

**Engineering Staff Advisory Council  
Minutes**

December 28 at 8:30am | ERF Conference Room  
Approved

1. Call to order by Blake at 8:37am
2. Attendance: Blake Rupe, Rachel Marek, Chris Reuter, Jan Waterhouse
3. Unable to approve former minutes due to lack of sufficient members to quorum. Unable to vote on appointing Jacob Heiden to fill vacant ESAC term. Unable to vote to combine Welcome/Goodbye and Publicity committees. Votes postponed until January.
4. Announcements
  - a. HACAP Success: \$533 and 19 gift donations received
  - b. Crisis Center Food Drive Success: \$100 cash and 461 pounds of food collected
    - i. Rachel would like to consider, for the next food drive, to potentially watch and control for theft that was reported from the drive boxes. Ideas were: shorten the collection time to one week or ask staff in offices to keep the boxes in a locked office overnight.
5. Impromptu new business items for this agenda: NONE
6. Liaison Committee Reports
  - UI Staff Council meeting – none, didn't hear from Linda. However, Rachel would like to note that the Budget Presentation by President Harreld during the Regents budget hearing 11/20/2017 (sent to COE staff by Staff Council Rep Linda Varvel) included investing \$\$ in students and faculty, but not staff, in the 2016-2021 strategic plan. Is it noteworthy that staff weren't mentioned at all in the slides? We would like to circle back to this at the January meeting.
  - HR Director Jan Waterhouse - Jan mentioned that the recruitment tool we are implementing will take effect for staff hires in July/August. The faculty side of the site won't be implemented until Fall.
  - Finance Director April Tippett was not present due to the holidays so this was not discussed.
7. Committee reports
  - a. Executive: None, Sarah is back on Jan. 8 and we will attempt to have an executive committee meeting before the January meeting.
  - b. Elections: No updates
  - c. Staff Awards: We will try to find the most current version to send to Alec. We usually put out the call in late January/early February so that nominations are submitted by Spring Break. Rachel and Blake will try to find the newest version.
  - d. Bylaws/Policies & Procedures: Rachel has done some research and has insight on what she'd like to address with the committee when Sarah returns. She is sending Blake that list.
  - e. Social Events (now including Get to Know the College): No updates
  - f. Publicity and Communication:
    - i. Publicity committee met to draft survey regarding ESAC. Blake or Ashlee will send the survey to everyone to read and review. We would like to invite all committees to forward questions they'd like to have added before January 10. We would like to send out the survey mid-January. We hope to have results to share at the January meeting.
    - ii. HACAP and Crisis Center drive successes were documented by emails to COE staff and slides on display monitors in the building.
    - iii. Slides with information on packing material recycling pilot and updated university recycling guidelines were also sent to the display monitors in the building.
    - iv. We will vote on combining Publicity and Welcome/Goodbye in January.
  - g. Welcome/Goodbye: Chris would like Blake to print off more cards.

h. Community Service: No updates

i. Sustainability

- i. Update on Compost Ninja: The proposal has been sent to the student partnership group for notes and approval
- ii. Update on packaging material pilot: There has been 1 pickup by Mailboxes of IC, the response is very positive. Rachel is working with ECS for their large laptop order to see if we can capture those materials.
- iii. Rachel would like to consider in the Spring an Adopt a Bin program, where staff can adopt a big blue recycle bin to watch for contamination. Will need to consider funding for gloves, perhaps a grabbing tool so that materials aren't touched and easier to pull out of the materials and deep bins. Will discuss in January.
- iv. Chris mentioned that he would like to discuss options for OPL to have better recycling. Blake and Rachel will look into it.
- v. Blake will circle back around on the recycling signs throughout SC and the new building.

8. New Business

- a. Funding from Kristina was discussed. We've spent \$1173.38 as of this meeting. We have \$327 left. We are expected to spend that in the Spring on the chili cookoff, staff appreciation, and a happy hour. Kristina would like to discuss having a robust Staff Appreciation Day activity and would like to pitch it as a Wellness activity, there could be funding through the Livewell Wellness Grants. She suggested maybe some healthy snacks or swag such as pedometers and water bottles for staff. The link to review is here: <https://hr.uiowa.edu/livewell/wellness-grants>. We will discuss this in January.

9. Adjourn at 9:09am.

**Next meeting:** January 25, 2018; 8:30am | Location: Seamans Center