - update
 - h. Bylaws/Policies & Procedures
 - i. Community Service
7. Old Business –
8. New Business
 - a. Items form the floor

Next meeting

June 22, 2017; 8:30am

Location: TBD