**Engineering Staff Advisory Council Agenda**

May 3, 2019 8:30 a.m.

4602 Seamans Center

1. Call to order 8:30 AM

Attendees: Jacob Heiden, Sarah Livesay, Rachel Marek, Dawn Marshall, Chris Schwarz, Brian Snider, Kristina Venzke, Jan Waterhouse, April Tippett

1. Approval of minutes from previous meeting – approved unanimously
2. Announcements
   1. This would have been Blake’s last meeting. She had conflicts so she could not attend.
   2. Rachel will assume role of president at June meeting. Vice-president will need to be elected if needed for one month prior to new council elections in July.
   3. Blake is working on compiling the committee reports for the annual report to the dean.
3. Impromptu new business items for this agenda – see below
4. Liaison Committee Reports
   1. UI Staff Council – no report
   2. HR Director Jan Waterhouse
      1. Still working on a few faculty hires, expect positions to be filled in June.
      2. Josh Atcher has been selected as the Director of Academic Resources and Support. A search for to fill his old position will begin soon. A formal search committee will not be required for that position.
   3. Finance Director April Tippett
      1. College submitted last revised projection for FY19.
      2. Board of Regents approved the Masters of Science in Engineering and Information Technology program. New person in dean’s office in association with this program.
      3. ESAC’s FY20 budget request was received. The review process begins next week. Allocation notification is expected by the end of the month.
      4. End of FY19 is on Sunday, June 30, so some systems will close on Friday, June 28.
      5. Rachel will email Theresa about ensuring billable staff hours for staff in IIHR.
      6. Sarah will work with Jan and April on how she will be appointed for summer.
   4. DEI Council Representative Josh Atcher – report provided by Jan Waterhouse
      1. The 16th listening post was completed earlier this week. One with DEOs remains. There was great representation from staff at the listening posts.
      2. Council will review discussions during listening posts and distill into themes. The themes will be reported back to the college soon, perhaps June. Themes will be reviewed and an action plan created over the summer.
5. Budget Update – Treasurer Jacob Heiden
   1. $3932.42 free balance – received $2,240.55 to support councilors on billable hours
   2. Approximately $280 remaining after expected expenses this year. This amount does not expire at the end of the fiscal year as it is in the account from staff council.
   3. Some requests for funds have come in from the Wellness committee (discussed below).
6. Committee reports
   1. Executive
      1. Comments on the CoE strategic plan have been gathered. They were due to the dean’s office by April 30, yet some were received that same day. ESAC will still submit comments that have been received today. ESAC has prepared some comments specific to inclusion of staff in various places within the document. Additional comments from constituents have been received anonymously.
   2. Elections
      1. Staff appreciation gifts were distributed to 172 staff across 10 buildings. Feedback on the glass tumbler is that it was a great gift and very much appreciated.
      2. Draft call for nominations to ESAC will be created soon. Nomination period during the first part of May with elections in the second half.
      3. There are 4 continuing members of ESAC. Seven positions will be open.
   3. Staff Awards
      1. We did receive a question from an award winner about whether they could know who nominated them. Jan has passed the request on to the nominator.
   4. Social Events
      1. Grill Out planned for July 2. Reservations and other plans will be made this week. This event may require more funds than currently projected.
   5. Get to Know the College
      1. Staff Happy Hour May 16, 4:30-6:30, at Mellow Mushroom in Coral Ridge Mall. Announcement will go out this week and a reminder the week of the event.
   6. Publicity, incl. Welcome/Goodbye
      1. Two departures. Blake is one of them.
   7. Bylaws/Policies & Procedures
      1. Revisions to bylaws were approved last meeting. No activity since.
   8. Community Service
      1. Do we know the weight of the final collection barrel from SHL?
   9. Sustainability
      1. All things are running as expected.
   10. Wellness
       1. Desk cycles in Seamans Center have been purchased and received. A location has been identified just outside the library. Jan was contacted by UI Risk Management and we will not need a waiver of liability from. Detailed instructions for how to use the cycles will be created and distributed to all staff. A cart will be obtained for transporting them from the checkout location to individual desks.
       2. List of possible activities is being considered by the committee.
          1. Geocaching at the Research Park. All staff will be invited to participate. There is a mystery cache at the old Oakdale hospital. No date has been set yet.
          2. Yoga was being considered, but the committee decided not to pursue between now and end of fiscal year. May pursue later in the summer.
          3. Bike ride was discussed yet there is no good time to organize between now and end of fiscal year. This fall in conjunction with staff happy hour if it occurs at Big Grove Brewery is a possibility.
       3. Cosponsored a Lunch’n’Learn with the College of Education on Resilience.
       4. Planning a lunchtime board game session after finals week. NADS would host a sister event at the Research Park. Plan to request $50 total to provide healthy snacks at each location.
7. Old Business
   1. Public-Private Partnership update – see April meeting minutes for memo sent from College of Engineering.
8. New Business
   1. New Dean search committee announced
      1. ESAC nominated four individuals. April Tippett and Troy Lyons were selected by Sue Curry from those nominations.
      2. A question from constituent was whether there is a mechanism to provide feedback on the composition of the search committee. They wished to note the lack of staff on the committee. The ESAC suggestion box on our website is the appropriate way to submit anonymous feedback, yet ESAC cannot follow up to the individual using this method. Any staff can submit comments or questions to an ESAC member and ask their identity be held in confidence, which would allow that ESAC member to provide follow up.
   2. Strategic plan input update – see discussion under Executive committee above
   3. Staff appreciation gifts recap
      1. Over above under Elections committee.
      2. Feedback and issues brought up by staff to ESAC members during gift distribution include
         1. Professional development topics
         2. Building cleanliness
         3. Expanding recycling packing materials to SHL
         4. 1 volunteer for future staff awards committee
   4. Communication within the college
      1. At a DEI council listening post, a couple topics were suggested to be brought up to ESAC
         1. Look into ways to facilitate better understanding of what individual staff do for both other staff and faculty. A couple early suggestions were inviting faculty to more ESAC events and ESAC hosting a scavenger hunt like the one the students do each fall.
         2. How can ESAC play a role in facilitating communication in the college? This might best be approached by reviewing the themes identified by the DEI council and comparing with ESAC Purpose and Goals and looking for ways to work with DEI council and college administration to improve communication.

**Next meeting**

June 7, 2019 at 8:30am

NADS boardroom