**Engineering Staff Advisory Council**
March 1, 2019 8:30 a.m.
SHL Conference Room

1. Call to order 8:30 AM

Attendees: Jacob Heiden, Rachel Marek, Kristina Venzke, Chris Schwarz, Brian Snider, Blake Rupe, Ashlee Johannes, Jan Waterhouse, April Tippett

1. Approval of minutes from previous meetings
	1. February minutes approved unanimously
	2. December minutes approved
2. Announcements - none
3. Impromptu new business items for this agenda - none
4. Liaison Committee Reports
	* UI Staff Council meeting
		+ The UI is exploring a public private partnership. The one-page announcement sent out through email is the only information available (see appendices for Iowa Now article on February 8, 2019).
	* HR Director Jan Waterhouse
		+ Student services group has seen a lot of changes.
		+ A search will open soon for Director of Academic Support & Services position. This will be an internal search to find someone who is familiar with the UI.
		+ DEI Council is holding listening sessions this semester. Two have already happened with more throughout the semester. Good conversations are happening. It is hoped that one outcome will be a better understanding of how to support and retain students, faculty, and staff with diverse backgrounds. The council will prepare anonymous summaries after all sessions have been held.
		+ DEI Council’s has funding available to for initiatives. The call is very broad. Funds must be spent in fiscal year 2019.
		+ Campus was briefed by Melissa Shivers, UI Vice President for Student Life, about the #DoesUIowaLoveMe campaign during which the themes were summarize and groups discussed those themes and action plan ideas. There will be a follow up meeting on Monday, March 4, 2019. At the College of Engineering level the feedback has been good, that the UI level not as good.
		+ Public-Private Partnership – had the CoE administration or HR being involved? No because no CoE jobs will be affected.
	* Finance Director April Tippett
		+ All collegiate budget officers to kick off the process for FY20 budgets, which are due to central administration by March 25. Revisions will occur throughout the year. Each college was able to submit refinements and the deans are looking at those.
		+ Scholarships for undergrads should be known by the end of March.
		+ Facilities related matters will be taken up by the Engineering Space Planning Committee. An initial meeting with facilities services is planned and facilities services are working on documents that describe services to CoE.
	* Diversity, Equity, and Inclusion (DEI) Council member Josh Atcher – see update from HR Director Jan Waterhouse
5. Budget Update – Treasurer Jacob Heiden
	1. No significant changes since last council meeting. Balance includes $500 from UI Staff Council grant for staff appreciation.
	2. February purchases for envelopes and the Chili Cook Off event are not yet shown.
	3. Funds request for ESAC members on billable hours included current members and a placeholder for a member who replaces Ashlee Johannes. April will discuss with Dean Scranton hopes to have an answer before spring break. ESAC will send a revised amount removing the amount for Ashlee Johannes and adding an amount for Sarah Livesay who will be joining ESAC to fulfill Ashlee’s term. Also, ESAC budget proposal for FY20 will need to include a request for funds for this purpose.
6. Committee reports
	1. Executive
		1. Meeting with Dean Scranton
			1. Issues about cleanliness of the building were brought up and discussed. ESAC representatives will attend the meeting with facilities services mentioned above under the facilities related matters in the Finance Director’s report. Dean Scranton is also on the UI Essential Services Advisory Committee.
			2. Staff breakroom – There is a kitchen on the 4th floor of the annex that has a table and chairs and a refrigerator. The table is small and a slightly larger table would be useful if more than two people were using the space at the same time. John Millsap will be contacted about a larger table (though notes do not indicate who will contact John). Currently the room is accessible to staff and specified students. The space needs to be stocked with supplies, such as napkins or paper towels. Dean Scranton will confirm with Dave Funk that all staff has access and do a walk-through with Jill.
			3. Strategic Plan – the final version is being polished and will go to EAC in two weeks then will be available to the entire college.
			4. New Dean search – ESAC will contact Sue Curry about staff involvement on the search committee.
			5. Q&A Lunch with Dean Scranton and staff will be scheduled after spring break to coincide with the release of the strategic plan.
			6. Dean Scranton’s goals for his remaining term as Dean
				1. DEI council – the provost office is bringing in two speakers on diversity in higher education on April 16 for two ½-day workshops; the College of Engineering has arranged for the speakers to also have discussions on April 17 specific to the college.
		2. As mentioned under item 1 above, Andy Bruckner from Facilities Services, Dean Scranton, and Rachel Marek met to begin to understand what services are provided to the college by facilities services. During the meeting it was noted that Facilities Services will not charge fees for one-off services. If there is a recurring need an estimate will be prepared and discussed with the college. There currently isn’t a documented service guide, though Facilities Services is preparing a document. Other information shared at the meeting: number of custodians are assigned based on cleanable square footage rather than usage (foot traffic) and does not include offices, there 2 custodians who work an evening shift and 1 custodian who works a day time shift in the college. It was noted that two custodian work during the highest traffic times, which is important because custodians are not allow to clean a space when it is in use.
			1. This topic is one ESAC could work with the Engineering Faculty Council. An ESAC representative will meeting with EFC on March 11 to present this topic.
		3. The At Large position on the Executive Committee is open. Anyone interested can volunteer.
	2. Elections
		1. New council member Sarah Livesay will fulfill the remainder of Ashlee Johannes’ term. Sarah is interested in expanding composting to include undergraduate students in the college.
		2. Still looking for someone from SHL to join ESAC.
	3. Staff Awards
		1. No nominations yet. There is one week left. A reminder will be sent out.
	4. Social Events
		1. Chili Cook Off event – 5 entries, 36 people attended. The Golden Ladle trophy has been ordered. There were expenses of approximately $20 for crackers and other supplies.
		2. Grill Out event is planned for July.
	5. Get to Know the College
		1. The Spring Happy Hour event is planned for Mellow Mushroom in Coralville.
	6. Publicity, incl. Welcome/Goodbye
		1. There was one new hire.
	7. Bylaws/Policies & Procedures
		1. Proposed revisions to the Bylaws were presented. ESAC will vote on these revisions at the April meeting.
	8. Community Service
		1. Spread the Love campaign – 97 lbs of food were donated; the Dean’s office was the heaviest.
		2. This committee is currently without a chair.
	9. Sustainability
		1. Waiting to hear from April to hear about request for stickers re-order. The original order was for stickers that are the wrong size. A $100 credit was obtained. The new stickers are expected to cost $130.
	10. Wellness
		1. No expenses.
7. Old Business
	1. Working@Iowa Survey Results (Jan) – was not discussed, ran out of time, Jan did share the results with Dawn to be shared with ESAC only.
8. New Business
	1. Working with EFC on Custodial Issues – see discussions above

**Next meeting**
April 5, 2019 at 8:30 am
SHL Conference Room

# Appendix A: UI Exploring public-private partnership

UI exploring public-private partnership involving utility system

Growing trend in higher education used to discover additional resources

BY: OFFICE OF STRATEGIC COMMUNICATION  |  2019.02.08  |  09:05 AM

The University of Iowa announced it is exploring a potential public-private partnership (P3) with its utility system. The university joins a growing number of institutions across the country looking for new ways to bridge a meaningful gap in available resources.

“The UI is committed to delivering on our mission of education and research excellence,” says UI President J. Bruce Harreld. “Investigating this opportunity over the next nine to 10 months in order to determine if a P3 is right for our campus is a prudent and measured step.”

Under a P3, the UI will maintain ownership of its utility system while entering into a professional services agreement with a third party. This agreement will provide the UI with an upfront payment that the university will place into an endowment. The annual proceeds realized from the endowment will be invested in the core missions of the university (teaching, research, and scholarship), as well as strategies that will implement the [UI’s Strategic Plan 2016-2021](https://provost.uiowa.edu/strategic-plan-2016-2021), which was approved by the Board of Regents, State of Iowa, in 2016.

A successful partnership will ensure the following commitments are kept:

* The university will be able to operate the plant without burning coal no later than Jan. 1, 2025.
* The new plant operator will continue to explore new sources of bio-fuels creating sustainable, lower-cost fuel options.
* All facilities will be maintained by the new operator in similar or better condition.
* Campus-wide sustainability efforts will be continued.

The UI expects that the new operating entity would offer university employees involved in the P3 a position with their company. Those utility system employees who are not offered a position with the new operating entity will retain a university position.

“We value our employees and the intent of the P3 is not to reduce staff,” says Rod Lehnertz, UI senior vice president for finance and operations. “It is our people in Utilities and Energy Management that have made our system a best practice model in higher education.”

The UI will actively engage the campus through shared governance and information sessions to ensure an outcome that is in the best interest of the university and its constituents. The overall timeline has several distinct timeframes, (RFQ, RFP, and allocation of resources), which will provide significant opportunity for campus feedback. The current schedule is as follows:

* Feb. 12: Faculty Senate information session
* Feb. 13: Staff Council information session
* Feb. 19: UI Student Government information session
* March 4: UI Graduate and Professional Student Government information session
* March 5: Information session on the west side of campus, 9:30 to 11 a.m. in the Urmila Sahai Conference Room, Medical Education Research Facility, room 2117
* March 6: Information session on the east side of campus, 9 to 10:30 a.m. in the  Big Ten Theater, Iowa Memorial Union, room 348
* April 1: RFQ released
* Early June 2019: RFP released
* Early fall semester 2019: Vendor selected
* Fall semester 2019: Board of Regents evaluation
* Late fall semester 2019: Agreement signed
* FY21: Resources first allocated

“Through our creativity, collaborative spirit, and relentless determination, the UI will determine its own future. This is our charge, and this is our opportunity,” says Harreld.

For updates and more information, visit[www.uiowa.edu/p3](http://www.uiowa.edu/p3).