

Engineering Staff Advisory Council Agenda

Friday, August 7, 2020 8:30 a.m.

Via Zoom (COVID-19 precaution)

1. Called to order by Jacob Heiden at 8:31. In attendance were: Councilors Katie Schnedler, Travis Greenlee, Casey Westlake, Dawn Marshall, Jeremy Roszell, Josh Lobb, and Michelle Reyes; Non-ESAC liaisons April Tippett, Cathy Koebrick, and Jenny Simpson; Non-ESAC committee member Natalie Potter
2. There were no announcements
3. Review of minutes from previous meeting. Two revisions were made: 1) addition of cardstock/stationery to list of purchases made at the end of last FY 2) clarification of Jenny's comments (which were inaudible) concerning UI Staff Council's prioritization of DEI. Michelle moved to approved revised minutes; motion seconded.
4. No new business items were proposed
5. Liaison Committee Discussion
 - a. Finance and Operations Director April Tippett
 - i. Since last ESAC meeting, closed out last FY. Decrease in COE budget for this FY. Deans Scranton and Nembhard communicated these impacts via budget emails.
 - ii. Return to Campus
 1. Academic and Engagement, led by Dr. Nicole Grosland. Had completed initial classroom schedules, now being revised to accommodate changes in mode of instruction. Instructors for in-person lab to submit occupancy plans by 8/10. April is acquiring lab cleaning supplies and tape for marking areas in the labs.
 2. Research, led by Dr. Udaykumar. Pilot phase for Return to Research ended 8/1. COE Groups 1 and 2 were in the pilot. COE Group 3 has had procedures approved and most have returned to labs.
 3. Operational logistics (Supply Chain, HR, IT, facilities), led by April. Dissolved in early June since most/all action would be dictated by UI/CIMT. In the Seamans Center, some stairways will be one direction. Some doors exit only. Building hours will be set for the public.
 4. COE staff will be getting message (hopefully today) about PPE kit pickup times (for those who have not received theirs yet)
 - b. EAC Liaisons April Tippett and Cathy Koebrick
 - i. April reports that the EAC has been meeting with Dean Nembhard weekly. They have three main topics- DEI, grad student support, and budget. The dean has asked faculty members to give presentations on different topics, e.g., DEI for faculty reviews (Dr. Reinhardt), graduate student recruitment/support (Dr. Bai), funding revenue for grad students (Dr. Abdel-Malek)

- ii. EAC will have half-day retreat. In preparation each EAC member is putting together an annual plan that each will share with the group at the retreat.
 - a. UI Staff Council Representative Jenny Simpson. No report. Next UI Staff Council meeting is 8/12
 - c. DEI Council Representative Josh Atcher was not present. Cathy reported that the DEI council has not met, are working with dean in search for faculty co-chair. Then will kickoff the action plan process. Have gotten a lot of interest from faculty, staff, and students who want to serve. Jacob asked for confirmation that UI appointed new interim AVP for Diversity. Cathy confirmed that is correct.
 - d. HR Director Cathy Koebrick
 - i. One staff member transferred out
 - ii. Oct 19-30 Working at Iowa survey dates (every other year)
 - iii. Campus climate survey is expected in Sept (every two years or so)
 - iv. Working group is planning a virtual week of wellness for COE, has been done in other colleges. Casey is also part of the working group.
 - v. Cathy needs to plan virtual longevity awards event. Would love to have someone from ESAC to join the committee to help. Timing is open but she's thinking late Sept/early Oct. Casey noted that Homecoming is now Sept 28 to Oct 4. Career fair is also that week
 - vi. Performance reviews coming up, Cathy asked if ESAC would support another learning session. Jacob said yes, several other councilors nodded their agreement. Cathy is going to talk to Dean Nembhard about whether there is anything she would like to add to or emphasize in the review process this year.
 - vii. COVID topics. Everyone needs to complete COVID compliance training and sign the Employee Health and Safety Acknowledgement that can be found in the banner after logging into Employee Self-Service. Also, temp work arrangement process is still available. Everyone should have gotten Dean Nembhard's email about return to campus planning. Departments are working on their plans, e.g., is Dean's office going to be open? If so, what hours? Lots to figure out before classes resume.
6. Budget Update (5 min)
- a. Katie reported that were allocated \$7,000, which is about 64% of the \$10,000 originally requested.
 - b. Jacob reported that purchase of reusable boxes from last FY were charged to wrong MFK. Dawn and April agreed to sort that out offline.
7. Committee follow-ups (5 min)
- a. Sustainability committee. Jacob shared that Rachel Marek reported SC packaging materials collection area is overfilled. She volunteered to take care of that. Jacob asked if it is ok to continue using this area/materials. April said it should be ok. Dawn shared that packing materials reuse at NADS is collected and mainly used by NADS miniSim group. Jenny shared that ERF has been collecting packing peanuts. Some has been picking them up for this personal use but he's not doing that anymore.

- b. Publicity committee.
 - i. ESAC updates will now go out through dispatch. Casey is primary person to send those anyway. She can edit ESAC website directly. She is looking for input on webpage content.
 - ii. New ESAC email address: engr-esac@uiowa.edu. Jacob will follow up with Sarah Williams to make sure those who need access have it.

8. Old Business

- a. FY21 meeting time. Jacob asked for feedback on the meeting time. None was given so we will continue to meet on the first Friday of the month.
- b. Creation of ad-hoc committees
 - i. Travis asked whether it might make sense to combine Elections and Staff Award committees? Dawn noted that both these committees are required according to current bylaws. Jacob said that both these committees are busiest around the time.
 - ii. Cathy volunteered to be liaison on Staff Awards committee and proposed adding the staff longevity awards to that committee's scope. To be discussed by Staff Award committee.
 - iii. Jeremy volunteered for Staff Award committee, he is usually involved in fabrications of those items.
 - iv. Casey was nominated/volunteered for Engagement and Inclusion committee.
 - v. Cathy said she would like someone from ESAC to serve as a Wellness Ambassador, as one recently stepped down. Jacob volunteered.
 - vi. Travis volunteered for Bylaws committee.
 - vii. Dawn volunteered for Elections committee.
- c. FY21 budget discussion
 - i. Review of budget for last FY to see how money was allocated/spent by committees
 - ii. Composting costs \$250 per month, on hold right now
 - iii. Staff hours makes up a large part of the budget, Dawn proposed adjusting that amount based on need of current councilors (budget request was made before elections)
 - iv. Additional budget discussion tabled until after committees have met. Budgets can be reallocated across committees, our ideas/plans don't have to be perfect.

9. New Business

- a. Casey shared that Dean Nembhard has requested some sort of Welcome Back event and Casey is the point person for that. She would like ESAC input on planning (was shared during discussion of ad-hoc committees).
- b. Discussion about distributing staff gifts (water bottles) with PPE kits. April said five dates for PPE pick-up have been scheduled between Aug 10-21. Travis said that he thinks ESAC can get this done. Elections committee will meet immediately after this meeting to plan. Travis and Casey volunteered to staff the ESAC table.

- c. Each committee will meet in August to draft their committee description, initiatives, and budget. Each committee chair will provide to Jacob by 8/28 a brief (few sentences) update for the Sept meeting agenda.
 - d. Jeremy introduced himself as he was not able to attend July meeting. He works in the Electronics Shop, provides support to the ECE labs, and gives hands-on workshops
10. Motion to adjourn by Dawn. Seconded by Katie. Meeting

Action items

1. Each committee will meet in August to draft their committee description, initiatives, and budget. Each committee chair will provide to Jacob by 8/28 a brief (few sentences) update for the Sept meeting agenda.
 - a. Sustainability committee to discuss ERF packaging materials.
 - b. Staff Awards committee to consider being involved/leading staff longevity awards.
 - c. Executive committee to consider budget needs with respect to salary support for ESAC participation.
2. Cathy is seeking an ESAC volunteer to help plan the virtual longevity awards event.
3. Publicity committee is seeking ideas for ESAC webpage content/design.
4. Jacob will follow up with Sarah Williams regarding ESAC email account access.
5. Casey is seeking ESAC input on planning the COE Welcome Back event.

Next meeting

Friday, Sept. 4, 2020 at 8:30 am on Zoom