**Engineering Staff Advisory Council**

January 4, 2019 at 8:30 am

SHL Conference Room

1. Call to order 8:37 AM

Attendees: Jacob Heiden, Ashlee Johannes, Rachel Marek, Dawn Marshall, Kristina Venzke, Chris Schwarz, April Tippett

1. Approval of minutes from previous meetings – December minutes approved pending review by Jan Waterhouse
2. Announcements - none
3. Impromptu new business items for this agenda
	1. ESAC meeting time added to New Business
4. Liaison Committee Reports
* UI Staff Council meeting
	+ Email from Linda Varvel was shared with staff on January 3. ESAC discussion noted that benefits are being reviewed. From Linda’s notes, and overview of the review process can be found here: <https://hr.uiowa.edu/health-benefits-review>
* HR Director Jan Waterhouse – no report
* Finance Director April Tippett
	+ The College of Engineering will submit their next version of revised revenue projections to central administration by February 8th. This revision will be based on actuals through spring census enrollment and projections for the remainder of the spring semester.
	+ April is still looking into whether the charges for ESAC members to attend meetings have gone through for all three months. Ashlee noted that they may have for her.
	+ Dean Scranton sent an updated organizational chart for the College of Engineering. The changes to the organizational structure took place on January 1, yet some logistical and administrative functions are still in transition.
* CoE Diversity Council
	+ The council met once since the last ESAC meeting. Two members attended a conference for individuals involved in diversity efforts in their organizations and brought back useful materials to the council.
1. Budget Update – Treasurer Jacob Heiden
	1. Projections have been added for future expenditures.
	2. $500 grant for staff appreciation will be added as supplemental funds to the spreadsheet, yet will not be included in the elections committee budget as the grant funds exist in a different MFK.
	3. Staff appreciation items will be purchased in the spring. It should be kept in mind that ESAC funds expire on June 30 while the grant funds will not. The elections committee will discuss which pool of funds to access first for the purchase.
2. Committee reports
	1. Executive – no report, will meet in January
	2. Elections – no activity yet
	3. Staff Awards – no report
	4. Social Events
		1. Holiday Feast - Fifty-four people attended. Number of RSVPs (24) compared to number of attendees was discussed for future budget and planning. The summary of ESAC activities was well received. It was suggested that the summary and announcements come in the first 15-20 minutes of the event to ensure that individuals who can take only 30 minutes for lunch have the opportunity to hear them. A drawing for 15 items of College of Engineering swag was held.
	5. Get to Know the College
		1. Twenty-two people attended the open house event at Nexus. Another tour or open house will be planned for spring in addition to the staff happy hour.
	6. Publicity, incl. Welcome/Goodbye
		1. Two individuals departed the college in the last month. Jacob still has plenty of signed welcome and good-bye cards on hand.
		2. Dawn asked if it would be possible to order extra staff appreciation swag to all giving new staff something from ESAC. This will be discussed by the committee.
	7. Bylaws/Policies & Procedures – no activity, yet an annual review of by-laws is planned
	8. Community Service
		1. Adopt a Family campaign through United Way collected donations for 2 families. In addition to the gift list items each family received a $200 gift card from HyVee.
		2. The “Spread the Love” event with The Crisis Center of Johnson County will be announced next month.
		3. United Way is looking for ways to work more closely with members of the University of Iowa community. Ashlee has been approached about being a contact.
	9. Sustainability
		1. Better signs for recycling and bin pairing is moving slowly, yet there is some student help to change the signs.
		2. Composting is going well. The pick-up days have changed to Monday and Thursday. Dawn noted that there has been inconsistency in the pick-up time at NADS. It is hoped the change in pick-up days will lead to better consistency. Dawn will check in with people at NADS.
		3. Office of Sustainability’s TinyTrash rollout to SC offices is happening over winter break via the FM custodial staff. Rachel will meet with April and others to support communication of intended plan.
	10. Wellness
		1. Focus has been on the wellness center grants. A team has been formed for Seamans Center. Still looking for teams from other buildings if interest exists.
3. Old Business - none
4. New Business
	1. New meeting time for spring semester
		1. The current meeting time of 8:30 AM on the first Friday of the month is still a good time for all those present. Dawn will check with other council members to confirm it is still good for them.

Action Items:

* Dawn – touch base with Jan about review of December minutes
* Jacob – add grant from UI Staff Council to budget under supplementary funding
* Dawn – check in with people at NADS about composting and email Rachel so she can contact Compost Ninja about issues at NADS
* Rachel & April – communication about intended plan to roll out Tiny Trash in Seamans Center
* Dawn – check in with absent council members about meeting time

**Next meeting**

February 1, 2019 at 8:30 am

4602 Seamans Center