ESAC Meeting Minutes: 6/29/2017

Draft

To Order: Lisa Lang (8:40 am)

Present: Sarah Lobb, Blake Rupe, Rachel Marek, Jan Waterhouse, April Tippett, Kim Lebeck, Lisa Lang, Megan Delaney

Location: 4511 SC

Minutes: May minutes were approved

Announcements:

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

HR Director Report (Jan):
- Talent Acquisition
  - Committee is identifying a new talent acquisition vendor/software to replace Jobs@Uiowa
- Collective bargaining changes
  - There will be a few info sessions for the new merit benefit changes. There will be no longer be contract transfers. Merit staff will have the same benefits as P&S and Faculty.
  - Question asked: Would merit be eligible to participate in shared governance initiative.
    - Response: this is yet to be determined.

Finance Director Report (April):
- Budget was received mid-June
- College of Engineering received the base amount from last year
- Raises
  - Raises were approved for the College of Engineering (not all colleges were able to)
  - There will be an opportunity to offer October 1 Salary increases for the college that were unable to give July 1 raises.
- ESAC Funds - $118 remaining

Committee Reports:

Executive:
- ESAC Meeting with the Dean
  - Discussed ESAC’s participation in the new College of Engineering strategic plan
  - Executive committee will meet with Alec twice a year going forward
  - Community Engagement Award requirements will be updated to include professional activities
  - Community service
    - Requested approval for work time to be used as volunteer hours (up to 2 hours) for dorm move in. Due to the complications with charging to research funds, vacation time will likely need to be used
- Elections: none
- Staff Awards: none
- Social Events: none
- Publicity and Communication: none

Welcome & Goodbye:
  - Leaving: none
  - Welcome:
    - Ursula Ferrier (IIHR)
- Get to Know the College: none

Bylaws/Policies & Procedures:
  - Group would like to take a closer look at the proposed goals in the by-laws and discuss
    an action plan to work on some of these goals.

Community Service:
  - Iowa City Mobile Pack – Feed My Starving Children event on June 9th and 10th
    - Event was successful
    - Through the efforts of all four shifts, they were able to meet the goal number of
      meals packed (over 147,000)
    - 10 participants from the college attended
    - Fundraising has continued, donations are accepted at their website

Old Business:
  - none

New Business:
  - New ad-hoc committee proposal – Blake Rupe
    - Sustainability Committee – largely supported in June meeting. New FY18 committee will vote in
      July.

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

Submitted by: Megan Delaney

Next Meeting: 8:30 am June 22nd, 2017
Location: 4511 SC
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<th>Non-ESAC</th>
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<tr>
<td>Executive</td>
<td>Sarah Lobb</td>
<td>Jan</td>
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<td>Elections</td>
<td>Blake Rupe</td>
<td>Waterhouse</td>
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<td>Staff Award Evaluation</td>
<td>Ang Roemer</td>
<td>April</td>
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<td>Social Events</td>
<td>Ashlee Johannes</td>
<td>Tippett</td>
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<td>Publicity</td>
<td>Dawn Marshall</td>
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<td>Welcome/Goodbye</td>
<td>Rachel Marek</td>
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<td>Get to Know the College</td>
<td>Chris Reuter</td>
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<td>Bylaws/Policies</td>
<td>Kristina Venzke</td>
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<td>Community Service</td>
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Engineering Staff Advisory Council
June 29, 2017 8:30 a.m.
4511 SCC

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

Next meeting
June 27, 2017; 8:30am
Location: TBA
8:40 - Signed letter
Introductory
no announcement. / new business.

Staff Council
- Full salary - later option in year
- New preschool/elementary option
- 10% raise in first year
- Not formally approved.

February - Path Forward
- Operations team 0-15 students
- Strategic 2+yrs
- Unlicensed & grad council proposed issues
- Cheek website
- Change bus route & parking cost.
- New path forward team coming
- Staff funding

Swanson Chair - Hanauer
- Recognize where on it
- Donors - Make our difference - helps keep tuition price low for students

Jan -
- Talent Acquisition - Fattah - identify new talent a qasim vendor - oracle system to replace jobs @ Illinois.
- Collective bargaining change - meet (few)
- my session now well on benefit changes
- No contract transfers - only wage negotiation - same benefits as FIS & faculty.
- Would merit be eligible to perpetuate
- Shared governance model (TBD)
- 2 meets in the college
- Volunteer activity - dom need in
  told to ale abour allown 2 gph
  I volunteer for dom moslin
  will just allow vacation time.
  opportunity to volunteer at night or
  weekends.
  need most help on a weekend.

T-shirts - ESAE
- get some for next year

William & Jody
- Ursula (last name) - 11/12 front cash
- Oscar's letter saying that up.

Social event - more

Publish - now

ad business - any new?

Passed out by-laws.

propose a new ad-hoc - Black
sustainability group - Black is party
the
- petition wll ut sustainabilty group

7:27
9:20 end.
By-laws

Engineering Staff Advisory Council Bylaws
College of Engineering, University of Iowa, Iowa City, Iowa

Article I
Name
The name of this organization shall be the Engineering Staff Advisory Council (ESAC) of the College of Engineering, the University of Iowa.

Article II
Purpose and Goals
The purpose of the Engineering Staff Advisory Council is to facilitate communication within the college, represent staff concerns and issues to College of Engineering administration, and ensure staff involvement in committees and discussions that affect College of Engineering staff. The Engineering Staff Advisory Council is an elected body that represents staff members in the College of Engineering. This constituent group is composed of non-bargaining staff who are:

1. Professional and Scientific,
2. Merit Supervisory Exempt, and
3. Merit Confidential.

The goals of the council are to:

1. Express the concerns of represented staff,
2. Advocate changes or improvements for represented staff,
3. Advise the engineering administration on policies affecting staff members,
4. Inform constituents of the activities of ESAC,
5. Promote engineering relations within the university and the community of Iowa City and the state of Iowa,
6. Interact and coordinate with the Engineering Administrative Council, Engineering Faculty Council, and Engineering Student Council, as needed,
7. Facilitate communication between staff and all College of Engineering administrators,
8. Provide non-bargaining staff with a means to provide input on budget and salary policy applications specific to the College of Engineering,
9. Facilitate participation of non-bargaining staff in other decision-making processes in the college (e.g., establishing practices for the involvement of staff in college/organization strategic planning, executive level searches, and internal process improvements),
10. Develop a broader understanding among the staff of the strategic goals and challenges of the college,
11. Assist in the application of general university policies and programs within the college, where discretion remains with the college on the actual policy application,
12. Provide a forum for non-bargaining staff to bring forth concerns, advocate for changes or improvements, and advise administration on issues and policies affecting staff, as applied within the college, and
13. Provide opportunities for bargaining staff to participate in local activities that are outside the scope of collective bargaining (such as diversity initiatives, reward and recognition, professional development, community building and philanthropic activities).

Article III
Organization
Section 2. Nominations for the officers of ESAC shall be made and the officers shall be elected and assume their positions at the July meeting. The President must have served the immediately preceding year on the council prior to the time he or she will hold office.

Section 3. All officers of the council shall assume their duties beginning with the first July meeting of the council.

Section 4. If the office of President becomes vacant, the Vice President/President Elect shall become President for the remainder of that term and assume the office of President the following year. If the office of Vice President/President Elect becomes vacant, a Vice President/President Elect shall be elected from the council membership to serve the remainder of the term, and assume the office of President the following year. If there is both an acting President and acting Vice-President, the acting President shall assume office of President the following year. If the office of Treasurer or Secretary becomes vacant, the President shall appoint an acting Treasurer or Secretary as appropriate from the council membership for the remainder of the term.

Article IX
Duties of Officers

The duties of the officers are those implied by their respective titles and as specified in these Bylaws.

Section 1. The President shall:

1. Perform such duties as usually pertain to the office of President.
2. Preside at all meetings of the council and executive committee.
3. Prepare an agenda for each meeting.
4. Appoint a President pro tempore in the event of the absence of the President and Vice President/President Elect.
5. Submit council recommendations to appropriate College of Engineering administration.
6. Represent Engineering Staff Advisory Council at College of Engineering administrative meetings, as needed. Create and amend a list of ESAC projects and accomplishments for distribution and advertising for ESAC events, including elections.
7. Initiate the formation of all standing committees (not including ad hoc committees).

Section 2. The Vice President/President Elect shall:

1. Perform the duties of the President in the absence of the officer.
2. Perform such duties as the President shall designate.
3. Assume the office of President the following year.
4. Serve as chair of the Elections Committee.
5. Maintain a current description of each standing committee and ad hoc committee internal committee including information that would be useful to future council members.

Section 3. The Secretary shall:

1. Be responsible for meeting minutes as defined in Article IV.
2. Inform council members of upcoming meetings and events at least one week in advance.
3. Reserve rooms and facilities to host meetings.
4. Post agendas and minutes for public access.
5. Work with the college webmaster to maintain the ESAC website.
6. Target having minutes posted within one week after council meetings.
7. Be responsible for the ESAC meeting attendance roster.
8. Send a note to the elected members congratulating them on their election to the council and inviting them to attend the next meeting. Eight days following the date of mailing of the vote summarization or resolution of vote challenge, dispose of all ballots appropriately.
9. Conduct correspondence as necessary.
10. Forward ESAC meeting minutes to University Staff Council.
11. Notify the President if a councilor misses three or more monthly meetings.
12. Notify the Executive Committee if a councilor misses five or more monthly meetings.

Section 3. The Treasurer shall:
The Engineering Staff Advisory Council consists of four standing committees and ad hoc committees. The council may create ad hoc committees to plan, develop, implement, or investigate activities and projects. The chair of each committee shall be an ESAC member. Any staff member employed in the College of Engineering may serve on an ad hoc committee. Council members are expected to actively serve on at least one ad hoc committee or the Executive Committee.

**Bylaws/Policies & Procedures Committee:**

**Purpose:** To review, facilitate discussion, and make recommendations regarding bylaw revisions and policy statements.

**Scope of Concern:**

1. Review bylaws and recommend amendments that are appropriate and consistent with current bylaws, with support from concerned constituency.
2. Send approved bylaw changes to the College of Engineering webmaster to update the website.
3. Review proposed policies or revisions of policies for appropriateness, consistency with current university policies, and support from concerned constituency.
4. Act as parliamentary advisory in order to maintain productive ESAC meetings.

**Membership:**

1. Members: No restriction on the number of members.
2. Open to: current council members. If available a non-council member may be included to act as an expert or advisor on bylaws and/or university policy.
3. Term: 1 year

**Elections Committee:**

**Purpose:** to carry out elections in accordance with the council bylaws and to solicit candidates for vacant seats on the council; for the office of President, Vice President/President Elect, Secretary, and Executive Committee. Chaired by the Vice President/President Elect.

**Membership:**

1. Members: 3–5 council members.
2. Open to: current council members not seeking re-election.
3. Term: 1 year.

**Staff Award Evaluation Committee:**

**Purpose:** To solicit, review, and select recipients of the Mary Sheedy Staff Excellence, Staff Service, and Staff Research Awards.

**Scope of Concern:**

1. Solicit nominations for the annual staff awards given by the College of Engineering. Nominations can be received from student, staff, and faculty. Self-nominations can be made for the Staff Service Award.
2. Select one or more representatives from outside of the College of Engineering who have either received a staff award or can provide expertise, to review and select recipients of the awards.
3. The committee should also consist of award winners for all three awards from the previous year or most recent winner available for participation.
4. Review nominations, verify that all required information is included, and make selection.
5. Forward recipient information to the Dean for final approval.

**Membership:**

1. Members: No restriction on the number of members.
2. Open to: Staff in the College of Engineering, current ESAC members, and recipient of a staff award from outside the College of Engineering.
3. Term: 1 year
7/29/17
Megan Delaney
Lara Amin
Kim Selzer
Caitlin Ying
Sarah Lobb
Jan Waterman
Blake Rypel
April Tippet
<table>
<thead>
<tr>
<th>Name</th>
<th>Attendance</th>
<th>Response</th>
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<tbody>
<tr>
<td>Delaney, Megan R</td>
<td>Meeting Organizer</td>
<td>None</td>
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<tr>
<td>'Christopher Fomon'</td>
<td>Required Attendee</td>
<td>None</td>
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<tr>
<td>Portwood, Jennifer E</td>
<td>Required Attendee</td>
<td>Accepted</td>
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<td>Lobb, Sarah D</td>
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<tr>
<td>Rupe, Blake</td>
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<tr>
<td>Atcher, Joshua R</td>
<td>Required Attendee</td>
<td>Declined</td>
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<tr>
<td>Lang, Lisa R</td>
<td>Required Attendee</td>
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<tr>
<td>Lebeck, Kimberly K S</td>
<td>Required Attendee</td>
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<tr>
<td>Waterhouse, Janette C</td>
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<td>Tippett, April L</td>
<td>Required Attendee</td>
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<td>Christopher Fomon</td>
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<td>Resource (Room or Equipment)</td>
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<td>Roemeran, Angela J</td>
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Delaney, Megan R

Subject: ESAC Meeting
Location: RES-SC4511

Start: Thu 6/29/2017 8:30 AM
End: Thu 6/29/2017 9:30 AM

Recurrence: (none)
Meeting Status: Meeting organizer
Organizer: Delaney, Megan R
Required Attendees: Christopher Fomon; Portwood, Jennifer E; Lobb, Sarah D; Rupe, Blake; Atcher, Joshua R; Lang, Lisa R; Lebeck, Kimberly K S; Waterhouse, Janette C; Tippett, April L; Christopher Fomon; Roemerman, Angela J; Johannes, Ashlee S; Marshall, Dawn C; Marek, Rachel F; Reuter, Christopher M; Venzke, Kristina L
Resources: RES-SC4511

Welcome new members!!

All,

I will attach an agenda the week or so before the meeting.

Attached are the minutes from the May meeting. Please let me know if you see any issues and I will make changes.

Thank you!!

Megan Delaney
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**Community Service**

**Bylaws/Policies**

**College**

**Get to Know the**

**Welcome/Goodbye**

**Publicity**

**Social Events**

**Staff Award Evaluation**

**Elections**

**Executive**

FY18