

Engineering Staff Advisory Council

October 26, 2017 8:30 a.m.

4511 SC

Approved

1. Call to order by Blake Rupe at 8:31 AM
2. Introductions – none
3. Present – Ashlee Johannes, Rachel Marek, Dawn Marshall, Blake Rupe, April Tippet, Kristina Venzke
4. Discussion of minutes from previous meeting – a typo was pointed out and information about the ESAC email account that was not captured will be added
5. Next meeting will be in the conference room at Stanley Hydraulics Lab
6. Impromptu new business items for this agenda - none
7. Liaison Committee Reports
 - UI Staff Council meeting
 - Staff Council is working to help launch a postcard writing campaign, an email was sent to all CoE staff with details
 - There will be changes for Talent at Iowa including a new interface for posting positions
 - HR Director Jan Waterhouse
 - Enhancements to the talent acquisition at Iowa, there is a three part strategy to attract, engage and recruit. The UI had purchased Tileo, which will take some time to implement. It will be implemented for staff searches first then faculty searches. One example of efficiencies is a pool of candidates across departments, another is leave management services that will require supervisor training
 - Finance Director April Tippet
 - The UI budget model is being updated. CEA is considering four budget models. A new budget model would allow the CoE to better plan for growth.
 - The UI is hosting an HR and Finance conference in April 2018 at the Kirkwood Hotel and registration is free.
8. Committee reports: Please include budget discussion as well as the one sentence blurb that will describe your Ad-hoc committee on the website.
 - a. Executive – no report
 - b. Elections – no report
 - c. Staff Awards
 - i. The chair of this committee has left the CoE, a new chair will be needed.
 - ii. The change to the staff award description and requirements was approved during the September meeting. The suggested changes should be sent to Dean Scranton for approval.
 - d. Social Events
 - i. Halloween Luncheon – This event will be rescheduled to November 1 due to conflicts in the organizers’ schedules. An email will be sent to CoE staff about the date change. It was discussed that snacks are provide while staff are welcome to bring their lunch and this will be more clearly stated for this event in the future.
 - ii. Thanksgiving Feast – This event has an expected budget of \$600. ESAC will provide most of the food, yet pot luck dishes will still be welcome. ~~A survey will be circulated to staff about reasons they do or do not attend events.~~
 - iii. There are no events planned for December or January.

iv. Chili Cook-Off – Held in February. ESAC will provide ~~prizes~~prizes, cornbread, bowls, spoons, and napkins.

v. A survey will be circulated to staff about reasons they do or do not attend events in January and February.

~~v~~-vi. Future events – The committee is still considering ideas for an event in March. In April, the sustainability committee will be organizing an event. ESAC will host another happy hour in May. It was noted that the elections committee usually provides cookies on Administrative Professionals Day.

e. Publicity and Communication

i. Committee descriptions for the website have been received from the social events, publicity and communications, and sustainability committees. Descriptions are still needed from the other committees.

ii. ESAC is required to go through the Office of Strategic Communications to create a logo. There are strict requirements and no design flexibility. Official lock-ups will be created. ESAC members should be familiar with the rules for their use.

iii. T-shirts for ESAC members to wear at hosted events will be ordered. They will be black Hanes Eco-smarts shirts with a gold logo and cost \$10 each plus a screen setup charge. They will be printed by Old Capital Screen Printers. Members present at this meeting had no strong preference for T-shirts vs. polo shirts. It was decided T-shirts would be purchased this year with the possibility of polos next year.

f. Welcome/Goodbye

i. Jan Waterhouse has been providing committee with names of new and departing staff.

g. Get to Know the College – no report, needs to meet

h. Bylaws/Policies & Procedures

i. Revision of ESAC bylaws is planned for next semester

i. Community Service

i. An application was submitted to HACAP for families to sponsor. Both purchased items and cash donations will be accepted. HACAP has not yet recruited families to participate and will get back to us. It was noted that cash donations are more common than purchased items.

ii. Food drive will be kicked off at the Thanksgiving Feast. Boxes will need to be created for food donations. Kristina will contact HACAP about specific needs list.

j. Sustainability

i. The committee met with Sarah Maples regarding composting. Containers are free. The first event where containers will be available is the Halloween Luncheon. The plan is to have composting bins at all ESAC events and ways to implement composting in Seaman's Center are being explored. Cost is an important factor in whether this could be approved college wide. The committee will work with CoE event organizers to have bins available at future events. Awards ceremony in spring – Jan Waterhouse, Annex Opening Ceremony – Jill McNamara, Family Weekend – Wendy Brentner.

ii. The committee is also working on updating or installing recycling signs in CoE buildings.

iii. An update on the packaging recycling project is planned for the next meeting.

9. Old Business - none

10. New Business – Vacant positions in ESAC will be filled in accordance with Article 13 in the bylaws. Nominations will be open and announcement made at the Thanksgiving Feast.

11. Meeting adjourned at 9:47 AM.

Next meeting

November 30, 2017; 8:30am

Location: SHL Conference Room