**Engineering Staff Advisory Council**

December 7, 2018 8:30 a.m.

NADS boardroom

1. Call to order 8:30 AM

Attendees: Jacob Heiden, Ashlee Johannes, Rachel Marek, Dawn Marshall, Blake Rupe, Kristina Venzke, Brian Snider, Chris Schwarz

1. Approval of minutes from November meeting – unanimously approved
2. Announcements - none
3. Impromptu new business items for this agenda - none
4. Liaison Committee Reports

* UI Staff Council meeting
* HR Director Jan Waterhouse
  + The Diversity Council
    - Will meet for the first time today. The council has done quite a bit of work by email, for example the council created a draft policy to allow teaching release for faculty members when a new child enters a household. The policy was proposed to the Dean who was supportive and a proposal is with the Provost’s office now.
    - Blake reached out to Josh Atcher, a member of the Diversity Council, and he is willing to provide ESAC with updates on the council’s activities.
    - ESAC asked about the role of the Diversity Council in the college strategic plan. The plan is essentially complete at this point, yet it will address diversity in several places as metrics.
  + Dean Larry Weber is stepping down from the role of Executive Associate Dean. The college is still considering the most effective way to move forward.
  + Safe Zone Training is offered through “My Training” within the Employee Self-service site. The course consists of two phases with an optional third available after completing the first two. The first phase promotes inclusion, affirmation, and support to lesbian, gay, bisexual, transgendered, and queer (LGBTQ) people in the University community. Safe Zone Project workshops can be taken as an elective for BUILD certificate credit. Note: Individuals who complete or have completed (LGBTQ Safe Zone workshops may obtain credit towards the Building University of Iowa Leadership for Diversity (BUILD) certificate. The second phase is a case study-based, application-focused session. Participants will gain the tools they need to not only provide resources, but to become an active participant in making our campus a more supportive, inclusive, and affirming place for LBGTQ people. If desired, participants may be identified as an LGBTQ Safe Zone Ally after completing Phase 2. The third phase is an interactive workshop featuring an overview of trans\* students’ experiences on college campuses, with a focus on strengthening our ability to be more effective allies to this community. Previous participation in LGTBQ Safe Zone Phase I and Phase II is encouraged.
  + The University of Iowa’s search for a Chief Diversity Officer is progressing. It is hoped to have candidates on campus this spring.
  + Kelli Delfosse, director of Engineering Professional Development, has accepted a position at Washington University in St. Louis. As with any staff departure, this provides an opportunity for the college to evaluate this position and determine whether changes should be made before it is filled.
  + UI policies related to the furlough process are under review. If changes are made, they will be announced by University Human Resources.
* Finance Director April Tippett
  + January 1 salary increases have been entered and are now in review to be finalized. Supervisors should communicate specific increases to individual employees before the end of the year.

1. Budget Update – Treasurer Jacob Heiden
   1. April will double check that all charges have gone through for the planned 3 months of effort to cover attendance of ESAC meetings.
   2. Blake will schedule a meeting of the executive committee to discuss writing a proposal for more funding for staff hours.
   3. $500 of charges for the elections committee will be on a different MFK as these are associated with the grant received for staff appreciation items.
   4. Food for the Holiday Feast event will cost approximately $600. This is part of the social events committee budget.
   5. Community Service committee expects to spend approximately $30 on gift wrapping supplies.
   6. Planned expenses will be included as projected spending in future budgets.
2. Committee reports
   1. Executive – no report
   2. Elections
      1. A grant for $500 was received for staff appreciation items from the UI Staff Council. Potential packages of items have been reviewed and one has been chosen. An order will be placed closer to the time of distribution to ensure the most accurate head count of staff. ESAC will assemble packages for distribution to staff.
      2. In the future, it is expected that staff appreciation items will be included in the ESAC annual budget request.
   3. Staff Awards
      1. Effort begins in January when the request for nominations is distributed.
   4. Social Events
      1. Holiday Feast is today. The total cost of the food is expected to be less than $600, which will leave funds available to support a cookout in June.
   5. Get to Know the College
      1. The Committee held an event in July at NADS, the Fall Staff Happy Hour in September, and an event in November with the Nexus program, which 21 people attended. We will plan one more program for the spring, as well as the spring Staff Happy Hour.
   6. Publicity, incl. Welcome/Goodbye
      1. There have been no new hires or departures in the last month. College of Engineering swag will be awarded at the Holiday Feast drawing today.
      2. Reminder to organizers to take and send photos of events so they can be shared on the ESAC website.
   7. Bylaws/Policies & Procedures – no update
   8. Community Service
      1. HACAP did not have families to match for us, yet the United Way was able to match with two families. Today is the last day of the campaign for donations. Ashley and Blake will each shop for a family. Giving was lower overall than last year, yet proportional since we have two families instead of three this year.
      2. Johnson county food drive planned for February called “Spread the Love.”
      3. A work day will be planned with the Johnson county farm this spring.
      4. Two individuals who are not members of ESAC have joined the committee.
   9. Sustainability
      1. 200 pounds of waste have been composted since August. Regular updates are sent by email.
   10. Wellness
       1. The committee will focus on writing a proposal for the Wellness Center grant. The proposals need to be building specific, so individual writing teams will be needed. For the Seamans Center, it was discovered that a treadmill would be too expensive, yet other options are being explored. Volunteers needed to write proposals for other buildings.
       2. In April there will be a lunch and learn hosted with Human Resources about wellness.
       3. ESAC will provide a gift bag or swag as a prize for walking challenge in the spring.
3. Old Business
   1. Constituent Issues
      1. Executive committee will meet and move forward regarding staff break room
      2. No new comments have been received.
   2. CoE Diversity Council update – none during this meeting.
4. New Business - none

Adjourn 9:33 AM

Action Items:

* April - double check that all charges have gone through for the planned 3 months of effort to cover attendance of ESAC meetings.
* Blake - schedule a meeting of the executive committee to discuss writing a proposal for more funding for staff hours.
* Jacob - Planned expenses will be included as projected spending in future budgets.
* All – volunteers needed to write wellness grant proposals for buildings other than Seamans Center.

**Next meeting**

January 4, 2019 at 8:30 am

SHL Conference Room