**Engineering Staff Advisory Council**

Friday, October 5, 2018 8:30 a.m.

SHL Conference Room

1. Call to order 8:53 Heiden, Jacob

Attendees: Jacob Heiden, Ashlee Johannes, Dawn Marshall, Brian Snider, April Tippett, Jan Waterhouse

1. Approval of minutes from previous meetings
	1. August Minutes – approved unanimously as amended
	2. September Minutes – approved unanimously as submitted
2. Announcements - none
3. Impromptu new business items for this agenda - none
4. Liaison Committee Reports (10)
* UI Staff Council meeting – Blake Rupe shared in email to council members of Tuesday, October 2.
* HR Director Jan Waterhouse
	+ Working @ Iowa survey has launched. All staff are encouraged to complete the survey. Council members may encourage their coworkers to complete the survey as well. Survey results are expected to be available by January. Results will be provided for the entire college and that the department or unit level when there are at least 10 responses. A question was asked the intent of the questions about energy on the survey. The “energy” questions are intended to measure levels of employee engagement while the other questions are the drivers of engagement.
	+ New jobs system is up for staff and is expected to be in use for faculty sometime during the spring semester. Internal staff who want to look at job opportunities can access the new system through the UI Employee Self-Service site. Some staff have commented that salary information is not visible for positions posted on the new system. The new system is a cloud based system and very little can be changed. Individual departments may choose to include salary information in job descriptions. There may be an option to have a candidate indicate their desired salary in the future, yet this is still being discussed and there is no timeframe for a decision or implementation. Recruiters are expected to have discussions about salary expectations with candidates during the interview process before the stage where offers would be made.
	+ Engineering Diversity Council was announced by Dean Scranton. This council is formed in instead of an Associate Dean position. This council is expected to be very active. ESAC has been asked for nominations. Nominations are due to Jan Waterhouse by Friday, October 12. Nominations should include nominee’s name, contact information, and a short paragraph about why they are interested in serving. Dean Scranton will select staff at large member from nominations provided.
* Finance Director April Tippett
	+ With the new UI Budget Model, each Org Unit has been asked to provide three items to central administration. The three deliverables from the CoE 1) revised revenue projections (submitted) 2) General Education Funds FY19 projected expenses (due October 10) 3) Projected funds balances (of all funds including general education funds) which include current balances, projections of expenditures, and final projected FY19 balances (due October 10)
1. Budget Update – Treasurer Jacob Heiden
	1. Overall budget is $5400, which includes composting, staff billable hours, and ESAC activities. ESAC activities comprise $1725. The total budget requests from committees was $2120.
	2. Reminder to committee chairs that an 18% reduction in budget requests is needed.
2. Committee reports (60 min – 6 min. each) – include a detailed budget estimate
	1. Executive – no report
	2. Elections
		1. A proposal to UI Staff Council was submitted, with input from April, to request a $500 supplement for Engineering Staff Appreciation in the spring. If we receive the supplemental funds the Elections Committee could come down in our budget 20% of $350 to $280; however, if we don’t get the supplement we will need all $350 requested.
	3. Staff Awards – no report
	4. Social Events
		1. Holiday Feast is planned for December 7, 2018. Waiting to hear about availability of 2500 UCC.
		2. No update on budget request.
	5. Get to Know the College
		1. There was some discussion about an event in October or November, yet no firm plans yet
	6. Publicity, incl. Welcome/Goodbye
		1. Budget request was $175 total, of that $44.50 has been spent for council members T-shirts, and $7.00 is expected for paper good supplies. Because swag has been donated by CoE offices, no swag budget will be needed, so total budget request is reduced to $55.
		2. A calendar engr-esac was setup. Whether that calendar is viewable to the public is unclear and how it will be used by ESAC should be discussed at the next meeting.
		3. Including calendar invitations in emails was also discussed again. It seems this functionality is available in some cases. Jacob will check with Sarah Williams.
	7. Bylaws/Policies & Procedures
		1. Revisions to bylaws were approved during the September meeting. The update bylaws are available on the SharePoint site.
	8. Community Service
		1. Event: Johnson County Farms to support by helping to harvest produce on Thursday, October 11th from 5-6:30pm at the Johnson County Farm (4811 Melrose Ave., Iowa City, IA 52246). All produce is donated to local hunger-relief organizations. Transportation will be available.
	9. Sustainability
		1. A question came up during discussion of the NADS building review. Are Tiny Trash receptacles are available to individual staff members or does a whole building/department need to participate? Also, who pays for the Tiny Trash receptacles? Previously the answers were that any staff member could request a Tiny Trash receptacle and the Office of Sustainability provided it at no cost to the department. Yet, there is a new director for the Office of Sustainability so checking on these answers might be a good idea.
	10. Wellness
		1. Budget request is changed to $0
		2. Building specific Wellness grants will be written for desk cycles and/or treadmills. Individuals to write for specific buildings have not been identified.
3. Old Business
	1. Budget discussion
		1. Committee budget request changes are mentioned where appropriate under each committee above. At first glance, the reductions in budget requests total $200. Further discussion was tabled until next meeting.
	2. Constituent Issues
		1. Tabled from last meeting (Blake has details)
		2. Staff break room (see email from Rachel for details)
4. New Business
	1. ESAC Calendar Discussion - tabled until next meeting

Action Items:

* Jacob – budget request for additional funds to cover billable hours
* Jacob – update ESAC budget to reflect changes in committee budget requests
* Brian – ask coworkers to check on visibility of engr-esac calendar
* Blake – agenda item for next meeting: use of engr-esac calendar
* Jacob – ask Sarah Williams about whether calendar invitations can be included on ESAC emails

**Next meeting**

November 2, 2018 8:30 a.m.

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