ESAC Meeting Minutes: 4/28/16

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

Present: Harvest Ellis, Kim Lebeck, Lisa Lang, Sarah Williams, Jan Waterhouse, Daniel Gilles, Megan Delaney

Location: 202 ERF

- Minutes from March meeting were approved.

Announcements:

- None

Finance/HR Director Reports:

- TIER update
  - 5 Positions Total for the College
    - 2 persons volunteered, one for CCAD and one for the COE
    - IIHR hiring 2 positions – reallocation of open lines, no new job lines
    - COE hiring 1 position – reallocation of open lines, no new job lines
  - Next steps – how will work be redistributed, who volunteered, and how will it look
  - HR – Discussing positions with those who are interested and qualified

- Campus Task Force – reviewing centralized HR Functions
  - Jan is on the Campus Input Subcommittee – will be requesting input in the near future. They are currently defining the scope of their questions.

UI Staff Council Meeting Schedule

<table>
<thead>
<tr>
<th>Meeting time and location</th>
<th>Person</th>
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<tbody>
<tr>
<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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- Dan attended the April Meeting
- Kim was elected to UI Staff Council

Committee Reports:

- Executive: Meeting with Dean Scranton Monday, May 2nd 9:00 am

- Elections: Treats and Flyers to be distributed May 4th, would like nominees by May 18th
  - Electronic ballots distributed no later than May 31st
  - Dan spoke with Eric Russo (manages the electronic voting system) to make sure we are ready for elections, he needs a week of notice
  - Max 11 ESAC members, we will advertise for 4 openings

- Staff Awards: Ceremony on 4/28 3:00 pm, Reception begins at 3:30 pm in UCC

- Social Events:
  - Chili/Soup Cook-off update – approx. 45 people attended, very well received
  - Discussed hosting an event outside of work, like a Kernels baseball game

- Publicity and Communication: Advertise upcoming elections

- Welcome & Goodbye: Angela Roemer (IIHR)

- Get to Know the College:
  - Update on CCAD, VR presentation held April 19th – 10-12 attendees

- Bylaws/Policies & Procedures: none
• Community Service: none

Old Business: none

New Business: None

Adjournment: Dan Gilles adjourned the meeting at 9:15 am

Submitted by: Megan Delaney

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

Location: Stanley Hydraulics Lab Conference Room (121 SHL)
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<th>ESAC</th>
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Engineering Staff Advisory Council
April 28, 2016, 8:30 a.m.
202 ERF CCAD Conference Rm

1. Call to order
2. Approval of minutes from previous meeting
3. Announcements
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
6. Committee reports
   a. Executive - Meeting w/ Dean Scranton Monday May 2\textsuperscript{nd}, at 9:00am
   b. Elections – Treats and Flyers to be distributed May 4\textsuperscript{th}, would like nominees by May 18\textsuperscript{th}
      i. Electronic ballots distributed no later than May 31\textsuperscript{st}
   c. Staff Awards – Ceremony on 4/28 3:00PM, Reception begins at 3:30PM
   d. Social Events – Chili/Soup Cook-off update
   e. Publicity and Communication
   f. Welcome/Goodbye
   g. Get to Know the College
      i. Update on CCAD, VR Presentation held Tuesday April 19\textsuperscript{th} – 10-12 attendees
   h. Bylaws/Policies & Procedures
   i. Community Service
7. Old Business
8. New Business
   a. Items from the floor

Next meeting
May 26\textsuperscript{th} 2016, 8:30am
Location: TBD
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ESAC mtg

Hans presented a recent machine

A group talk about vision & strategy

Transparency conversation - reaching goals/motivation

Attract more international students, funding, more diversity

Kevin talked:

- Join steering committee

- Full labor standard update

- Executive committee review

Path forward update

TIER

- Shared across 5 course wide 2 volunteers

- 2 TIER reallocation of open lines (no new)

- COE reallocation of Open line

- Internal searches, different search tab

HR:

- Next steps: now will jobs be realigned +

who are the volunteers

HR: Conversion with potential persons new & one
Campus task force - review & recommend SR functions
- Janice: en it. campus input subcommittee
- seeking input, wording on what they want

COE Awards & Recognition event
- UCC, 3:00 outside UCC

Monday May 2nd - summarize our activities, and
see what we want

Wed May 4th handout flyer for elections

appreciation

Dan write up with Eric - Eric Rauv (electronic voting system
manager)
need a well written, need bios, need list of all eligible voters

Max 11 members,

max 4 openings
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.

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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 McLean (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.

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
<table>
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<tr>
<th>Name</th>
<th>Position 1</th>
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ESAC Activities 2015-2016 (5/2/2016)

- Social Events
  - Board Game Lunch
  - Thanksgiving Potluck
  - Chili Cookoff
- Get to Know the College
  - Get to know OPL
  - Get to know the Seaman’s Center Expansion (CCAD’s Portal)
- Service
  - Welcome and Goodbye cards
  - River Cleanup
  - Food Drive (200 lbs, $180 for Johnson County Crisis Center)
  - HCAP Families
  - Research Open House Judges
- Staff Awards
  - Mary Sheedy Staff Excellence Award
  - The Staff Excellence Award for Research
  - The Staff Excellence Award for Service
  - Should we have an additional staff excellence award?
- Elections – we are planning to have 4 openings (11 total ESAC members)