ESAC Meeting Minutes: 02/25/16

Call to Order: Dan Gilles (8:35 am)

Present: Harvest Ellis, Jennifer Portwood, Kim Lebeck, Daniel Gilles, Christopher Fomon, April Tippett, Joshua Atcher, Lisa Lang, Megan Delaney

Location: 4505 SC

- Minutes from January 28th, 2016 were approved.

Announcements:

- None

Finance/HR Director Reports:

- Jan was not present
- April gave a TIER Update.
  - An open forum will occur (March 4th) to discuss the intended TIER HR/Finance plan
  - There have been preliminary meetings with the implementation team (April Tippett, Doug Eltoft, Sonka Milan, Anton Kruger, and Dean Scranton.
  - A shared services group will handle pcard reconciliation, travel reimbursements, purchase orders, cash deposits, but individuals will keep their procurement cards and will continue making pcard transactions. Departments will also keep trip requests.
  - Team is still debating on the appropriate number of representatives for shared services
  - College of Engineering is aiming at a August 1st implantation date.
  - Persons who qualify can volunteer for the shared services position.
  - HR Representative will report to Jan, Shared Services will report to Debby Zumbach/Dani Weber

UI Staff Council Meeting Schedule

<table>
<thead>
<tr>
<th>Meeting time and location</th>
<th>Person</th>
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<tbody>
<tr>
<td>February 10, 2016 - 2:30 pm (2520D UCC)</td>
<td>Kim Lebeck</td>
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<td>March 9, 2016 – 2:30pm (2520D UCC)</td>
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<td>May 11, 2016 – 2:30pm (2520D UCC)</td>
<td>Megan Delaney</td>
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- Kim attended the February Meeting
  - Main Notes
    - The University of Iowa liveWELL program was awarded an honorable mention for the C. Everett Koop National Health Award. [http://now.uiowa.edu/2015/10/focus-employee-wellness](http://now.uiowa.edu/2015/10/focus-employee-wellness)
      - 75% faculty and staff participation in wellness programs
      - 73% PHA participants
      - 95% wellness participants report improved workplace satisfaction
      - 2.37:1 annual return on investment
      - Tobacco free campus
    - Revamped health coach program – only 3 visits vs previous 5
    - PATH FORWARD (formerly Staff Survey) [http://now.uiowa.edu/2016/02/path-forward-for-staff](http://now.uiowa.edu/2016/02/path-forward-for-staff) - requests input from staff through surveys and the Path Forward team focuses in on the root issues and action items necessary to address these issues. These recommendations are made to the University’s newly formed Strategy Implementation Team ([http://president.uiowa.edu/leadership/strategy-implementation-team](http://president.uiowa.edu/leadership/strategy-implementation-team)) and Operations Team ([http://president.uiowa.edu/leadership/operations-team](http://president.uiowa.edu/leadership/operations-team))
• Topics discussed: Parking (time, increasing costs, access), supervisor review, communication, cultural bias, family leave, staff endowment with foundation
• Other shared governance groups will be developed as well
  ▪ P&S Compensation – Kevin Ward – 5 years since the new class restructuring
  ▪ Gathered data through surveys, matched data with 225 jobs, went through % of pay where it falls, below zone/ at zone / above zone/ above max zone and how that related with performance – those with distinction and commendable reviews need raises
  ▪ TIER Discussion with the dean, VP Research has implemented their shared services team
  ▪ Board of Regents President will attend March Meeting

Committee Reports:

• Executive: Dan schedule a meeting with the Dean Scranton in the next few weeks, tentatively planning on a date in May (ESAC typically meets with the Dean once per semester)
• Elections: Dan will contact Eric Rosswow
• Staff Awards: Start reviewing submissions March 28th to allow two weeks of review before the awards event
• Social Events: Chili cookoff – date TBD – ESAC will provide cornbread, bowls, spoons, crackers, and cups for tasting.
• Publicity and Communication: Advertise staff awards.
• Welcome & Goodbye: Signed new cards, Alejandro Castro, IIHR (leave), David Herwaldt, IIHR (new), Austin Brockman, IIHR (new)
• Get to Know the College: April date for the CCAD, VR presentation.
• Bylaws/Policies & Procedures: none
• Community Service: None

Old Business: none

New Business: None

Adjournment: Dan Gilles adjourned the meeting at 9:20 am

Submitted by: Megan Delaney

Next Meeting: 8:30 am, March 31st, 2016
Location: 340E Trowbridge Hall
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<tr>
<th>Position</th>
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<tr>
<td>Executive</td>
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<td>Troy Lyons</td>
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Engineering Staff Advisory Council
February 25, 2016, 8:30 a.m.
121 SHL

1. Call to order @ 8:35
2. Approval of minutes from previous meeting
3. Announcements - none
4. Impromptu new business items for this agenda - none
5. Liaison committee reports
   a. UI Staff Council Meetings
      
      | Meeting time and location | Person   |
      |---------------------------|----------|
      | January 13, 2016 – 2:30pm (2520D UCC) | Dan Gilles |
      | February 10, 2016 – 2:30pm (2520D UCC) | Kim Lebeck |
      | March 9, 2016 – 2:30pm (2520D UCC) | Dan Gilles |
      | April 13, 2016 – 2:30pm (2520D UCC) | Lisa Lang |
      | May 11, 2016 – 2:30pm (2520D UCC) | Megan Delaney |
   b. HR Director Ian Waterhouse: Updates/comments
   c. Finance Director April Tippett (present)
6. Committee reports
   a. Executive - Need to schedule a meeting with Dean Scranton (Last one was May 2015, Bylaws stipulate meeting at least 2 times/year) - will contact in May
   b. Elections – Contact with Eric Rosnow (eric-r-rossow@uiowa.edu)
   c. Staff Awards – Nominations have been sent, website updated by Kim, Update from Lisa Lang
   d. Social Events – Chili or Soup cook-off
   e. Publicity and Communication – Staff Award Advertisements
   f. Welcome/Goodbye – Ask Hansen please, Vern Elliott, Ailsa Coon
   g. Get to Know the College – CCAD, VR presentation of SC Addition
   h. Bylaws/Policies & Procedures
   i. Community Service

Old Business

8. New Business
   a. Items from the floor

9:20 end.

Next meeting
March 31st 2016, 8:30am
Location: TBD

April - Tier - Prov inc mtg
college vi implementation
team - how many people will each team need
swt, RA's, etc. will be scheduled something out this week
not training people around
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- **Executive**:
  - PRES: Member
  - TREAS.: Member
  - VICE: Chair
  - SEC.: Member

- **Elections**:
  - Member: Chair

- **Staff Award Evaluation**:
  - Member: Chair

- **Social Events**:
  - Chair: Member

- **Publicity**:
  - Member: Chair

- **Welcome/Goodbye**:
  - Chair: Member

- **Get to Know the College**:
  - Member: Chair

- **Bylaws/Policies**:
  - Member: Chair

- **Community Service**:
  - Member: Chair
Joan Troester LiveWell

- Won an award - Value on investment model
- 10 years - 2016
- Tobacco-free campus
- Revamped health coach program - only 3 visits
- Question re: parking
- Will be speaking w/ parking
- Path forward (formerly Staff Survey)
- How do we lessen preoccupation w/ careers
- How are supervisors rated
- Communication
- Cultural bias
- Family leave

- Other shared governance groups will be required to develop as well

- 9+5 Compensation - Kevin Ward - 5 years since new
- Gather data & recalibrate every 15 surveys used
- Match data on 225 jobs

- Went through % of pay where it falls
- Below zone in zone above & above max & also w/ performance - those w/ dist
- A commendable need for raises

- Tier talking to Deans, VP Research, going through
- Reached out to other staff council & BOR meeting
- BOR President will be attending in March
February 25th ESAC M76

Megan Delaney
Harriet Ellis
Jenny Dunaway
Kim Libatk
Diane Ellis
Christopher Faron
Aggie Tippett
Joshua Anisk
Lisa K. Feng