

Engineering Staff Advisory Council

February 22, 2018 8:30 a.m.

NADS Boardroom

Approved

Call to order 8:34 AM

- Attendees:
 - a. ESAC Members: Jacob Heiden, Ashlee Johannes, Sarah Lobb, Rachel Marek, Dawn Marshall, Blake Rupe, Kristina Venzke
 - b. Liaisons: April Tippett
- Approval of minutes from previous meeting
 - a. Amendments : strike item “i” under Publicity committee
 - b. unanimously approved as amended
- Announcements (5 min)
 - a. Compost pilot proposal was sent to Dean Larry Weber and April Tippett; the request was for \$800 rather than \$1200 due to fewer months being included, the projected start date is in March 2018 if approved
 - b. Two staff award nominations have been received, the current deadline for submissions is tomorrow February 23, the deadline may be extended by a week, a list of individuals who have previously received awards is on the College of Engineering website yet there is no limitation for how often an individual can be nominated or receive an award
 - c. Future proposals will be presented to the full council for discussion and approval prior to submission to the College of Engineering administration
 - d. A new staff member is starting in SHL as a research support specialist
- Impromptu new business items for this agenda (2 min)
 - a. none
- Liaison Committee Reports (10 min)
 - UI Staff Council meeting – no report, if an email update received it will be shared at that time
 - HR Director Jan Waterhouse - no report
 - Finance Director April Tippett – Several deans met with Provost Curry in January to discuss the base budget changes (true-up process), talking points included changes in enrollment, successful research programs, it is unknown whether what the outcome will be; there is no news yet on the mid-year budget reductions and whether they are one-time or recurring cuts
- Committee reports: committees share proposed budget and justification (60 min)
 - a. Executive
 - i. Budget discussion
 - ii. The final budget will be shared as an appendix to these minutes
 - iii. each section of the budget was discussed by committee, below are notes,
 - 1. Overall - Line item titles should be descriptive and indicate when both faculty and staff are served by the activity
 - 2. Executive – minor changes were made to amounts, more descriptive line item titles will be used
 - 3. Elections – minor changes were made to amounts, it was noted that ESAC will look for matching funds to support a more substantive item of appreciation next year, such as a mug

4. Social Events – minor changes were made to amounts, more descriptive line item titles will be used, matching funds will be sought for expanding the Outdoor Yoga events, the “non-ESAC Staff Pool” item was changed to “Staff initiated events” and moved to the new initiatives section of the budget proposal
 5. Publicity – no changes to amounts, more descriptive item labels will be used
 6. Community Service – no changes to amounts, more descriptive items labels will be used
 7. Sustainability – the line items for Packing Material Stations, Composting Program, and Recycling Bin Adoption will be moved to the new initiatives portion of the budget, the Composting Program will request \$800 instead of \$1750
 8. New Initiatives section of the budget now includes Composting Program - \$4000, Packing Material Stations - \$400, Recycling Bin Adoption - \$120, and Staff Initiated Events - \$50
- iv. Motion to approve budget was put forward by Sarah Lobb and seconded by Kristina Venzke
 1. Discussion –the final budget with short narrative descriptions and rationale for each section will provided by each committee to Kristina by noon tomorrow Friday February 23, Kristina will submit the final budget to April Tippet by close of business on that same day
 2. Budget as amended during above was approved by unanimous vote
- b. Elections
- i. Staff Appreciation Day is Wednesday, April 25
 - ii. Packages of trail mix and fruit snacks will be purchased to distribute to staff, labels are available and will not need to be purchased
 - iii. As noted during the budget discussion, next year mugs are proposed as appreciation gifts and matching funds will be sought to support the purchase of mugs which is estimated to cost \$5 per individual
- c. Staff Awards
- i. See update in announcements
- d. Social Events, incl. Get to Know the College
- i. Chili Cook Off event
 1. March 15 at 12:00 PM in 2520D UCC, the chili will be provided by attendees, beverages and crackers will be provided by ESAC
 2. for the award the ladle has been purchased, the base will be donated by Phil Kerr, there will be a small fee for engraving the name plate at the electronics shop
 3. An email will be sent to CoE staff on March 1 announcing the event
 - ii. ESAC will help promote the Research Open House Day/Week events
 - iii. NADS Research Park facility tour will be moved from April to July
- e. Publicity, incl. Welcome/Goodbye
- i. Welcome and Goodbye cards were distributed during the meeting for members’ signatures to have them on-hand for future use
 - ii. Flyer will be created for Chili Cook Off
- f. Bylaws/Policies & Procedures
- i. Revisions are in progress and expected to be presented to ESAC for discussion during April meeting
- g. Community Service
- i. Interest has been expressed by staff for a group from CoE to volunteer for a Habitat for Humanity house build, Kristina will look into how groups volunteer

- ii. Staff members will be encouraged to join the community service committee to help organize additional events
- h. Sustainability
 - i. \$600 was received from Green Initiatives for the composting pilot
 - ii. \$800 is included in the ESAC budget under new initiatives
 - iii. Sustainability Lunch & Learn was held in Seamans Center last week
 - iv. Sustainability Lunch & Learn in Stanley Hydraulics Lab is today
 - v. NADS walk-through looking at recycling containers and practices was complete on February 21 in preparation for the Sustainability Lunch & Learn at NADS on February 28
 - vi.
- Old Business (2 min)
 - a. none
- New Business (6 min)
 - a. Send to Sarah prior to February 28 so they can be included in the agenda or talking points for the executive committee meeting with Dean Larry Weber on March 7
 - b. Bring thoughts for discussion of possible Professional Development committee at March meeting

Adjourn 10:38 AM

Next meeting
March 22, 2018 8:30am
Location: SHL Conference Room

Appendix A: 2018-2019 Fiscal Year Budget Request

ESAC Budget Request	2018-19	2017-18	2016-17
Misc. Supplies	\$0.00	\$0.00	\$10.00
Refreshments for Lunch and Learn with the Dean/Assoc. Dean	\$50.00	\$0.00	\$0.00
Annual Survey - gift cards	\$25.00	\$23.00	\$0.00
ESAC Staff Appreciation Day	\$350.00	\$170.00	\$320.00
Chili Cook-off (Food & Contest Prize)	\$100.00	\$93.00	\$166.00
Fall Happy Hour (Food)	\$150.00	\$98.00	\$0.00
Halloween (Food & Contest Prize)	\$100.00	\$126.00	\$0.00
Outdoor Yoga (CRWC Instructor)- 2 sessions @ \$30 each	\$60.00	\$30.00	\$0.00
Spring Happy Hour (Food)	\$150.00	\$50.00	\$170.00
Thanksgiving (Food for Faculty & Staff)	\$700.00	\$710.00	\$680.00
New event/program initiatives for FY19 (food/supplies)	\$50.00	\$0.00	\$0.00
Tableware and napkins - compostable	\$100.00	\$95.00	\$0.00
Tableware and napkins - not compostable	\$0.00	\$0.00	\$10.00
Bi-Annual Sustainability Events - presentations (refreshments)	\$100.00	\$0.00	\$0.00
Supplies for printing flyers, welcome/goodbye cards, envelopes	\$40.00	\$0.00	\$10.00
Tshirts for new members	\$60.00	\$105.00	\$0.00
Crisis Center Food Drive (boxes, wrapping, signs, supplies)	\$25.00	\$0.00	\$0.00
HACAP Gift/Donations Drive (boxes, wrapping, signs, supplies)	\$25.00	\$0.00	\$0.00
	\$2,085.00	\$1,500.00	\$1,366.00

Appendix B: Sustainability Committee New Initiatives Budget Request

ESAC/SUSTAINABILITY COMMITTEE NEW INITIATIVES BUDGET REQUEST FY19

The charge of the ESAC Sustainability Committee is to increase awareness for sustainability efforts, encourage participation in campus initiatives, and explore new opportunities to reduce the CoE footprint. In order to meet the University's 60% waste diversion target, CoE must increase its diversion rate from 13.5%. According to an Office of Sustainability waste audit, of the current landfilled waste, about 30% is compostable and about 30% is recyclable. In a survey distributed by ESAC in January 2018 and completed by 54 CoE staff, most respondents requested an increase in CoE waste diversion efforts.

Sustainability Program Budget FY19	
Packing Material Stations	\$400*
Composting Program:	
Compost Ninja service: 10 buckets changed 2x per week, \$325/month x 12 months	\$3,900
Outreach & Engagement, Print and laminated signs	\$50
Recycling Bin Program	\$120*
TOTAL	\$4,470

* Indicates single-year (non-renewing) costs

The Sustainability Committee is requesting new initiatives funding of \$4,470 to promote waste diversion as requested by staff:

- \$3,950 to provide composting and education to 10 shared faculty/staff/student offices in CoE
- \$120 to purchase grabbing tools so CoE personnel can adopt a recycling bin to improve recycling rates
- \$400 to purchase 8 23 gallon "Slim Jim" bins for 2 additional packing material re-use stations.

\$4,470 represents the annual cost to run this recycling program for FY19. CoE is a campus leader in implementing university initiatives, and the Sustainability Committee's new initiatives help fulfill that mission.

A full proposal describing the composting program in greater detail was submitted to April Tippet and Dean Webber on 2/21/18 by Sarah Lobb, which reflected the cost of the Composting Pilot Program portion for the months of March–June, 2018. A grant from Green Initiatives Funding in the amount \$600 was obtained but it was not enough to cover the entire fiscal year, thus the previous request for partial funding for FY18.