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

Present: Jennifer Portwood, Kim Lebeck, Lisa Lang, Christopher Fomon, April Tippett, Wendy Brentner, Jan Waterhouse, Oscar Eduardo Hernandez Murcia, Robert Johnson, Sarah Lobb, Josh Atcher, Megan Delaney

Location: 4505 SC

Minutes: October meeting minutes will be approved at the next meeting.

Announcements:

- The new College of Engineering website went live. If you would like to add content, please contact Blake Rupe.
  - ESAC Webpage will need to be built back up. We will only have one page.

UI Staff Council (Kim) 11/12/16 Meeting

- Staff Council Meeting Agendas and Minutes https://uiowa.edu/staff/meetings-and-agendas
- Final UI Staff Council November meeting minutes will be attached once they are available

HR Director Report (Jan):

- Performance Reviews
  - Annual reviews are still due by the end of March.
  - The Goal tool will still be utilized (same vendor), but the performance review is a new internally developed system. The review is still competency and goal focused, but the new system as the ability to add attachments and automatically upload reviews to the e-personnel file.
- FSLA
  - Still working on the COE overtime policy
  - HR representatives are currently meeting with the affected employees and their supervisors
- Talent@Iowa
  - 40% of the HR community has volunteered to participate, in some capacity, in the implementation of the 24 projects of the Talent@Iowa initiative. Sarah Lobb, Sandy Gerard, and Jan Waterhouse (COE HR Team) are all participating.
    - One example of a Talent@Iowa project is a centralized immigration service. The individual requiring the service will work directly with the centralized immigration department, rather than working with the College of Engineering department representative. COE is taking part in a pilot program right now.

Finance Director Report (April):

- Feedback on Shared Services – There is an upcoming quarterly meeting with USS and Finance Directors to discuss what is working and what needs to be improved (training).
- Prelim Stats
  - TEVS have decreased an average of 6 days
  - Pcards have increased an average of 4 days
• There is an updated COE Finance procedure regarding what documentation is required for financial transactions. These requirements align mostly with University standards.
• Jan and April have been chosen to speak at the CUPA HR Conference on “Quiet Leadership”.

Committee Reports:

• Executive: none
• Elections: Voting issue has been resolved.
• Staff Awards: New award for research center staff needs to be written (this fall).
  o Jan, Sarah and Lisa will meet to discuss the award
• Social Events:
  o Thanksgiving event
    • Wednesday, November 30th in 2520D UCC
    • Vegetarian options will be offered (10-15 meals)
    • Cutting board for the gift
• Publicity and Communication:
  o New COE website
  o Chris will send out advertisements for the food drive and HACAP families
• Welcome & Goodbye:
  o Leaving:
  o Welcome:
• Get to Know the College:
  o Creative Space – Library – Kari Kozak
• Bylaws/Policies & Procedures: none
  • Community Service: Request for HACAP families has been submitted and families assigned. We are sponsoring two (3 and 4 member) families
    o Emails will be sent out the first week of December requesting donations (both requested gifts and gifts of money).
  • Food drive will be November 29th through December 9th. Megan and Lisa will distribute boxes. Megan and Lisa will coordinate the collection during the first week of December.
  • Recommendations for other events
    o Blood drive in the Spring

Old Business:

New Business:

Adjournment: Lisa Lang adjourned the meeting at 9:20 am

Submitted by: Megan Delaney

Next Meeting: 8:30 am, December 22nd, 2016
Location: 121 SHL
<table>
<thead>
<tr>
<th>Non-ESAC</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>April Tippet</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sheila Bilton</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Jan Waterhouse</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sarah Williams</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ben Brenner</td>
<td>Member</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wendy Blake</td>
<td>Member</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Robert Johnson</td>
<td></td>
<td></td>
<td>Member</td>
</tr>
<tr>
<td></td>
<td>Megan Delaney</td>
<td>SEC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ESAC</td>
<td>Lisa Lang</td>
<td>PRES</td>
<td>Chair</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Kimberley</td>
<td>TREAS.</td>
<td>Member</td>
<td>Chair</td>
</tr>
<tr>
<td></td>
<td>Jennifer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Sarah Lobb</td>
<td>VP</td>
<td>Chair</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Harvest Ellis</td>
<td></td>
<td>Chair</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Christopher Fomon</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Joshua Archer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Executive</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elections</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Staff Award</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Evaluation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Social Events</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Publicity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Welcome/Goodbye</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Get to Know the College</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Bylaws/Policies</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Community Service</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ESAC Meeting Minutes: 11/17/2016

(DRAFT)

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

Present: Jennifer Portwood, Kim Lebeck, Lisa Lang, Christopher Fomon, April Tippett, Wendy Brentner, Jan Waterhouse, Oscar Eduardo Hernandez Murcia, Robert Johnson, Sarah Lobb, Josh Atcher, Megan Delaney

Location: 4505 SC

Minutes: October meeting minutes will be approved at the next meeting.

Announcements:

- The new College of Engineering website went live. If you would like to add content, please contact Blake Rupe.
  - ESAC Webpage will need to be built back up. We will only have one page.

UI Staff Council (Kim) 11/12/16 Meeting

- Staff Council Meeting Agendas and Minutes [https://uiowa.edu/staff/meetings-and-agendas](https://uiowa.edu/staff/meetings-and-agendas)
- Final UI Staff Council November meeting minutes will be attached once they are available

HR Director Report (Jan):

- Performance Reviews
  - Annual reviews are still due by the end of March.
  - The Goal tool will still be utilized (same vendor), but the performance review is a new internally developed system. The review is still competency and goal focused, but the new system as the ability to add attachments and automatically upload reviews to the e-personnel file.

- FSLA
  - Still working on the COE overtime policy
  - HR representatives are currently meeting with the affected employees and their supervisors

- Talent@Iowa
  - 40% of the HR community has volunteered to participate, in some capacity, in the implementation of the 24 projects of the Talent@Iowa initiative. Sarah Lobb, Sandy Gerard, and Jan Waterhouse (COE HR Team) are all participating.
    - One example of a Talent@Iowa project is a centralized immigration service. The individual requiring the service will work directly with the centralized immigration department, rather than working with the College of Engineering department representative. COE is taking part in a pilot program right now.

Finance Director Report (April):

- Feedback on Shared Services – There is an upcoming quarterly meeting with USS and Finance Directors to discuss what is working and what needs to be improved (training).

- Prelim Stats
  - TEVS have decreased an average of 6 days
  - Pcards have increased an average of 4 days
• There is an updated COE Finance procedure regarding what documentation is required for financial transactions. These requirements align mostly with University standards.
• Jan and April have been chosen to speak at the CUPA HR Conference on “Quiet Leadership”.

Committee Reports:
• Executive: none
• Elections: Voting issue has been resolved.
• Staff Awards: New award for research center staff needs to be written (this fall).
  o Jan, Sarah and Lisa will meet to discuss the award
• Social Events:
  o Thanksgiving event
    ▪ Wednesday, November 30th in 2520D UCC
    ▪ Vegetarian options will be offered (10-15 meals)
    ▪ Cutting board for the gift
• Publicity and Communication:
  o New COE website
  o Chris will send out advertisements for the food drive and HACAP families
• Welcome & Goodbye:
  o Leaving:
  o Welcome:
• Get to Know the College:
  o Creative Space – Library – Kari Kozak
• Bylaws/Policies & Procedures: none
  • Community Service: Request for HACAP families has been submitted and families assigned. We are sponsoring two (3 and 4 member) families
    o Emails will be sent out the first week of December requesting donations (both requested gifts and gifts of money).
  • Food drive will be November 29th through December 9th. Megan and Lisa will distribute boxes. Megan and Lisa will coordinate the collection during the first week of December.
  • Recommendations for other events
    o Blood drive in the Spring

Old Business:

New Business:

Adjournment: Lisa Lang adjourned the meeting at 9:20 am

Submitted by: Megan Delaney

Next Meeting: 8:30 am, December 22nd, 2016

Location: 121 SHL
<table>
<thead>
<tr>
<th>Non-ESAC</th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Button Sheila</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weatherhouse Jan</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Williams Sarah</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bremer Wendy</td>
<td>Chair</td>
<td></td>
<td>member</td>
<td></td>
</tr>
<tr>
<td>Blake Ripe</td>
<td></td>
<td></td>
<td></td>
<td>member</td>
</tr>
<tr>
<td>Johnson Robert</td>
<td>SEC.</td>
<td>Member</td>
<td></td>
<td>Member</td>
</tr>
<tr>
<td>Delaney Megan</td>
<td>PRES.</td>
<td>Chair</td>
<td>member</td>
<td>Chair</td>
</tr>
<tr>
<td>Lang Lisa</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lebek Kimberty</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Portwood Jennifer</td>
<td>TRES.</td>
<td>Member</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lobb Sarah</td>
<td>VP</td>
<td>Member</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ellis Harvest</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fomon Christopher</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Archer Joshua</td>
<td>Executive</td>
<td>member</td>
<td>Chair</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Elections</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Staff Award</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Evaluation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Social Events</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Publicity</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Welcome/Goodby</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Get to Know</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>College</td>
<td></td>
<td></td>
<td>Community</td>
</tr>
<tr>
<td></td>
<td>Bylaws/Policies</td>
<td></td>
<td></td>
<td>Service</td>
</tr>
</tbody>
</table>
Ilana Podweert
Kim Lebede
Lisa K. Tang
Christine Twin
April Tippet
Wendy Brentner
Ian Waterhouse
Oscar Eduardo Hernandez Murcia
Robert Johnson
Sarah Lobbs

John R. Ota
Megan Delaney
1. Call to order
2. Introductions
3. Approval of minutes from previous meeting
4. Announcements
5. Impromptu new business items for this agenda
6. Liaison committee reports
   a. UI Staff Council meeting
   b. HR Director Jan Waterhouse:
   c. Finance Director April Tippett
7. Committee reports
   a. Executive
   b. Elections
   c. Staff Awards
   • Sarah Lobb will set up the meeting for committee
   d. Social Events
   • Thanksgiving luncheon, Nov. 30th, 2520D UCC
   e. Publicity and Communication
   f. Welcome/Goodbye
      • New: John Ryan
      • Leaving:
   g. Get to Know the College
   h. Bylaws/Policies & Procedures
   i. Community Service
      • 2 HACAP families for this year
      • Food drive will be for two weeks between Thanksgiving and Christmas – boxes
   located
   • Recommendations for other events
8. Old Business –
9. New Business
   a. Items form the floor

Next meeting
December 22, 2016; 8:30am
Location: TBA
<table>
<thead>
<tr>
<th>ESAC MEMBERS</th>
<th>Non-ESAC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joshua Atcher</td>
<td>Blake Rupe</td>
</tr>
<tr>
<td>Wendy Brentner</td>
<td>April Tippett</td>
</tr>
<tr>
<td>Megan Delaney</td>
<td>Ian Waterhouse</td>
</tr>
<tr>
<td>Christopher Fonon</td>
<td>Sarah Williams</td>
</tr>
<tr>
<td>Robert Johnson</td>
<td>Sheila Britton</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Executive</th>
<th>Sec</th>
<th>Pres</th>
<th>Vice-</th>
<th>Treasurer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Mem</td>
<td>Mem</td>
<td>Mem</td>
<td>Mem</td>
</tr>
</tbody>
</table>

| Elections | Mem | Chair | Mem   | Mem       |

| Staff Award Evaluation | Mem | Chair | Mem   | Mem       |

| Social Events | Chair | Mem | Mem | Chair | Mem |

| Publicity | Chair | Mem | Chair | Mem |

Welcome/Goodbye: Chair

Get to Know the College: Chair

Bylaws/Policies: Chair

Community Service: Chair

Other:

Oscar Hernandez
ESAC 11/17/16 Notes.

Minutes - correct Sarah's name (check everyone)
  put in talent link in Talent@Iowa.
  resend out after corrections.

Announcements - new
  New business - cease
  website went live, if you need
  content up, please let Blake know.
  ESAC is down to one line, we will
  need to build it back up.

Committee Reports.

Staff Council
  Bruce Harrelson spoke
  - Rankings & how they have changed
    he wants to change them.
  - Resources & how GEE is distributed between colleges.
  - Minor to University & faculty salary
    - caution blaming the state & BOR
    - we need to push the envelope
    - Intrinsic budget is good.
  - Ax receive allocation, more dean
    control over funding. Deans
    should participate more.
  - Leadership lessons - trees are
    staying who we are.
  - ethics - do the right thing regardless
    of the red tape.
- fostering action within college groups. Change teams.
- cultural change.
- focus on small groups & small governance groups.
- teams should joint some of these to better push the issues.
- Diversity
- to increase faculty diversity: wired above?
- Trans community & Dreamer group:
- Nick

Cheryl Bearden - Dino
- Director of talent acquisition - not applicants.
- new performance management system
- Erra Christiansen (outreach & engagement)

Jan - Performance Reviews
- timeline on stay in
- annual review - deadline is the end of March.
- tool is still being used by some vendor.
  But new performance tool:
- still competency & goal focused
- lacks attachment option
- they will be automatically uploaded to the e-personnel files.
Jan 4th
- FSAH - still working on overtures, meetings are happening
- 20-25 people per
- non exempt staff are not able to vote unless there is written approval
- Talent@ Iowa - 40% hr commute

Recommend: have stepped process to participate in implementation. Sarah, Sandy & Jan are all involved with implementation.

April
- Harids - resource allocation director
  - Delegating all BO are meeting with him to assess how it should be allocated.
  - Budget presentation feedback will be more integral.
- Feedback on Spend SEnes
- Quarterly meeting with USS & finance director
- Things that are not going well, training for US$ (deposits at PIM)
- Weekly start
- TEU (decrease an average 6 days)
- Pearl + 4 days, more back + farm.
- Amtos (US$) on also auditing + auditing them back to US$ person.
- April update COE, finance procedures + client attachments we keep in

COE,
- Jan + April on speedier at CUPA HR.
- They will need on "Quit Leadership" help filling a room for practice presentation.

Election - Elen Lisa open with for Dan, issue should be resolved.
- Staff award - Jan, Sarah, and Lisa will meet and talk about new award.
- Social event - Nothing is being executed all is set.
- McLean only menu Jan.

- FOR NADS (Lisa)
- December
Food Driv - actual 28th May
- Lisa will distribute boxes, Megan will help.

GT/TC - Makers space / Creative space.
Library - Kari Koza
- Note date get, will we will.

Community Service -
- Send out email - join it.
- Send out information on the garden.
Include $ request for food, we can
have someone with a budget.
Request for funds.
- Find best email for good service.
- Send out email to include a list
of items.
- Blood drive in the spring.

Old business? new
New

Adjourn: 9:20