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
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  - Current projects:
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    - 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
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- 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

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- HR Director Report: Sarah Lobb (for Jan Waterhouse)
  - FSLA
    - Employees affected have been contacted
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UI Staff Council (Kim) 10/12/16 Meeting
Staff Council Meeting Agendas and Minutes

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.
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  - New COE website
    - Plan is to start lean and re-build
    - Long term goal – create an Intranet for COE employees
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Welcome & Goodbye:

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

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Submitted by: Megan Delaney

Next Meeting: 8:30 am, November 17th, 2016
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| Elections | member |  |  |
| Staff Awards Evaluation | Chair |  |  |
| Social Events |  |  |  |
| Publicity |  |  |  |
| Welcome/Goodbye |  |  |  |
| Get to Know the College |  |  |  |
| Bylaws/Policies |  |  |  |
| Community Service |  |  |  |
ESAC Meeting Minutes: 10/27/2016

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

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Submitted by: Megan Delaney

Next Meeting: 8:30 am, November 17th, 2016

Location: 4505 SC
Manila Medrano - UISC - Executive Team
- HR & IT side
- Offices are separate
- 19 current Sub committees
- meet with shared governance group.
- Outreach effort - to other IT groups/committees
- Current projects:
  - New UI Step survey from the Council.
  - New supervisor training 360° view from other below.
  - Mary Jo Small Awards & other projects/programs in the IT system.
  - We need your help - tell us your issues
    - encourage collab.
    - raise your issues
  - Help with Promo Forward group.
  - Nominate co-therapy awards.
  - Help us focus on the positives.
  - Communicate.

Staff Appreciation Grand Program
- For up to 300+ total or 101 steps.
- Workplace matrix (under review).
  - would love to come back.
[Handwritten text]
UF Staff Council meeting notes.

Kim

Cynthia Joyce - Stats: how many visits
B永恒aia Marceo - Build art program

Cheryl Bearden -

- Translating to more strategic - Build stronger relationship
- IT
- Standardized training
- Manually success plans
- Contract HR IT

Recommendation:

Create an IT governance group
- Create a talent management program
- H1B Pilot - Immigration will be doing
  - The majority of the work, from their responsibilities is more on the project
  - The individual wanting an H1B visa.

She will do - Governance Council - 16 members.
- She reports to the Provost.

FLSA - identified employees who are affected (post doc
- or whose identity)
- Nov 20th, 2016
- Dec 1, 2016 for Post Doc
- couple weeks before policy
Shared Server:
- Issue sent to April by Nov 30th
- Any issues?

Staff Award Committee:
- Meeting to talk about new Award
- And how to write the new award. Based on May webinar.

Social Events:
- UCC is booked; dinner lunch
  - Tue Nov 29th - 65 for last year and $5
  - Check into STL seminar room
  - Vegetarian option (10-15 meals)
  - Ability to get two gifts
  - Bring mason jars

Rubric: go lean & build - Nov 3rd: was go 10% edit, or may be gleaning back.
- Build an intranet for all COE individuals
- 5-6 month period when those important people may be improving
  - the dashboard & communicate changes
  - The same social media stuff
- Social media committee
- Onboarding committee
- Training
Put to know the Cozy

- Ernest Bouchel - 3D Lab.
- Nicole Grossland's lead is torn clean
  maybe spring?
  Kim was on plan B.

- Stream model - look at currents
  scour - contact Andy Craig
  James Street Building in Carrollville.

Adjourn 9:45
Engineering Staff Advisory Council
October 27, 2016, 8:30 a.m.
202 ERF

1. Call to order
2. Introductions
3. Approval of minutes from previous meeting
4. Announcements
5. Impromptu new business items for this agenda
6. Liaison committee reports
   a. Short presentation: UISC University Relations Outreach Effort- Monica Madura
   b. UI Staff Council meeting
   c. HR Director Jan Waterhouse:
   d. Finance Director April Tippett
7. Committee reports
   a. Executive
   b. Elections
   c. Staff Awards
      • Schedule meeting
   d. Social Events
      • Thanksgiving luncheon
   e. Publicity and Communication
   f. Welcome/Goodbye
   g. Get to Know the College
   h. Bylaws/Policies & Procedures
   i. Community Service
      • Request for HACAP families has been submitted and families assigned.
      • No river clean-up this year
      • Food drive will be for two weeks between Thanksgiving and Christmas—Nov 28
      • Recommendations for other events? Blood drive? ✓

8. Old Business—
9. New Business
   a. Items form the floor

Next meeting
November 17, 2016; 8:30am
Location: TBA
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ESAC Meeting Minutes: 10/27/2016

(DRAFT)

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