ESAC Meeting Minutes: 12/22/2016

Call to Order: Lisa Lang (8:35 am)

Present: Blake Rupe, Wendy Brentner, Jan Waterhouse, Sarah Lobb, Josh Atcher, Jennifer Portwood, Lisa Lang, Megan Delaney

Location: 121 SHL

Minutes: October and November minutes were approved

Announcements:

UI Staff Council 12/14/16 Meeting

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

HR Director Report (Jan):

• Performance Reviews
  o Annual reviews are due by the end of March.
  o The goal tool will still be utilized (same vendor), but the performance review is a new internally developed system. The review is still competency and goal focused, but the new system as the ability to add attachments and automatically upload reviews to the e-personnel file.
  o 2017-2018 Performance Reviews are now accessible through self-service

• Working @Iowa report was released
  o Overall good results, consistent with campus
  o More comments to come, including action items

Finance Director Report (April): none

Committee Reports:

• Executive: none
• Elections:
  o We are looking for 6-7 new members to replace the outgoing group
  o Call for nominations will be sent out after spring break.

• Staff Awards:
  o Event tentatively scheduled for April 14th in SC.
  o Award recipients need to be determined by 3/20
  o Call for nominations will be sent out the week of January 23rd.
  o Submissions are due February 27th, committee will meet the earlier in the week of March 6th
  o Sarah will reach out to Central HR for a representative on the committee.

• Social Events:
  o Thanksgiving event was a success
  o After work social: ESAC will provide appetizers (After finals week), locations discussed: Joe’s, Pints, Clinton Street Social Club
  o Soup Potluck: February
  o Cookies/Treats for Staff Appreciation – Josh will purchase and help distribute to volunteers in each area to help pass them out.
• Publicity and Communication:
  o New COE website
  o COE Intranet is in progress,
  o ESAC Site was launched in January, the site needs to be built back up
  o HR Dashboard is a future project
• Welcome & Goodbye:
  o Leaving:
  o Welcome:
• Get to Know the College:
  o Creative Space – Library – Kari Kozak
• Bylaws/Policies & Procedures: none
• Community Service:
  • HACAP Family donations went very well. Families were very thankful and excited about the gifts.
    o We were assigned two families, a family of three and a family of four
    o Each child (8 and under) received 5-6 presents
    o Each Adult (15 year old and two mothers) received about $100 each in gifts
    o Each family also received a $240 gift card to their grocery store of choice to make a holiday meal
    o This year we requested two families of 7-8 people, and we were only able to be matched with families of 3-4. Next year, it is recommended that we request more families, or still request larger families.
  • Food drive was successful
    o Total of 292 pounds of food/requested items and $95.00 cash were donated.
  • Recommendations for other events
    o Blood drive in the Spring
    o Spring river cleanup – Megan looking for events (looking for recommendations of specific events if known)

Old Business:

New Business:

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

Submitted by: Megan Delaney

Next Meeting: 8:30 am, January 26th, 2016

Location: 4511 SC
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  o Leaving:
  o Welcome:

• Get to Know the College:
  o Creative Space – Library – Kari Kozak

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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. UI Staff Council meeting
   b. HR Director Jan Waterhouse
   c. Finance Director April Tippett
7. Committee reports
   a. Executive
   b. Elections
   c. Staff Awards
   d. Social Events
     • Thanksgiving luncheon result
   e. Publicity and Communication
   f. Welcome/Goodbye
   g. Get to Know the College – 12/19/16-Creative Space/Lichtenberger Engineering Library
   h. Bylaws/Polcies & Procedures
   i. Community Service
     • 2 HACAP families for this year - report
     • Food drive totals
     • Recommendations for other events
8. Old Business –
9. New Business
   a. Items form the floor

Next meeting
January 26, 2017; 8:30am
Location: TBA

Spring flood clean-up
Send crew out to crits
Dr. Johnson: see if we can help.
12/22/11 ESAC meeting
Blake Rupe
Wendy Brentner
Ken Waterhouse
Sarah Hebb
Josh Atcher
Jon Bellwood
Lisa Lang
Megan DelVecchio