ESAC Meeting Minutes: 3/23/2016

Draft

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

Present: Joshua Atcher, Sarah Lobb, Jennifer Portwood, Kim Lebeck, Lisa Lang, Megan Delaney, Jan Waterhouse

Location: 121 SHL

Minutes: February minutes were approved

Announcements: none

UI Staff Council

- Staff Council Meeting Agendas and Minutes https://uiowa.edu/staff/meetings-and-agendas

HR Director Report (Jan):

- Performance Reviews
  - Annual reviews are due by the end of March.
  - If you have any questions, please contact the CoE HR Team
- Working at Iowa Survey
  - https://www.engineering.uiowa.edu/college/faculty-and-staff/working-iowa-survey
  - Report shows that certain aspects are improving, while others remain fairly constant.
  - High participation rate of 79%, which is higher than the UI average.
  - College of Engineering was a pilot project for a research project by a College of Business researcher.
    - CoE had an additional 9 survey questions that measured actual engagement levels and drivers. These correlated with Q14, Q16, and Q9. CoE had an engagement score of 7 on a scale of 1-10. Results showed that we should focus on these areas to increase engagement.
  - Jan asked for feedback on what are our strengths and weaknesses as a college
    - Strengths
      - Refer to the report
      - High scored areas such as Q1, Q13, Q16, etc.
    - Areas of opportunity for improvement
      - Supervisor training for faculty and staff
        - Internal supervisor training program coming this summer. More details to be released in the next couple months
      - Team conversations about work balance, what everyone is working on, and understanding other individuals roles in the organization and in your unit
      - HR team will continue to report back on this

Finance Director Report (April):

1. End of the fiscal year is only three short months away! Make sure encumbrances are being reviewed and closed if needed, accounts are reconciled, etc. I will be sharing deadlines with the department administrators as they become available.

2. The budget process for FY18 continues as the University develops a new budget model. Alec and I are involved in the process, similar to other collegiate Deans and Business Officers. As things finalize, information will be shared. Any questions until that time can be directed to myself or Alec.
Committee Reports:

- **Executive:** none
- **Elections:**
  - We are looking for 6-7 new members to replace the outgoing group
  - Names to Eric by April 14th
  - Cookies, April 5th (later moved to Monday, April 10th)
- **Staff Awards:**
  - April 25th, 2017 in 1505 SC
  - Recipients have been decided

- **Social Events:**
  - Chili Cookoff – low attendance, but overall a good event. Possibly more promotion and making sure it is not scheduled near the end of the week before spring break.

- **Publicity and Communication:**
- **Welcome & Goodbye:**
  - Leaving:
  - Welcome:
- **Get to Know the College:**
  - Tour of the new SC Annex (work in progress)
- **Bylaws/Policies & Procedures:** none
- **Community Service:**

Old Business:

New Business:

Adjournment: Lisa Lang adjourned the meeting at 9:25 am

Submitted by: Megan Delaney

Next Meeting: 8:30 am April 26th, 2017

Location: 3210 SC
- Performance reviews
  - Friendly reminders will be coming due soon!

- Staff:avity consistent (除尘 your)
  - Report shows last 3 surveys report (question)

- Overtime improving (what expectations) or remaining
  - Stabilized consistent (most 3/4 of point difference)

- Until goals decreased slightly Q12 Q18

- ELAM - attach link to the report, must
  - Most are \\U with rather than until a
    - Deep specific

We had an additional pilot project 9 survey
  - Items related to reviewed by a COB review
    - Croquet

- 9 items measured actual engagement
  - Well the others were about engagement drivers

- Interesting thin from that concluded
  - High engagement saw w1 Q4, Q10 Q29
    - Engagement score 7/10 engaged
      - Most of the time
      - Suggests focusing on these three items
        - Increase engagement

- Other - high participation rate 79% - higher
  - Than university with
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<td>Add 5 strength (celebrate)</td>
<td>Training for faculty</td>
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<td>Shaved his bop because of Shaved Service of TIER change. We took it in September.</td>
<td>The team will keep reporting back.</td>
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<td>Supervisor session for CIT coming</td>
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<td>April - Add in her note.</td>
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**Elections** - 7 positions
- Eric Posataan - who are the electors will be out by the office last April
- Call for nomination - move a rep.
- Look for wording
- Name: Eric ben April 14th Freely
- close election

**Cookies** - April 5th Deadline for 12th and 27th for nomination
- for UI Stein Council & ESRC

Chili Cookoff - low attendance - better date
- 2 chili's, not 1. Com Dressed.

Get to know the college tour for summer
Day - no response
Staff awards for our best community engagement remain have been cautious and good.

Staff Council
- In-depth convo about budget
- Major Thomas Castro LTC veterans update
  - Sick days leave + restitution
- 2004 to 2014 #5
  43 - LVC
  67 - U3
  31 - 05
  79 - 06
  93 - 07

Cheryl Reader - update
- Terry Johnson - past incremental approach to RCHM method.
1. Call to order
2. Introductions
3. Approval of minutes from previous meeting
4. Announcements
5. Impromptu new business items for this agenda Liaison committee reports
   a. UI Staff Council meeting
   b. HR Director Jan Waterhouse -WAI report
      • Review survey report at https://www.engineering.uiowa.edu/college/faculty-and-staff/working-iowa-survey
      • Think about areas of strength and areas for improvement based on the survey results.
      • Bring ideas about next steps to take in response to the survey report.
   c. Finance Director April Tippett
6. Committee reports
   a. Executive
   b. Elections - update
   c. Staff Awards - update
   d. Social Events
   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 form the floor

Next meeting
April 27, 2017; 8:30am
Location: TBA
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