

Engineering Staff Advisory Council

January 25, 2018 8:30 AM

4511 Seamans Center

Approved

1. Call to order 8:32 AM
2. Attendees:
 - a. ESAC Members: Jacob Heiden, Ashlee Johannes, Sarah Lobb, Rachel Marek, Dawn Marshall, Christopher Reuter, Blake Rupe, Kristina Venzke, Jan Waterhouse
 - b. Visitors from UI Staff Council: Michael Weaver, Sally Fisher, Mihaela Bojin, Patricia (Katie) Millard
3. Approval of new member, Jacob Heiden, unanimously approved
4. Presentation from UI Staff Council
 - a. Notes Funding for monthly professional development through the College of Education, UI Staff Council provides food; someone from ESAC could meet with the UI Staff Council about the rewrite of the bylaws since they just went through the same process
5. Approval of minutes from previous meeting
 - a. October 2017 meeting – approved with amendments
 - b. November 2017 meeting – approved as amended, discussion of number of vacancies that actually exist
 - c. December 2017 meeting – approved without amendments
6. Announcements – Jacob Heiden has joined ESAC, introductions were made
7. Impromptu new business items for this agenda - none
8. Liaison Committee Reports
 - UI Staff Council meeting
 - conversations around parental leave, specifically clarification, codifying, and expanding eligibility based on time in position, reasons sick leave can be used
 - an idea that did not move forward was tuition assistance, UISC will get back to use on ways staff can express support for tuition assistance
 - HR Director Jan Waterhouse
 - An internal search for two faculty leadership positions is ongoing: Associate Dean to Academic Programs and IIHR Director, each are 5-year appointments
 - Staff performance reviews are approaching, the tool and system is the same as last year, the goal plan product contract is ending so a goal template is being developed to replace the product, reviews are due by the end of March
 - College of Engineering centralized medical leave services to Faculty and Staff Disability Services (FSDS), individuals will now work directly with a FSDS representative rather than a member of HR staff for accommodations
 - Dean Scranton approved the changes staff service award
 - Finance Director April Tippet – not present
9. Committee reports
 - a. Executive
 - i. Budget review included a balance of \$304 after pending charges, the Chili Cook Off is planned to cost \$80-90, Staff Appreciation Day (170 staff members) is planned to cost \$200
 - b. Elections
 - i. the committee is planning the elections timeline
 - ii. they are also reaching out to former members to find out how they recruited people
 - iii.

- iv. Staff Appreciation Day
 - 1. Tentative date April 2
 - 2. Items given to staff will include invitations to run or nominate someone for a position on ESAC
 - 3. There is a possibility of applying for a grant to obtain wellness items instead of a food item, Sarah and Rachel will look into the wellness grant
 - 4. Desk cycles were discussed as in idea and will be investigated for next year
 - c. Staff Awards
 - i. Sarah volunteered to chair this committee,
 - ii. the proposed timeline indicates the call for nominations to go out January 26 with the deadline for nominations on February 23, and the recommendations to the Jan Waterhouse from the committee by March 23
 - iii. the award ceremony is planned for Tuesday, April 17 at 2:30 PM
 - d. Social Events incl. Get to Know the College
 - i. the next event will a pot luck hosted at SHL with the theme “Give the World a Little Love” on February 14, staff faculty and students are welcome, there was discussion of having a satellite event at NADS
 - ii. ESAC is supporting these events as well as promoting composting and recycling at these events
 - iii. The Chili Cook Off will be moved to March 7, a room needs to be reserved that has easy access to outlets, tables and table cloths will also be needed,
 - iv. April “Get to Know the College” event will include a presentation or tour of NADS
 - v. May Happy Hour event will provide appetizers if funds are still available
 - e. Publicity
 - i. Emails will be sent to staff the Monday before each meeting
 - ii. Emails will also be sent to staff before and after each meeting with the Dean
 - iii. Future plans include a survey for staff about what ESAC can do for them
 - iv. Motion to combine the Publicity and the Welcome/Goodbye committees, unanimous vote to combine
 - v. The possibility of a listserv is being explored
 - f. Welcome/Goodbye – now combined with Publicity committee
 - g. Bylaws/Policies & Procedures – no report due to lack of time
 - h. Community Service – no report due to lack of time
 - i. Sustainability – no report due to lack of time
10. Old Business – none
11. New Business – Discussion of February meeting as FY19 planning session, no discussion due to lack of time
12. Adjourn 10:33 AM

Next meeting

February 22, 2018 8:30 10:30 AM

Location: NADS Boardroom