ESAC Meeting Minutes: 5/25/2016

Draft

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

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

Location: 202 ERF

Minutes: April minutes were approved

Announcements: Wendy Brentner has resigned from ESAC.

UI Staff Council

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

HR Director Report (Jan):

- Talent @ Iowa
  - Leave Management
    1. Medical Leave (FMLA) requests and processing will be centralized and processed through UI Faculty and Staff Disability Services (FSDS) in central HR.
      - Transition will be staggered, with one or two orgs moving a month, prioritized by the workload and level of service of the HR manager.
      - Two proposed requirements
        1. Updated job description for all individuals who take leave
        2. Training for supervisors to recognize the FMLA “triggers” to refer faculty and staff to FSDS as needed.

- Approval of the new Instructional Track Policy
  - Levels
    1. Lecturer
    2. Associate Professor of Instruction or Practice
    3. Professor of Instruction or Practice
  - New job codes coming
  - More information to come

Finance Director Report (April):

- As of today, no budget for FY18. It should be released within the next week or two

Committee Reports:

- Executive: Meeting with Alec on June 22nd

- Elections:
  - Email announcing new ESAC members will be sent out shortly
  - June ESAC meeting with current and new members
  - Sarah has requested photos of the new members to put on SC displays
New Business:
- Committee chairs will submit their yearly report to Lisa by mid-June

Adjournment: Lisa Lang adjourned the meeting at 9:35 am

Submitted by: Megan Delaney

Next Meeting: 8:30 am May 25th, 2017
Location: 4511 SC
Staff Council
Cheryl Reeder
- TALENT @ Iowa handout
- Jobs @ Iowa will be revamped
- Ph 3 started in July
- Majority - new talent acquisition director
- Advertising - track costs
- FRC - staff council
- Elections - new prod. - John Canty (admin)

Jan - HR update
- Talent @ Iowa - clarify management
  - Recommend medical leave to be
    centralized to central HR
  - Voluntary, we will do that.
  - Slow transition, 2 yrs a month
    prioritized by the director workload.
  - Nathan Studying 4th year medical leave.
  - Any medical leave.
    1) will need an updated job description
    2) all supervision train to recognize the
       triggers for FMLA, to refer them
       to another medical clear.

- Instructional track policy did pass
  - Instructional track faculty pay
  - Lecturer needs to pass a new policy - passed
  - Anyone who is a lecturer will transition
    to lecturer (assistant pay &... eventually)

New Job Code: pay of instructor or practice
- Certain voting rights, not same as full faculty.
- More instructor topics.

- April HR notes - add ini.

Elections - ExA:
- Email announcing new reps
- June everyone - 
  - Renter
  - Meurle (Rachel)
  - Johannes, Ash (UHPB) confirm by 5/17 - we sent out.
  - Vereeke, Kristo
  - Bonneman, Angi
  - Dawn, Marshall
  - Varian (2017? P.) cell (17 St. Staff Council)
  - Photos to ad hoc new app.

Staff awards -
- Could be done differently without one ballot affects other.
- Personal and professional service - (Volunteer)
  as we want to expand it.
  - Serving on a professional board
  - Get wording from faculty letter
  - Change from debt to college or unit
  - Community as a whole.
  - Committee: task force

  - Time period (long term or one
    big event) born quality - specify.
    Special project, could quality.
  - Setup a draft - to commence during.
  - The meeting. Need - distinction, close
    distinction
  - Promote during the year. Move May/June.
- Chairs: Submit reports to 3:50 by midnight.
  - Report saying what we did.

Social events:
- Big Grove went well, 30 ppl.
- 1168 spent $200 we could have spent.
- Location was great.
- "went early to claim a spot"
- Got a good feelgood, interest in doing it again, maybe sometime next year.
- "Give Thursday thru Monday" meetup.
  - Could be something going forward.

Publicity:
- Advertised.

Welcome/Goodbye:
- Bonnekelmer - me
- Nancy Hamel PLTW
- Rosemary Thome - ITPR
- Put up on the internet or email monthly letting know of stuff change.

KTIC - good turnout about 20
- Good turnout
- Doug did great (of course)

Community Service Board:
- By laws moved
- Every list of docs that haven't been moved
- Proposed goals where can we fit in what can we do better
- Talk about goals for next group meeting.

Flip over
I will not be at ESAC this morning. I have no budget updates since I still do not have my budget for FY18. I anticipate receiving that number after the BOR telephonic meeting in early June.

April
ESAC Meeting Attendees 5/25/2017

1. [Signature]

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Engineering Staff Advisory Council
May 25, 2017 8:30 a.m.
202 ERF

1. Call to order
2. Introductions
3. Approval of minutes from previous meeting - approved.
4. Announcements - resignation
5. Impromptu new business items for this agenda Liaison committee reports
   - UI Staff Council meeting
   - HR Director Jan Waterhouse
   - Finance Director April Tippett
6. Committee reports
   a. Executive
   b. Elections - update
   c. Staff Awards – Staff Community Engagement
   d. Social Events- update
   e. Publicity and Communication
   f. Welcome/Goodbye
   g. Get to Know the College - update
   h. Bylaws/Policies & Procedures
   i. Community Service
7. Old Business –
8. New Business
   a. Items form the floor

Next meeting
June 22, 2017; 8:30am
Location: TBD