ESAC Meeting Minutes: 5/25/2016

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
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
Location: 4511 SC
AMENDMENT
- resignation Wendy Behrner

Staff Council
Cheryl Reeder
- TALENT @ CBA - handout
- Jobs @ CBA will be revamped
- Ph 3 started in July
- Majority - new talent acquisition director
- Advertising - track cost
- FRC - staff council
- elections - new pre - John Casey (admin)

Jan - HP update.
- TALENT @ CBA - blur management
  - recommend medical leave to be
    centralized to Central HP.
  - Voluntary, we will do that.
  - Slow transition - 7 days a month
    prioritized by the director workload.
  - Nathan switching from staff medical leave.
  - Any medical leave.
  1) will need an updated job description
  2) all supervision to recognize the
    triggers for FMLA to return them
to regular medical leave.

- Instructional track policy did pass
  - Instructional track lunch policy
  - lecturer needs to pass a new policy - passed
  - anyone who is a lecturer will transition
  - new lecturer (assistant pot 8,... eventually)
  - New job title - more pay on instructor vs. practice
- Certain voting rights, not same as full faculty.
- More Instructor topics.

- April HR note - add in.

Elections - Fall:
- Email announcing new RPS
- June everyone - (RPS)
- Roger
- Marlee, Sarah, Rachel
- Johannes, Ash (UHPR confirm before we send out)
- Venusia, Kristo
- Bochmanman, Anqi
- Dawn, Marshall
- Vanbelle Under (ex-rp) cell (17 sth) council
- Photos to academic new apps

Staff awards -
- Could be done differently without one ballot affects others.
- Personal & Professional Service - (Volunteer) as we want to expand.
- Serving on a professional board
- Get wording from faculty letter
- Change from college to college or unit.
  Committee, take note,
  Time period (long term or one)
  Big event) borne quality - specify.
  Special project, could quality.
- Setup a draft - to commience during
  the meeting. Not discussion, less
  discussion
- Promote during the year: June, July, Aug - Feb.
- Chairs submit report to 3:30 by mid day report saying what we did.

Social events:
- Big event went well. 30 ppl.
- $118 spent. 280 we could have spent.
- Location was great.
- "impatient learn to claim a spot"
- Lots of good feedback. Interest in doing it again, maybe something more relaxed.
- "give thursday night month" meetup.
- Could be something going forward.

Publicity:
- ad

Welcome (Goodby):
- Bonnabelmer me
- Nancy Hamel PLCW
- Rosemary Thurn - IHR.
- put upon the internet or email monthly letting know of staff change.

GT KTC good turnout about 20.
- good turnout
- Doug did great (of course)

Community Service
- By laws moved
- every list of docs that haven't been moved
- proposed goals (which can nit in what can we do better
- talk about goals for next group, maybe they join
I will not be at ESAC this morning. I have no budget updates since I still do not have my budget for FY18. I anticipate receiving that number after the BOR telephonic meeting in early June.

April
ESAC Meeting Attendees 5/25/2017

1. [Signature]
2. [Signature]
3. Jan Waterhouse
4. [Signature]
5. Lisa Kong
6. Megan Deane
7. Chris Ramer
8. [Signature]
9. 
10. 
11. 
12. 
Engineering Staff Advisory Council
May 25, 2017 8:30 a.m.
202 ERF

1. Call to order
2. Introductions
3. Approval of minutes from previous meeting
4. Announcements - resignation
5. Impromptu new business items for this agenda Liaison committee reports
   - UI Staff Council meeting
   - HR Director Jan Waterhouse
   - Finance Director April Tippett
6. Committee reports
   a. Executive
   b. Elections - update
   c. Staff Awards – Staff Community Engagement
   d. Social Events- update
   e. Publicity and Communication
   f. Welcome/Goodbye
   g. Get to Know the College - update
   h. Bylaws/Policies & Procedures
   i. Community Service
7. Old Business –
8. New Business
   a. Items form the floor

Next meeting
June 22, 2017; 8:30am
Location: TBD