ESAC Meeting Minutes: 1/26/2016

Draft

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

Present: Joshua Atcher, Sarah Lobb, Kimberly Lebeck, Lisa Lang, Christopher Fomon, Robert Johnson, Blake Rupe, Jan Waterhouse, April Tippett, Megan Delaney

Location: 4511 SC

Minutes: December minutes were approved

Announcements:

- ESAC Staff changes: Blake Rupe started a new position in January with IIHR – Education Support Services Associate, and Megan Delaney will start a new position in February in Chemical and Biochemical Engineering – Administrative Services Specialist.

UI Staff Council 12/14/16 Meeting

- Staff Council Meeting Agendas and Minutes [https://uiowa.edu/staff/meetings-and-agendas](https://uiowa.edu/staff/meetings-and-agendas)
  - Highlights
    - Funded Retirement & Insurance Charter Committee (FRIC) Update
      - UI eCare, a convenient telemedicine option that can be used on a smartphone, tablet, or PC, where members can connect electronically to a provider for non-urgent care
    - Dan Reed presentation – Path Forward (SIT IP) Group
    - Nikole Mac presentation - Leadership Development Focus Groups (Organizational Effectiveness)
    - Community Outreach Subcommittee discussion

HR Director Report (Jan):

- Performance Reviews
  - Annual reviews are due by the end of March.
  - The goal tool will still be utilized (same vendor), but the performance review is a new internally developed system. There will be information sessions on how to use the new system
  - If you have any questions, please contact the COE HR Team

- Awards and Recognition event
  - April 11th, 2017 in 1505 SC
  - Food and beverages at 3:00, event begins at 3:30
  - Call for nominations will go out on January 30th

- Talent @ Iowa
  - FY17 Re-organization
    - HR will move from under Facilities and Operations into an independent org that will report directly to the president
    - IT will dual report to Cheryl Reardon (HR) and central ITS
    - Reporting structures and assignments will change by 7/1/17
  - Director of Talent Acquisition - top candidates chosen, but not announced.
• HR Decision Making Framework –
  ▪ looking for areas where we don’t need UI Central HR oversight and could possibly leave
    the decision making up to the college
    • Example: career advancement requests, temporary employee extension
      request.
  ▪ No time frame decided, maybe 6 months.

Finance Director Report (April):

• Board of Regents cut 25 million from the budget
  o April and Alec are looking at different scenarios on how to make the requested cut. These
    scenarios will be presented to President Harrold at some point in the future.
  o Anticipate an extended period of time to create the full cost analysis and the final model

• University of Iowa’s 2020 Academic Organizational Structure
  o Comprised of four deans, including Alec Scranton
  o Currently in the discovery phase, no time frame listed
  o “Study reasonable organizational changes in the best interest of the university. Reorganization
    can include: i) moving academic departments from one college to another, ii)
    reducing/increasing faculty size in a department/college, iii) consolidating and possibly
    eliminating departments and/or majors, iv) creating new college(s), divisions or schools, v)
    consolidating and/or eliminating graduate programs within existing departments, and vi)
    centralizing academic student support services.”

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 April 11th, 2017 in 1505 SC
  o Send out email requesting nominations January 30th
  o Submissions are due February 27th, committee will meet the earlier in the week of
    March 6th
  o Award recipients need to be determined by 3/20

• Social Events:
  o Chili event
    ▪ March 27th is the first day 2520D UCC is available
    ▪ Option: 4th floor meeting rooms and put tables in the hallway
    ▪ Looking for dates closer to the end of February
  o Cookies/Treats for Staff Appreciation – April 26th (Admin Professionals Day)
  o Josh will look into booking UCC for 2017 Thanksgiving event

• Publicity and Communication:
  o Staff award –
    ▪ call for nominations on displays in SC
    ▪ emails will be sent out January 30th

• Welcome & Goodbye:
  o Leaving:
Welcome:
- Get to Know the College:
  - Future events: Nicole Grosland’s Lab or tour of the new SC Addition
- Bylaws/Policies & Procedures: none
- Community Service:
  - Megan will check on river clean up in the spring

Old Business:

New Business:
- Include a building update in the meetings for the new Seaman Center Addition

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

Submitted by: Megan Delaney

Next Meeting: 8:30 am, February 23nd, 2017
Location: 202 ERF
- Announcements
  - Blake moved over to HR for new sustainability program
  - Megan moved to CB

- Kim
  - Update for Dec Staff Council meeting
  - FRIDA (no idea what this is - lookup)
    - Attach minutes
  - Dan Reed - IP
  - Nicole Mack - focus groups
    - who should be trained in leadership etc. etc.
  - Community outreach committee

- Jan
  - Performance Evaluations
    - new, user friendly
    - Info sessions avail (attach info)
    - Contact HR Team w/ questions
    - Awards & recognition - 1505 April 11th Monday
    - Good around 3 awards @ 7:30
    - Campers will be committ.

  - Campus wide
    - Auntie Iowa still works
    - This FY - he will move from Fro to an independent org that will report to the president.
It is annual audit report to HR & ITS central cheryl read out still in USB.
- Reporting structure at assignment level
  will change by 7/1/17
- Recruit top 4 or 5 talent acquisition.
  Top candidates chosen but not announced
  soon - couple months.

Central immigration scrubs & learn screen
is piloting right now (not live) end in Feb - announcement if that is
coming campus wide soon.

HR decision making framework.
Joint decision areas where we don't need US central oversight in all areas - where central
group can defer to the area office.
1. Career advancement (current needs US, HR & college (dept HR) does central really need
to approve?
2. Temp employee extension
   So what are they need this
ever right? no time for
   no time frame - maybe 08-10.
April - Budget cuts. GEE
For - cut 25 mil, still 84mil.

What that means for us,
If you get tuned down, please keep that in mind.
April 4 Alec looking at different scenarios on how to make those cuts. -will present to terrod soon.

- It will be a long process.
- Will need full cost analysis.

We got to make recommendations but don't have any decision made yet.

Organizations Structure 2020
- Emn Staff Council
- Deans Leaders initiative Alec:
- Discussed listening group now
- No real time frame.

- More talks about what academic areas are in what college they are in. Does our organization make sense? streamlined, budget wise, etc.

- Check or email that went out
- Cooperator Treats - April 26th (Admin Day festival)
  - call for names - Right after spring break
  - actual join names in can may, will vote then.

Social Event - Chili - March 27th (give) time UCL
  - is open) 2-5 PM
  - we could do 4" bowls - set up table and use 450s + 4511
  - ideally end of February
  - give them for ads + movie
  - maybe SDC into 311.

Publican:
  - Staff award - call for an awesomest email
  - Monday Jan 30th - email

Food to know the college:
  - poor ip attending - bad weather
  - maybe Nicole's lawn
  - Maybe new space.

Old business:
  - Community service check on "Food River"
  - Clean up in springs.

- Building update - little ESR meetings. Have Power come.

- Josh will look at country thanksgiving menu.
  - Just in case we have trouble finding a room.
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Engineering Staff Advisory Council
January 26 2017 8:30 a.m.
4511 SC

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. 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
   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 from the floor

Next meeting
February 23, 2017; 8:30am
Location: TBA