

Engineering Staff Advisory Council

Meeting Minutes

September 28, 2017 8:30 a.m.

NADS Conference Room

Approved

1. Call to order by Blake Rupe at 8:40 AM
2. Introductions - none
3. Present – Ashlee Johannes, Rachel Marek, Dawn Marshall, Blake Rupe, Chris Reuter, April Tippet, Angi Roemerman, Kristina Venzke
4. Approval of minutes from previous meetings – motion to approve the August 24, 2017 meeting minutes by Chris Reuter, seconded by Angi Roemerman; minutes approved
5. Announcements - none
6. Impromptu new business items for this agenda - none
7. Liaison Committee Reports
 - UI Staff Council meeting – Blake encouraged ESAC members to sign up to attend the UI Staff Council meetings. Linda Varvel is the UI Staff Council representative. Blake will check with Linda first to see if she wants to provide reports to our committee, or perhaps Kim Lebeck as a backup. The next meeting is Oct. 11th. We will discuss this in more detail at the next ESAC meeting. Later in the meeting Rachel Marek volunteered to attend the meeting on October 11. The list of meeting dates will be circulated by email to allow ESAC members to volunteer for specific meetings.
 - HR Director Jan Waterhouse – no report
 - Finance Director April Tippet – Approximately 2 weeks ago the Deans/Presidents Cabinet met to discuss the additional tuition dollars and how to appropriate them. No word yet on the final decision. There may be an opportunity for mid-year salary adjustments for departments who did not receive raises July 1. The College of Engineering will most likely not receive any pay adjustments due to consistently receiving increases in the past. There remains, however, an HR process which allows departments to increase individual salaries. Provost Curry reported that Alec Scranton received 78% favorable responses to the 5 year review survey and comments were generally very positive. Larry Weber is currently working on the increased enrollment in the college and developing a strategic plan for recruitment and placement of new students.
8. Committee reports – all committees are requested to consider costs of future events and bring funding requests to the next meeting and future meetings
 - a. Executive – the committee met with Dean Alec Scranton to update him on ESAC goals. The discussion included:
 - i. Staff Award changes in requirements
 - ii. State of the College address to be held sometime after the Advisory Board Meeting on Oct. 6th
 - iii. His plans to have a Strategic Plan as a “living document” rather than a static 5 year plan
 - iv. Getting to Know the College with researchers as “speakers”
 - v. Open House for the new Annex (particularly for faculty & staff)
 - vi. He suggested we combine our efforts with the Student Council (as appropriate)
 - vii. Professional Development opportunities for researchers who are on soft-money and may not have effort available that is not being charged to a grant/contract
 - viii. Later in the meeting a budget update was requested from the Treasurer at each ESAC meeting to help track spending throughout the year
 1. Update provided during this meeting

Annual Budget

\$1500.00

Expenses:

Yoga in the Park event	(\$30.00)
Big Grove Brewery event	(\$110.00)
Funds remaining	<u>\$1360.00</u>

- b. Elections – no report
- c. Staff Awards – Discussion of changes to staff service award were briefly discussed as expanding the scope of activities to be considered for nominees to include professional service. Changes were unanimously approved.
- d. Social Events
 - i. August: Outdoor Yoga, Thursday, 8/31 – there were 8 attendees at the event
 - ii. September: Big Grove Brewery Happy Hour, Thursday, 9/21 - there were 15 attendees. Feedback included starting at a later time such as 5:30 PM to allow people who have to stay at work a little later to attend, clarify that staff are welcome to bring a guest, and to include an Outlook meeting invitation as an attachment to make it easy to add to calendars. Also discussed was spelling out Engineering Staff Advisory Council as some staff may not recognize the ESAC acronym and including the proposed ESAC signature line in future email event announcements.
 - iii. Halloween Luncheon in October 31 – flyers were distributed, both faculty and staff are invited, email announcements will be sent soon to allow attendees time to think of costumes
 - iv. Thanksgiving Potluck in November – will be held in Old Capital Center, committee would like to provide more food as there are challenges with bringing food for a mid-day potluck. Costs associated with this event in previous years was \$400 - \$600. Adding side dishes to the food ESAC provides is expected to increase the cost.
 - v. December event – a decision has not been made about this event. The committee would like to circulate an electronic survey to staff about past events and suggestions for future events.
- e. Publicity and Communication –
 - i. Signature block for ESAC was circulated and reviewed. There were suggestions to write out the email and website to allow people to know they are not clicking on spam, to italicize the words “Represent. Promote. Give Back.” The website URL was considered too long to be written out, yet the email address may be. All members present approved the signature line.
 - ii. The committee is looking into creating a logo. A student group that does design work has been contacted.
 - iii. There was a question about who checks the ESAC email address. It was noted that the ESAC website indicates the executive committee should have access to the email account. A request for the appropriate permissions to be granted will be submitted to the executive committee, yet it will be president’s responsibility to respond to emails.
 - iv. Reminder that the committee can create flyers for upcoming events organized by other committees.
 - v. The website has been updated. Check your information! Minutes from past meetings are missing or inappropriately linked. Dawn was provided a notebook of printing meeting minutes. Any meetings for which minutes are not available on the website will be scanned and uploaded. There was also a question about how far back the minutes on the website should go. It was noted that it is nice to be able to look back through old meeting minutes to see if ESAC has taken up a topic in the past. The suggestion to create tabs for years to organize the minutes on the website.
- f. Welcome/Goodbye – no information has been received from Jan for staff joining or leaving the college

- g. Get to Know the College – the committee met on September 14. Lunch and Learn presentations from research labs across the campus will be organized. It is hoped these will be monthly events. Tours will be organized for summer 2018 since summer is a less busy time for staff. Tours would also be first thing in the morning or at the end of the work day to allow staff to attend on their way to work or on their way home.
- h. Bylaws/Policies & Procedures – no discussion
- i. Community Service –
 - i. ESAC is still considering hosting a blood drive during the spring semester. The blood drive hosted by BME student group and reported that all appointment times filled. Kristina look at the blood donation organization and they seemed to handle most or all of the logistics. There was a question of whether or not there is a fee to have them attend an event.
 - ii. HACAP food drive is still planned for this winter. It will be kicked off at the Thanksgiving dinner/potluck on November. Boxes will need to be saved and created to collect the food. Some locations may fill their boxes before the end of the event and whether a pick-up could happen mid-event was discussed.
- j. Sustainability – the committee has for goals for the year
 - i. Increase education around recycling in the college, and a pilot program with a local business to reuse mail packaging material
 - ii. Low flow faucets in Seamans Center
 - iii. Composting program
 - iv. Event(s) associated with Bike to Work week, perhaps partnering with the UI Wellness office and a local bike shop

9. Old Business – none

10. New Business – none

11. Adjourned 10:07 AM

Next meeting

October 26, 2017; 8:30am

Location: Seamans Center