ESAC Meeting Minutes: 10/27/2016

(DRAFT)

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

UI Staff Council (Kim) 10/12/16 Meeting
- Staff Council Meeting Agendas and Minutes: https://uiowa.edu/staff/meetings-and-agendas
- Major topics we discussed in the meeting:
  - Cynthia Joyce presented the 2015-2016 annual report from the UI Office of the Ombudsperson. The utilization of her office has remained stable over the past 4 years, with around 600 interactions per year. 49% of visitors were staff members, and 44% of those visits involved an evaluative relationship. Click here to view the full report.
  - The Office of the Ombudsperson provides informal conflict resolution and mediation services that are confidential and independent.
  - Brianna Marcelo updated the council on the UI’s BUILD Certificate Program. This program provides free courses to faculty and staff who wish to gain strategic knowledge and skills to contribute to a welcoming and inclusive environment for all at the UI. Participants can earn a BUILD certificate by completing one mandatory and five elective courses.
  - BUILD is a collaborative initiative of the Chief Diversity Office and Learning & Development, along with the contributions of many of our campus thought leaders.
  - Cheryl Reardon, the UI’s new Chief HR Officer and Associate VP (reports directly to President Harreld), spoke to the council about the August 2016 report from the Talent@Iowa initiative. This task force, appointed by the Operations Team, was asked to find ways to improve and streamline human resources functions across campus (University HR, Health Care HR, Faculty HR, and EOD/Compliance) while also improving the recruitment and retention of world-class talent.
  - The Talent@Iowa report makes several specific recommendations regarding strategic partnerships, HR IT systems, and talent and engagement. The full text of this important report can be found here. (https://president.uiowa.edu/sites/president.uiowa.edu/files/HR-Taskforce-2016-FINAL-REPORT.pdf)

Committee Reports:

- Executive: none
- Elections: Lisa will touch base with Dan and Eric regarding voting issue for ESAC elections
- Staff Awards: New award for research center staff needs to be written (this fall).
  - Lisa will set up a meeting to talk about the new award and how to word it (based on the Mary Sheedy Award)
- Social Events:
  - 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:
  - 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:
  - 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
  - Community Service: Request for HACAP families has been submitted and families assigned. We are sponsoring two (3 and 4 member) families
  - No river clean-up this year
  - Food drive will be for two weeks between Thanksgiving and Christmas
  - Recommendations for other events? Blood drive?

Old Business:

New Business:
- April requested any feedback regarding Shared Services by November 3rd

Adjournment: Lisa Lang adjourned the meeting at 9:45 am

Submitted by: Megan Delaney

Next Meeting: 8:30 am, November 17th, 2016
Location: 4505 SC
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