ESAC Meeting Minutes: 9/26/2016

(DRAFT)

Call to Order: Lisa Lang (8:30 am)

Present: Christopher Fomon, Wendy Brentner, Lisa Lang, Jennifer Portwood, Megan Delaney

Location: 127 SHL

Minutes: a few changes on the August minutes. August minutes will be approved at the next meeting.

Announcements:
  - Short presentation at the October ESAC meeting - UISC University Relations Outreach Effort - Monica Madura

Finance/HR Director Reports:

UI Staff Council (Kim)
  - Full meeting notes attached [https://uiowa.edu/staff/meetings-and-agendas](https://uiowa.edu/staff/meetings-and-agendas)
  - Major topics we discussed in the meeting:
    - UI Staff Council focus groups and topics of conversation
    - Parking and Transportation – issues with more buildings and more students, but no additional parking options
    - FSLA changes
    - New UI Police Chief

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). Six individuals from the College will be recognized at the yearly UI Staff Committee Awards event.
  - Social Events:
    - Thanksgiving event – we discussed budget and last year’s event
  - Publicity and Communication:
  - Welcome & Goodbye:
    - Leaving:
    - Welcome:
  - Get to Know the College: Ideas – NEXUS – Creative Library space and Nicole Grosland’s Lab
  - Bylaws/Policies & Procedures: none
  - Community Service: Megan will speak with Sarah to ask about timelines and information on the River Clean Up (and the other events we’ve participated in, in the past).

Old Business:

New Business:

Adjournment: Lisa Lang adjourned the meeting at 9:20 am
Submitted by: Megan Delaney

Next Meeting: 8:30 am, October 27th, 2016

Location: 202 ERF
<table>
<thead>
<tr>
<th>ESAC</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Christopher Fomion</td>
<td>VP</td>
<td>TREATS.</td>
<td>PRES</td>
<td>SEC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Harvest Ellis</td>
<td>Member</td>
<td>Member</td>
<td>Chair</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sarah Lobb</td>
<td>Member</td>
<td>Member</td>
<td>Member</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jennifer Portwood</td>
<td>Member</td>
<td>Member</td>
<td>member</td>
<td>Member</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kimberly Lebeck</td>
<td>Member</td>
<td>Member</td>
<td>member</td>
<td>Member</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lisa Lang</td>
<td>Member</td>
<td>Member</td>
<td>Member</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Megan Delaney</td>
<td>Member</td>
<td>Member</td>
<td>Chair</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Robert Johnson</td>
<td>Chair</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Blake Rupe</td>
<td>member</td>
<td>Chair</td>
<td>Member</td>
<td>member</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wendy Brentner</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sarah Williams</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Jan</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**Staff Council Meeting**  
**September 14, 2016**  
**2520B UCC**

**Present:** Barbara Barrows, Wendy Brentner, Erin Brothers, Brian Brotzman, Angela Charsha-Harney, Libby Conley, Dennis Crall, Nancy Davin, Collin Davis, Theresa Drake, Kim Geguzis, Lorna Golson, Lisa Harless, Michelle Highly, Hans Hoerschelman, Kimberly Keister, Rudia Kihura, Jeri King, Julie Kramer, Trisha Kreman, John Laverty, Kimberly Lebeck, Monica Madura, Katie Millard, Tom Moninger, H J Pedelty, Jen Reynolds, Gayle Robertson, Glenda Smith, Craig Spitzer, Brenda Van Dee, Ashley Vanorny, Jim Verry, Katie Villhauer, Matthew Watson, Tabitha Wiggins, Kevin Zilhman, Marsha Adolph, Christine Cole

**Absent:** Apryl Betts, Joshua Cook, Heath Davis, Michael Hesseltine, Wayne Kintz, Joe Lang, Shannon Lizakowski, Sherri Marine, Betsy Momany, Melanie Ostmo, Jessica Richardson, Sam Van Horne, Mark Wilson, Tim Wolf, Julia Woodywiss

**Administrative Liaisons:** Kevin Ward, Interim Vice President for Human Resources

**Guests:** Scott Beckner, AVP and Director for Public Safety; Dave Ricketts, Director for Parking & Transportation; Robert (Bob) Millsap, Director of Human Resources Services; Cristobal McKinney, Office of Strategic Communications; Vanessa Miller, The Gazette Newspaper

**Welcome and Roll Call**

**Minutes Review:**
- August 10, 2016 - UI Staff Council - Retreat, no minutes to review
- August 17, 2016 - UISC Executive Committee Meeting - revisions noted
- August 23, 2016 - UISC Executive Committee Meeting with President Harreld-revisions noted
- No UISC Exec Committee Meeting with Provost Butler in August

**Public Safety Update: Scott Beckner, Assistant Vice President and Director of Public Safety**  
[https://police.uiowa.edu/](https://police.uiowa.edu/)

Scott officially started on July 18 and comes to us from Georgia and has also worked in Michigan. One of his goals is to break down barriers with everyone, but mostly with the students. His department is reaching out to Fraternities and Sororities as well as residence halls. His department is visiting the students on their own turf and asking what they would like the Public Safety Department to do for them and the message is the same for staff. He is also excited to have the Criminal Justice class at UI and he hopes to be involved. He would also like to solve problems together, to be part of the solution and work to have a safe environment for all. Another ambition is to invite students to come to their office and help build an engaging relationship.

**Public Safety Objectives:**
- Providing campus building managers a 'trauma bag' that contains first aid and other items that may be useful if the unexpected happens.
- 'Blue caps' - There will be a phone app for emergency services. It asks the user if they need help, the user would then click on the 'yes' or 'no'. It would then identify where they are by GPS so they can be found in a more efficient manner. There have been times when a caller has no idea where they are when they need help. The app would help remedy this.
- Hiring of student staff for residence halls, museums, at the library, and/or constructions sites (monitoring work sites overnight). This also allows the student to gain experience in their field of interest. Depending on their job, they may be assigned a police radio or be hired for security at events. They plan on hiring for Nite Ride, which is getting requests for longer hours.
- Recruiting and retaining officers. They can only advertise for five days per their contract. Currently, we have 4 women out of 40 officers. At his prior position he increased this statistic and hopes to do the same at Iowa.
Finally, Iowa’s “Party School” rating is now at #8; last year, we were #1. They’d like to continue this trend.

Parking and Transportation Update: Dave Ricketts, Director  https://transportation.uiowa.edu

Iowa City ranks #11 in the country for public transit trips per capita. To put that in perspective, we are rated between Philadelphia and Seattle! We are also the lowest single occupant users in the Big Ten, meaning our commuters either ride share, use public transportation, or walk/bike to work. There has been an increase in the use of bicycles and a significant increase in moped use on campus. We have about 5,000 bicycle spaces on campus. Ride Matching Service is located on their website, but they are now working with the State of Iowa to match drivers/riders in a larger area. This should be online very soon. An example of this is what Uber is currently doing with their service – matching riders who are going to the same location about the same time.

The average life of parking lot is ten years. It typically costs $10,000 to construct a surface lot. There are new specifications where they actually have to include a “basement” under these parking lots so water doesn’t run off of the surface. It is an environmental issue.

One of the oldest ramps on UI campus is the IMU ramp which was built in 1962. While it is smaller than the newer ramps, we do not have any debt service for this ramp or for or Ramp 1 at UIHC. This saves the University money. When we do have to replace them, we (the consumers) would likely have to pay more to replace them.

Fleet Services is a self-supporting enterprise, about 5 million a year. Most vehicles use ethanol but the university never goes over 5% content of biodiesel for Fleet Services so they don’t jell up in cold temps. Cambus has their own, larger tank for biodiesel and the Cambus vehicles can be stored inside overnight so this is not an issue for them.

CAMBUS has 34 buses, one of the largest systems in the state. Ridership is also one of the largest in the state. Currently, the Research Park route is an hour round trip and we have 40-50 people riding this route. The route has been extended to include the new HSSB building. A Railway study is currently being discussed and many are hoping to get it implemented. Our Associate Director at Parking & Transportation is on the North Liberty Board, so we would have great representation for this study.

Please see the attached power point for detailed information from our Parking & Transportation department.

Human Resources/Working at Iowa Survey: Kevin Ward, Interim VP, Human Resources & Robert (Bob) Millsap, Director of Human Resources Services  https://hr.uiowa.edu

Working at Iowa
This year’s survey will be earlier than other years (October 5-19, 2016). It highlights recruitment & retention, health & productivity, and the ‘customer’ experience. The survey will begin with an email on October 5 with an individualized link. Do not forward the link; it is a one-time use link. Last year, our response rate was 68%, which is an impressive number. There will not be a report if there are 10 or less respondents per Department/College.

FLSA Update
The Fair Labor Standards Act was enacted in 1938 which established a standard 40-hour work week amongst other items. Our exempt status, commonly referred to as ‘salary’ employees do not need to follow the FLSA requirements. While implementations are effective on December 1, 2016, this falls in the middle of the work week, so the effective date can be no later than November 27. Due to this, November 20, 2016 will be used as the University-wide effective date to coordinate with UI Health Care scheduling.
An email will be sent to staff, if they will be affected. Supervisors will also receive an email if they have anyone that may be affected. More information will follow to both groups.

Please see the attached power point for detailed information from our Human Resource department on both subjects.

July 1 Budget Outcomes – the average salary increases (June 30 employee salary compared to July 1 salary) were as follows:

- Faculty - 2.64% increase
- Institutional officer - 1.22% increase
- P&S, non-bargaining - 2.54% increase
- SEIU - 2.68% increase

The combined average of Faculty, P&S, and SEIU - 2.58% increase

These statistics do not contain 'off cycle' raises. There are variations amongst colleges/departments. Fresh market data will be available after the first of the year.

Announcements
PathForward Committee - The first survey was open ended questions and we received 431 responses from our constituents. The feedback was all in text format. We are preparing for another survey and holding focus groups to compile ideas on what we may be missing and reviewing current topics to see if they are still relevant. These focus groups are being held for one hour with ten people in each group/session in the coming weeks.

Meeting adjourned: Hans Hoerschelman motioned; Lisa Harless confirmed motion.

Next Meeting: Wednesday, October 12, 2016; 2:30 - 4:30 PM - 2520D UCC
Engineering Staff Advisory Council
September 29, 2016, 8:30 a.m.
121 SHL

1. Call to order
2. Introductions
3. Approval of minutes from previous meeting *(next time)*
4. Announcements — none
5. Impromptu new business items for this agenda
6. Liaison committee reports
   a. UI Staff Council meeting
   b. HR Director Jan Waterhouse:
   c. Finance Director April Tippett
7. Committee reports
   a. Executive — n/a
   b. Elections — same as last month
   c. Staff Awards — get cleared
   d. Social Events — discussed budget, no attendees, cancels
   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
   a. Items form the floor

Next meeting
October 27, 2016; 8:30am
Location: TBA
| Non-ESAC       | Sheila Burton |        |        |        |        |        |        |        |
|                | Sarah Williams |        |        |        |        |        |        |        |
|                | Jan Waterhouse |        |        |        |        |        |        |        |
|                | April Tippett |        |        |        |        |        |        |        |
|                | Blake Rupe |        |        |        |        |        |        |        |
|                | Jennifer Porwood |   Mem | Mem | Mem | Chair |        |        |        |
|                | Sarah Lobb |        |        | Chair | Mem | Mem | Mem | Mem |
|                | Kimberley Lebek |   Chair | Mem | Mem | Mem | Mem | Mem | Mem |
|                | Lisa Lane |        | Chair | Mem | Mem | Mem | Mem | Mem |
|                | Robert Thompson |   Chair | Mem | Mem | Mem | Mem | Mem | Mem |
|                | Christopher Fomon | Chair | Mem | Mem | Mem | Mem | Mem | Mem |
|                | Megan Delaney | Mem | Mem | Mem | Mem | Mem | Mem | Mem |
|                | Wendy Brentner | Mem | Mem | Mem | Mem | Mem | Mem | Mem |
|                | Joshua Archer | Mem | Mem | Mem | Mem | Mem | Mem | Mem |
| ESAC           | Executive |        |        |        |        |        |        | Mem |
|                | Elections |        |        |        |        |        |        | Mem |
|                | Staff Awards Evaluation | Chair | Mem | Mem | Mem | Mem | Mem | Mem |
|                | Social Events |        |        |        |        |        |        | Mem |
|                | Publicity |        |        |        |        |        |        | Mem |
|                | Welcome/Goodbye |        |        |        |        |        |        | Mem |
|                | Bylaws/Policies |        |        |        |        |        |        | Mem |
|                | Get to Know the College |        |        |        |        |        |        | Mem |
|                | Community Service |        |        |        |        |        |        | Mem |
UT Staff Cool.

Who is included in FSA

Change of policy:
- new UT policy offered - head
  - both relations with the student
  - want them to communicate with
    police, open door policy
    interested more in safety rather than
ticket #.

Raising pos. dec above 47 mm.

Who does the excess furniture for parties
come from

- staff awards: 6 from COE will be at
  the yearly UI SC.

Contact Josh about social event.
- ideas: does he need help.

- Sup idea
  - Party after 22nd parcel day @ SC
  - Tailgate open house @ SC
  8-20-11

Welcome and Goodbye - ask/answer questions.

Lisa will email him to get staff rolling
for this semester.
- COE Social Media OWN Blake
- remove KEE Staff Council minutes

October meeting - short meeting
- Monica Maunder - UI Staff Council
- Short 5-10 min presentation
- meeting with all the shared governance groups for feedback

College review board meeting
- this afternoon
- asked general questions:
  - what is our purpose, inclusive accomplishments, access to COE administrators
  - no timeline for final official report
  - UI Staff Council all weekly meeting
    - focus group - Wendy hold several policy topics we could look into
      - think about some major issues we may want to look into
      - what is the UI doing well/not well
- USS discussion - how it is going

UI Staff Council
- Parking / Trains talked about per space
- and no odors and ramps concern
- issue with space
<table>
<thead>
<tr>
<th>Name</th>
<th>Attendance</th>
<th>Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Delaney, Megan R</td>
<td>Meeting Organizer</td>
<td>None</td>
</tr>
<tr>
<td>Christopher Fomon</td>
<td>Required Attendee</td>
<td>None</td>
</tr>
<tr>
<td>Portwood, Jennifer E</td>
<td>Required Attendee</td>
<td>Accepted</td>
</tr>
<tr>
<td>wendy-brentner</td>
<td>Required Attendee</td>
<td>Accepted</td>
</tr>
<tr>
<td>Rupe, Blake</td>
<td>Required Attendee</td>
<td>Accepted</td>
</tr>
<tr>
<td>Atcher, Joshua R</td>
<td>Required Attendee</td>
<td>Accepted</td>
</tr>
<tr>
<td>Johnson, Robert A</td>
<td>Required Attendee</td>
<td>None, Declined</td>
</tr>
<tr>
<td>Lang, Lisa R</td>
<td>Required Attendee</td>
<td>Accepted</td>
</tr>
<tr>
<td>Lebeck, Kimberly K S</td>
<td>Required Attendee</td>
<td>Declined</td>
</tr>
<tr>
<td>Waterhouse, Janette C</td>
<td>Required Attendee</td>
<td>Tentative</td>
</tr>
<tr>
<td>Tippett, April L</td>
<td>Required Attendee</td>
<td>Declined</td>
</tr>
</tbody>
</table>