**Engineering Staff Advisory Council Minutes**

Friday, November 2, 2018 8:30 a.m.

4602 SC

1. Call to order 8:37 AM

Attendees: Jacob Heiden, Rachel Marek, Dawn Marshall, Blake Rupe, Kristina Venzke, Chris Schwarz, April Tippett,

1. Approval of minutes from previous meeting – approved unanimously
2. Announcements - none
3. Impromptu new business items for this agenda - none
4. Liaison Committee Reports (10)
* UI Staff Council meeting
	+ No notes were received.
	+ There is a postcard writing campaign to support the Regents’ request for additional 7 million in finding for the university. The deadline for submitting a postcard is November 9. All staff received an email with details.
* HR Director Jan Waterhouse - No report.
* Finance Director April Tippett
	+ Salary worksheets for faculty and staff went out for January 1. July is still the date for faculty promotions.
	+ A question was asked about budget adjustments each semester. With the new budget model at the University, the College monitors enrollment trends to determine how that will affect the collegiate budget.
1. Budget Update – Treasurer Jacob Heiden – Budget update was shared. It should be noted that the updates are through September TDRs.
2. Committee reports (60 min – 6 min. each)
	1. Executive
		1. Lunch Q&A with Dean Weber went well. There were 17 attendees at the Seamans Center and another eight attended remotely from NADS.The same topics were covered in the executive committee meeting with him the week before, so there were no surprises.
		2. Josh Atcher was the staff member chosen to serve on the Diversity Council. Blake will ask Josh if he is able and willing to provide reports/updates to ESAC.
	2. Elections
		1. Have not yet heard back about funding request to UI Staff Council for staff appreciation items.
	3. Staff Awards
		1. No report.
	4. Social Events
		1. Halloween Costume Party had 20 people in attendance. CoE logo items donated by HR, Alumni Relations, and Associate Dean Grosland were given as prize packs to top two winners in costume contest.
		2. Holiday Feast will be on December 7, 12:00-1:00 PM in 2520D OCC. Committee with working with HyVee on the menu.
	5. Get to Know the College
		1. Nothing new to report. Will resume meeting in coming weeks.
	6. Publicity, incl. Welcome/Goodbye
		1. One new hire and one departure
	7. Bylaws/Policies & Procedures
		1. Bylaws document has been updated with all recent revisions on all venues.
	8. Community Service
		1. No report. Meeting Monday following council meeting.
	9. Sustainability
		1. Tiny trash will be rolled out to all of Seamans Center staff who are not in large shared offices.
		2. NADS leadership reviewed the building audit. All recycling containers have been labeled with single-stream information. Several staff are participating in the composting effort. There was both support and resistance to additional changes. There is a question about whether individual staff members can choose to convert to Tiny Trash containers or whether all staff in the building have to do so.
		3. Working with the Office of Sustainability, Facilities Management, and the Dean’s Office to get appropriate signage throughout Seamans Center.
		4. Mayor’s Youth Council recycling sorting program is switching to Mondays and one individual will be coming on Thursdays. There has not yet been a measurable difference in the amount of trash diverted to recycling. This may be because the limited number of days, though with the move to Monday it may be possible to see a difference since that is the day with the highest rate due to the weekend.
	10. Wellness
		1. No report. Still considering what to request for each building through Wellness grants. Dean Larry Weber did approve space in Seamans Center for a treadmill.
3. Old Business
	1. Constituent Issues
		1. ESAC has receive multiple detailed complaints about the cleanliness of the Seamans Center building. There could be multiple reasons for the issues. There has been discussion of doing a building traffic survey to determine what periods of time each area is in use. This may help facilities management plan cleaning schedules for when areas are least likely to be in use. ESAC will continue to bring the issue to college administration.
		2. Staff no longer have a breakroom so those in shared offices have no place to go for a break. Could the shared space that has been approved for the treadmill also serve as a breakroom? ESAC will bring this issue up to Dean Weber and Dean Sonka for their input.
	2. ENGR-ESAC calendar
		1. Will this calendar be inward facing (visible only to ESAC members) or outward facing (visible to all College of Engineering? The first step is discovering how it is currently setup. Blake will find out of individuals who are not members of ESAC can view it and post events. Further discussion will follow at future meetings
	3. Thanksgiving potluck location update – see above
	4. January Salary Process – see Finance Director’s update above
4. New Business

Action Items

* Blake will ask Josh if he is able and willing to provide reports/updates to ESAC on the CoE Diversity Council.
* Blake will find out of individuals who are not members of ESAC can view and/or post events to the ENGR-ESAC calendar.

**Next meeting**

December 7, 2018 8:30 a.m.

NADS boardroom