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
• **Staff Awards:**
  - **Community Service Award**
    - Do we want to include both personal and professional “service” or do we want to clearly define exactly what type of service qualifies.
    - Important to clarify that the qualifying service is outside of the nominees job duties, such as serving on a board, committee, task force, or participating on a large project that is outside of the scope of the job responsibilities.
    - Define or clarify what time period applies, such as short term (one big event) or long term (project or service spanning multiple years)
    - Set up a draft (or multiple) for our next meeting to have something to work off of
    - Promote staff award throughout the year, maybe May through February and send out reminders to faculty and staff

• **Social Events:**
  - Big Grove event was successful – approximately 30 attendees
  - $168 spent on food/appetizers
  - Location was great, plenty of space. Kim and Josh went early to save space for the group.
  - Lots of good feedback and interest in doing it again, possibly on a more regular basis. ESAC could send out email reminders setting a time and a place to meet, without necessarily providing food or contributing financially.

• **Publicity and Communication:**
  - Advertise newly elected ESAC Members and Iowa City Mobile Pack event in early June.

• **Welcome & Goodbye:**
  - **Leaving:**
  - **Welcome:**
    - Donna Palmer – MIE
    - Nancy Hamel – PLTW
    - Rosemary Tiwari – IIHR
  - Suggested sending out a monthly email or make a post on the intranet announcing faculty/staff changes

• **Get to Know the College:**
  - **Tour of the Annex**
    - Great turn out, over 20 attendees
    - Offered cookies, none left

• **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.
  - Working on uploading all bylaws/policies and procedures documents to the new website

• **Community Service:**
  - Iowa City Mobile Pack – Feed My Starving Children event on June 9th and 10th

**Old Business:**
- Continued conversation about advertising ESAC (who we are and what we do). Be more vocal and social events and community service events advertising ESAC and recruiting members
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

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