

## Engineering Staff Advisory Council

November 30, 2017 8:30 a.m.

SHL Conference Room

Approved

1. Call to order 8:35 AM by Blake Rupe
2. Introductions: Phil Kerr
3. Attendance: Ashlee Johannes, Rachel Marek, Dawn Marshall, Blake Rupe, April Tippett, Kristina Venzke, Jan Waterhouse
4. Approval of minutes from previous meeting
  - a. September minutes approved as amended
  - b. October amendments - Thanksgiving Feast the survey will be sent out in December and January, there is a typo "prized" in the Chili cook off description
5. Announcements – ESAC emails will now also go to Exec Com.
6. Impromptu new business items for this agenda – see items below
7. Liaison Committee Reports
  - UI Staff Council meeting – There was a good turnout for sending postcards and the feeling is that CoE made a significant contribution. At the most recent UI Staff Council meeting discussion with ombudsman office 52% of contacts last year were staff members. There were 25,536 student visitors to campus and 15,860 parents and guardians. ESAC visitor had a question about ratio of staff to faculty at the University of Iowa. Jan responded that though her numbers are old, there are approximately 16000 staff and 3000 faculty including UIHC.
  - HR Director Jan Waterhouse - UI HR is continuing to work toward the new talent acquisition program. The, consulting firm Baker Tilley is helping to implement. The, timeframe for staff positions (P&S and Merit) for new system roll out summer 2018 and faculty positions sometime in the following year. Jobs@UIowa will be phased out. Retention is not a part of this tool, yet it is something UI HR is interested in as well, which includes internal recruitment.
  - Finance Director April Tippett - Dean Scranton and April attended a meeting of other deans about tuition models, internally the deans at UI continue to have conversations about budget models.
8. Committee reports:
  - a. Executive
    - i. Kristina reported that someone tried to reply to an ESAC email and it bounced back. Blake commented that it depends on how the email was sent out.
    - ii. No report as action items have been tabled until Pres. Sarah Lobb returns January 8.
  - b. Elections
    - i. No activity to report.
    - ii. Discussion of appointment of members to open council positions in new business items.
  - c. Staff Awards
    - i. ESAC should send suggested changes to the Staff Community Engagement award to Jan who will forward to Alec. Blake & Dawn will ensure approved version is sent to Jan.
  - d. Social Events
    - i. Thanksgiving Feast - Many donations to HACAP were brought. Kristina has two pictures of the event and will share them with the publicity committee. ESAC wore their T-shirts. This year the total cost was about the same as last year. Expenditures for this year included more food and the purchase of biodegradable tableware. Forty-eight (48) people attended. There were several other events on the same day that may have contributed to slightly lower attendance than in

past years. In the past this event was held before Thanksgiving and this will be considered for next year. The room will be scheduled ASAP to ensure it is available and time is allowed for setup and cleanup before and after the meal.

- ii. Chili Cook Off - \$95 for cornbread from last year's budgets seems high. The golden ladle is the only prize, yet there will be a small cost and effort. Engraving last year was \$6.38. Tableware purchased for Thanksgiving event will support this event reducing expected costs. Also, last year staff appreciation was over \$300 last year and alternative will be explored to reduce this cost.
  - iii. Instead of a Big Grove happy hour, an ice cream social is being considered due to budget considerations.
- e. Publicity and Communication
- i. Survey draft will be created for ESAC members to review and discuss during December meeting, then it would be deployed in January and February.
  - ii. Slides for digital displays are being created for all ESAC events
  - iii. Dawn will pass binder of printed past meeting minutes to Blake who will scan so that digital copies can be saved to a shared location.
  - iv. SharePoint site is a mess. Do we want to use it or continue binder? One benefit of SharePoint is a single point of access for documents. We will use SharePoint. Blake will ask if IT can give a short tutorial during the January or February meeting.
- f. Welcome/Goodbye – no report
- g. Get to Know the College –
- i. No activity
  - ii. Dawn needs to give up one of the two roles (Secretary or chair of this committee) due to time constraints. After discussion, it was agreed Dawn will stay on as Secretary. The discussion continued about the number of committees compared to the number of ESAC members. An idea to combine ad hoc committees was discussed: Combine Get to Know the College & Social Events, Welcome/Goodbye & Publicity. It was decided to combine the Get to Know the College committee with the Social Events committee. It would be expected that membership of the committees would be combined as well to provide more support for activities. Discussion of combining the Welcome/Goodbye committee with the Publicity committee was tabled until the chair, Chris can take part in discussion. Blake will discuss with Chris.
  - iii. Before elections next year information on committees will be provided to potential members
- h. Bylaws/Policies & Procedures
- i. No update, activities tabled until Sarah returns
- i. Community Service
- i. \$120 in cash donations and a great deal of food was donated, \$25 for Food pantry, Crisis center weighs donations when they are taken in which makes a good metric,
  - ii. Cash donations will be accepted by ESAC members at various locations
  - iii. Help is needed to shop for HACAP families using cash donations
  - iv. Next week Kristina will circulate and email with more details for the HACAP families, and an email about the food donation boxes
  - v. Suggestion for next academic year to continue to collection donations for families through HACAP in fall 2018 and move the food drive for the Crisis center to the spring 2019.
- j. Sustainability
- i. Packaging recycling pilot program is up and running and was featured in a Daily Iowan article on 11/29/2017, an email has been sent out to staff in CoE who accept packages, the Office of

Sustainability is very interested in whether we can sustain it, ESAC will also work with ECS (specifically Chris) to also participate in this program (230 laptops have been ordered), bins are located on the 4<sup>th</sup> floor of SC next to 4231 with permission from FM

- ii. ESAC working with Compost Ninja to start composting at CoE, a grant proposal is in progress with Aaron Hanson
- iii. Waste from Thanksgiving event was diverted (except for butter packets) to compost, the process of taking it to IMU loading dock was very easy, Rachel asked people if they were interested in hosting a bin and there was a lot of interest
- iv.

9. Old Business

10. New Business

- a. New members to ESAC
  - i. Natalie Potter is interest in joining the Sustainability committee, yet may not be interested in a position on ESAC. Bylaws state thatny staff in CoE can sit on ad hoc committee and/or attend ESAC meetings but may not serve as committee chair.
- b. In the case of a supervisor is a member of ESAC and the council is voting on whether or not one of their supervisees will be appointed to the council, the supervisor should abstain from the vote.
- c. Interested staff members: Phil Kerr, Jacob Heiden, Deanne Wortman
- d. According to Article III of the bylaws, individuals interested in filling vacated positions are recommended by the elections committee to the executive committee, which then votes on the appointment of new members to complete the vacated term.
- e. There is one vacated position and three positions that remained vacant following past elections when there were fewer candidates than vacancies.
- f. Action items
  - i. Three people have expressed interest in joining ESAC. There was a question of if they are appointed per Article XIII of the bylaws when their term would end and how many following terms they would be eligible for. Specifically, do the bylaws state members may serve two consecutive terms or by elected to two consecutive terms.
  - ii. The bylaws will be reviewed for specific language providing guidance.
  - iii. It was noted that for the vacated position, the appointee would complete the vacated term.

11. Adjourned 10:00 AM

**Next meeting**

December 28, 2017; 8:30am

Location: ERF Conference Room