ESAC Meeting Minutes: 03/31/16

Call to Order: Dan Gilles (8:30 am)

Present: Jennifer Portwood, Jan Waterhouse, Joshua Atcher, Lisa Lang, Sarah Williams, April Tippett, Harvest Ellis, Daniel Gilles, and Megan Delaney

Location: 340E Trowbridge Hall

- Minutes from February meeting were approved (after a few minor changes).

Announcements:

- None

Finance/HR Director Reports:

- Jan contributed to the UI Staff Council Notes – please see below.
- April gave a TIER Update.
  - Individuals who qualify for the positions have been contacted and will meet with accounts payable to discuss the positions and gain a better idea of what to expect
  - There will be two HR Professionals for the College of Engineering, one for the research centers and one for the academic departments. They will focus on higher level HR – leave management, on boarding, immigration. They will report to Jan.
  - There will be five shared services positions that focus on financial transactions such as e-vouchers, preqs, procurement card vouchers, cash handling. Two for IIHR, one for CCAD, and two for the academic departments. These persons will be located within the college or close to the groups they support. They will report to Debby Zumbach/ Dani Weber (Accounts Payable).
  - Outside of COE, volunteers have been strong, in the end 23 volunteers for 22 positions. For the COE, 18 persons qualify for the 7 shared services positions.

UI Staff Council Meeting Schedule

<table>
<thead>
<tr>
<th>Meeting time and location</th>
<th>Person</th>
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<tr>
<td>March 9, 2016 – 2:30pm (2520D UCC)</td>
<td>Dan Gilles</td>
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<td>April 13, 2016 – 2:30pm (2520D UCC)</td>
<td>Lisa Lang</td>
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<td>May 11, 2016 – 2:30pm (2520D UCC)</td>
<td>Megan Delaney</td>
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- Dan attended the February Meeting

UI Staff Council Notes (3/10/2016)

By: Dan Gilles

1) Welcome, Attendance & Minutes Approval
   a) Regent President Rastetter’s visit has been postponed, he will attend a meeting in April

2) Council Work Session and Path Forward Update
   a) Committee Self-Assessment is going well, 1st round of items submitted
   b) They need a different way of making decisions and deciding what topics to discuss. Example – The Johnson County minimum wage discussion used up a lot of time
   c) The Strategic Implementation and Operations plans are on the President’s Website (president.uiowa.edu) for the strategic plan
   d) The council completed committee self-assessment during the meeting time
   e) It was suggested that they look at peer institutions for strategic plans (Rutgers, Univ. of Wisconsin)
3) TIER Update – Laura McLearan (TIER Liaison)
   a) Drivers – Competition, stakeholder expectations, financial, and peer trends
   b) Opportunities – align with strategic priorities, reinvest in core missions, self-implement
   c) Reduce Administrative burden
   d) Control our destiny through self-implementation
   e) Able to customize based on college needs
   f) Savings generated by TIER will stay in the Colleges
   g) Equal or better value for core Administrative Services
   h) Current and Future Strategies
      i) Academics Area – Starts Spring 2016
      ii) Sourcing and Procurement
      iii) University Shared Services – Aug 2017 Completion
      iv) Human Resources – Sept 2016
      v) IT – Completion 2018
   i) What to Expect in Implementation
      i) Planning
      ii) Discovery
      iii) Recommendations
      iv) Workforce Planning
      v) Implementation
      vi) Post-Implementation
   j) TIER Examples – IT
      i) Dell purchasing agreement saves UI $90K/yr
      ii) College of Law saved $247K (39% Reduction)

4) Strategic Operations & Priorities for HR Update – Kevin Ward
   a) Draft charge – To assess and make recommendations for Strategic direction and priorities of Central HR
      functions and services supporting the UI Mission.
   b) Task Force Member’s List (some Vacancies that need to be filled, UI Staff Council would like to make
      recommendations for vacancies)
      i) *Update by Jan – Jan is part of the group. The goal is to review high level, central HR (not TIER HR). Currently*
         *setting up subcommittees. Jan will report back.*
   c) Estimated Timeline
      i) Planning – Feb 2016
      ii) Discovery – March – June 2016
      iii) Recommendations – July 2016

5) Performance Reviews – Teresa Kulper
   a) Performance and Engagement (Working@Iowa)
   b) Issues – Self-Evaluation keeps getting forwarded to supervisors. The supervisor can just keep returning to the
      employee.
   c) Engagement comes from: meaning, support and development
   d) What kinds of goals would make a difference in engagement?
   e) Employee Development and the 70/20/10 rule –
      i) 70% comes from Experimental Learning
      ii) 20% comes from coaching
      iii) 10% comes from formal learning
   f) Cascading Goal Discussion – Supervisor can cascade goals to supervisees
   g) The UI Core Values are currently just 7 words (Excellence, Learning, Community, Diversity, Integrity, Respect,
      and Responsibility) – can we add more descriptors to enable people to make goals

6) HR Update – Kevin Ward
a) Johnson County minimum wage – will be met or exceeded by housing department in order to retain talent  
b) There is currently a proposal or rule making occurring regarding the Fair Labor Standards Act that would require anyone currently making <$43,000 (Jan reported it may be closer to $50,000) on salary would have to be paid on an hourly basis so they could incur overtime  
c) Should travel be charged hourly?  
d) We will need to look more closely at what hours would count.  
e) This FLSA change could affect several pay grades, if it is approved, UI would only have ~60 days (2 Pay periods) to enact new rules  

7) Suggestion to move Kevin Ward to the top of the agenda for future sessions, due to his important topics getting rushed at the end of the meetings.

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Committee Reports:  
- **Executive:** Dan will schedule a meeting with Dean Scranton, tentatively the first week in May (preferred morning).  
- **Elections:** Treat day coming up to advertise the opening ESAC positions (tentatively scheduled for Admin Professionals Day April 27th). Planning on cookies and more cookies.  
- **Staff Awards:** Deadline extended, looking for additional nominations  
- **Social Events:** Chili/Soup Cook-off – April 27th over the lunch hour in 2520D UCC. Josh will work with Chris to advertise.  
  - Also discussed a social/happy hour after work for COE faculty/staff. Depending on funds available, ESAC would provide snacks/starts/hors d’oeuvres, individuals can purchase their drink of choice.  
- **Publicity and Communication:** Advertise Chili Cook off and the Get to Know the College events.  
- **Welcome & Goodbye:** IIHR Derek Chang and Joshua Randall are leaving  
- **Get to Know the College:** Upcoming CCAD/VR Presentation April 19th, tentatively 2:30 pm, if there is enough interest we will schedule times for groups to come through.  
- **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, April 28th, 2016  
Location: 202 ERF
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<tr>
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Engineering Staff Advisory Council  
March 31, 2016, 8:30 a.m.  
340E Trowbridge Hall

1. Call to order 8:30 a.m.
2. Approval of minutes from previous meeting - approved.
3. Announcements – Research Open House Judges Needed
4. Impromptu new business items for this agenda
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 Jan Waterhouse: Updates/comments
   c. Finance Director April Tippett (TBD - see note)
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)
   b. Elections – treat day advance ESAC opening Ceremony (Dan will pick a time)
   c. Staff Awards – Nominations Due March 25th, Extending deadline
   d. Social Events – Chili/Soup Cook-off – end of April 27th Wednesday @ UCC 2520D
   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 from the floor

9:20 a.m.

Next meeting  
April 28th 2016, 8:30am  
Location: TBD  
CCAD
UI Staff Council Notes (3/10/2016)

By: Dan Gilles

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   b) Task Force Member’s List (some Vacancies that need to be filled, UI Staff Council would like to make recommendations for vacancies) – Jan is finalizing. Review all candidates. Finalized list by April.
   c) Estimated Timeline
      - Spring – Campus (hospital + main campus) forms
      - Summer – Separate, Higher Level, no IT presentations
      - Fall – New Standing Committees are being set up, Jan will report back.
      - They want recommendations this summer.
i) Planning – Feb 2016
ii) Discovery – March – June 2016
iii) Recommendations – July 2016

5) Performance Reviews – Teresa Kulper
   a) Performance and Engagement (Working@Iowa)
   b) Issues – Self-Evaluation keeps getting forwarded to supervisors. The supervisor can just keep returning to the employee.
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Shared service - financial has a foot in every pot, PLU can

cash handle.

5 positions - 2 HR, 1 CLAD (NAADS), 2 academics

located within the college within close proximity

two support.

Davi: cocker / Deborah Zumbach

means to ask questions, individual meetings

will use survey used last year to see

how their current role would change,

how we would do this for others remain

responsible.

Sign a volunteer form.

Outside COE - phone volunteers 14/22 23/22 needed.

Strong interest.

18 quietly - need 7
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