ESAC Meeting Minutes: 10/27/2016

Call to Order: Lisa Lang (8:30 am)

Present: Joshua Atcher, Christopher Fomon, Robert Johnson, Lisa Lang, Kimberly Lebeck, Sarah Lobb, Blake Rupe, Megan Delaney

Location: 202 ERF

Minutes: August and September Minutes Approved.

Announcements:

- UI Staff Council Executive Team gave a brief presentation: https://uiowa.edu/staff/
  - Represents both Hospital and UI main campus
  - Function and Organization are separate
  - 15 Current sub-committees
  - Setting up meetings with various shared governance groups
  - Current projects:
    - New UI staff survey from the council
    - New supervisor training with 360 degree evaluation (from above and below)
    - Mary Jo Small awards and other recognition projects/programs
  - We need your help!
    - Encourage collaboration
    - Raise your issues
    - Help with the Path Forward initiatives
    - Nominate co-workers for awards
    - Help us focus on the positives
    - Communicate
  - Other Notes:
    - Staff Appreciation Grant Program - up to $300 total or $10 per staff member
      https://hr.uiowa.edu/recognition/staff-appreciation-grant
    - Workplace Matrix: who should I talk to?
    - Other Resources: https://uiowa.edu/staff/resources

Finance/HR Director Reports:

- HR Director Report: Sarah Lobb (for Jan Waterhouse)
  - FSLA
    - Employees affected have been contacted
    - Effective November 20th, 2016
    - The official COE overtime policy will be released soon

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• Staff Council Meeting Agendas and Minutes https://uiowa.edu/staff/meetings-and-agendas
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• Social Events:
  o Thanksgiving event
    ▪ Wednesday, November 30th in 2520D UCC
    ▪ 65 attendees last year and we ordered for 45, this year maybe order for 50?
    ▪ Vegetarian options will be offered (10-15 meals)
    ▪ Cutting board for the gift
• Publicity and Communication:
  o New COE website
    ▪ Plan is to start lean and re-build
    ▪ Long term goal – create an Intranet for COE employees
    ▪ Social Media Committee – is there an interest? Many in the room were interested.
    ▪ Onboarding committee discussion
• Welcome & Goodbye:
  o Leaving:
Welcome:

- Get to Know the College:
  - 3D printing Lab
  - Nicole Grosland’s lab is torn down, but could be an option in the Spring?
  - Stream Model in IIHR’s James Street Location – talk to Andy Craig or Troy Lyons

- Bylaws/Policies & Procedures: none
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Submitted by: Megan Delaney

Next Meeting: 8:30 am, November 17th, 2016

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Manuela Madura - U S C - Executive Team
- HR & IT side
- Functions Org are separate
- 15 current sub committees
- meets with shared governance group.
- Outreach efforts - to other IT groups/committees
  - current projects:
    - new UI/State survey from the council.
    - new supervisor training 360° eval - from above below.
  - Mary Jo Small Awards 1 p other projects /
    programs in the IT system
  - We need your help - tell us your issues
    - encourage collab
    - raise your issues
    - help with Pratt Forward group.
    - nominate co-workers for awards.
    - help us focus on the positive
    - communicate.

Staff Appreciation Grant program
- For up to $500 for an employee.
- Use place/Matrix (under reserves)
- Would love to come back.
Staff Council Meeting notes

- Kim
  - Cynthia Joyce - Stats - how many visit
  - Brian & Marco - Build art program

Cheryl Reardon -
- Transition to new strategy - build strong relationships
- IT
- Standardized training
- Manual success plan
- Contract HR IT
- Create an IT governance group
- Create a talent management program
  - H1B Pilot - Immigration will be doing
    - The majority of the work, from here
    - Responsibility is more on the employee
      - The individual wanting the visa.

She will do - Governance Council - 16 members.
  - She reports to the Pres.

FLSA - identified employees who are affected (post doc
  or whose density)
- Nov 20th, 2016
- Dec 1, 2016 for Post Doc
  - couple weeks before final
Shared Services:
- issues due + April by Nov 30
- any issues?

Staff Awards Committee:
- meeting to talk about new award
- and a how to work the new award, based on Mary's idea.

Social Events:
- UCE is booked for lunch
  - Tue Nov 29th - $5 for last year vs $7.50
  - check into STL seminar room
  - vegetarian option (10-15 meals)
  - chocolates for the gift
  - bring mason jars

Public go lean & build - Nov 3rd was go lean diet, we may be clearing back.
- build an intranet for all CDE individuals
- 5-6 month period plan and some important places maybe for nursing
- the dashboard & communicate
- make sure social media stuff
- social media committee
- onboarding committee
- training
Put to know the Cozy
- Erna Burchet 3D Lab.
- Nicole Grosland's lead is torn clean
  maybe spring?
  Kim waens on plan B.
- Stream model - look at currents &
  Scour - contact Andy Craig
  James Street Building in caravelle.

Adjourn 9:45
Engineering Staff Advisory Council
October 27, 2016, 8:30 a.m.
202 ERF

1. Call to order
2. Introductions
3. Approval of minutes from previous meeting (approved both 10/27/16)
4. Announcements
5. Impromptu new business items for this agenda
6. Liaison committee reports
   a. Short presentation- UISC University Relations Outreach Effort- Monica Madura
   b. UI Staff Council meeting
   c. HR Director Jan Waterhouse:
   d. Finance Director April Tippett
7. Committee reports
   a. Executive
   b. Elections
   c. Staff Awards
      • Schedule meeting
   d. Social Events
      • Thanksgiving luncheon
   e. Publicity and Communication
   f. Welcome/Goodbye
   g. Get to Know the College
   h. Bylaws/Policies & Procedures
   i. Community Service
      • Request for HACAP families has been submitted and families assigned.
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      • Recommendations for other events? Blood drive? ✓
8. Old Business –
9. New Business
   a. Items form the floor

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November 17, 2016; 8:30am
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**FY17**