

Engineering Staff Advisory Council (ESAC)
Activities Report, FY 2017-2018

The following report is a summary of the ESAC activities by committee for fiscal year 2017-2018. It was a productive year, where the council enhanced long-running activities and took on new projects in order to best fulfill our mission to represent, promote, and give back to the College of Engineering staff.

STANDING COMMITTEES

Executive Committee: Sarah Lobb (President); Blake Rupe (Vice-President); Dawn Marshall (Secretary); Kristina Venzke (Treasurer)

The Executive Committee fulfilled the council goal to represent staff interests to College administration by organizing a lunch-time Q&A session with Executive Associate Dean Larry Weber. It was held on April 25, 2018 and was attended by 26 staff persons. Attendees were given an hour to ask questions of Dean Weber on any topic that concerned them. ESAC plans to organize at least two lunchtime Q&A sessions with Dean Weber, one in the fall semester and the other in the spring semester, and will look into providing a Skype/Livestream meeting to make it easier for people working at remote sites to attend.

Elections Committee: Blake Rupe (Chair); Sarah Lobb (Member); Dawn Marshall (Member)
Councilor elections for FY2018-2019 were held from May 31 – June 7, 2018. Brian Snider (Laboratory Manager, Engineering Electronics Shop), Chris Schwarz (Senior Research Engineer, NADS), and Jacob Heiden (Research Support Coordinator, NADS) were elected. On Administrative Professionals Day, all ESAC councilors split up to bring healthy treats to College staff, thanking them for their hard work year-round. Members reached nearly all CoE staff in all buildings where they sit. Personal contact was also used to solicit nominations for the FY19 council.

Staff Award Evaluation Committee: Sarah Lobb (Chair); Dawn Marshall (Member); Rachel Marek (Member)

Sean Hesler, Director of UI Learning & Development, served as our external evaluator.

The committee recommended Brandon Barquist, Shop Manager for IIHR-Hydroscience & Engineering, for the Mary Sheedy Staff Excellence Award, and Dr. Andres Martinez Arana, Assistant Research Engineer in IIHR-Hydroscience & Engineering, for the Staff Research Award. Dean Scranton confirmed our recommendations and we had the pleasure of watching them receive the awards at the College of Engineering Faculty & Staff Recognition Ceremony on April 17, 2018. This is the second year in a row that we were unable to award the Staff Community Engagement Award, as last year we received one nomination that did not fit the criteria and no nominations this year. In the fall, we revised the criteria for this award to encompass professional service in addition to service outside the scope of employment and received approval of the revisions from Dean Scranton. The revision reflects the criteria for the equivalent faculty award. The Council thought that broadening the scope would bring more nominations as well as highlight the important work that staff do to further their professional fields. We are not sure why we did not receive nominations.

By-Laws/Policies & Procedures Committee: Sarah Lobb (Chair); Dawn Marshall (Member); Rachel Marek (Member)

The committee has been working on revisions to the ESAC bylaws. The process started as a desire to address a lack of clarity around filling vacancies. Upon review additional revisions were identified. During this process, feedback was sought from members of ESAC and from University Staff Council. Additionally, the original shared governance initiative from the Office of the Executive Vice President and Provost that gave rise to the formation of ESAC in 2006 was reviewed since this document provides key context. The council will discuss the amendments at the monthly meeting on June 28, 2018 and is expected to vote on amendments at the monthly meeting on July 26, 2018.

AD-HOC COMMITTEES

Social Events: Ashlee Johannes (Chair); Blake Rupe (Member); Dawn Marshall (Member); Kristina Venzke (Member); Jacob Heiden (Member)

The committee increased the number of social events to encourage community building and networking, as well as to increase the visibility of ESAC so that staff are aware of their representation.

Here is a summary of events:

- August 31, 2017: Outdoor Yoga with an instructor from the CRWC; 8 attendees
- September 21, 2017: Happy Hour at Big Grove Brewery; 15 attendees
- November 1, 2017: Halloween Luncheon; ~20 attendees
Gift cards were awarded to two staff members with the best costumes. Waste from the luncheon was diverted through recycling and composting options.
- November 29, 2017: Thanksgiving Feast; 48 attendees
Attendees made significant donations to holiday gifts for our HACAP families (see Community Service section below). Guests used biodegradable tableware purchased by ESAC for council events. All waste but the butter packets was diverted to compost, which was easily removed to the IMU loading dock.
- February 14, 2018: "Give the World a Little Love" Potluck, organized and hosted by IIHR staff in collaboration with the graduate student group Students of IIHR (SIIHR) and ESAC. ESAC provided tableware and publicity for the event as well as composting options. Dawn Marshall hosted a similar event on the same day to share the love at the National Advanced Driving Simulator building.
- March 15, 2018: Chili Cook Off; 5 soups and 25 attendees
Brian Snider, Laboratory Manager in the Engineering Electronics Shop, won the coveted Golden Ladle award for best chili. ESAC provided a station for recycling and compost.
- May 17, 2018: Happy Hour at Backpocket Brewing; ~20 attendees

Publicity: Blake Rupe (Chair); Ashlee Johannes (Member); Rachel Marek (Member); Jacob Heiden (Member)

The Publicity Committee completed a full redesign of the website, including adding upcoming events and updating a record of previous events, posting all current and most past meeting minutes and posting election announcements. The committee increased the quality of fliers and advertising for events and increased communication with staff by sending out the ESAC meeting agenda and past

minutes prior to every monthly meeting and inviting all staff to attend. The committee made T-shirts for council members to wear at events and to promote council visibility. The t-shirts had the ESAC logo, also developed by the Publicity Committee: "Represent. Promote. Give Back." The logo is used in the signature block in council email communications. Finally, this committee added an anonymous comment box webform on the ESAC website to collect suggestions and comments from staff anonymously.

Community Service: Kristina Venzke (Chair); Blake Rupe (Member); Ashlee Johannes (Member); Jacob Heiden (Member)

The committee coordinated the annual Johnson County Crisis Center Food Drive and CoE participation in the HACAP Adopt-A-Family for the holidays program in November-December 2017. ESAC collected \$100 in cash donations and 461 pounds of much needed food, household items, and family supplies for the Johnson County Crisis Center. That's 37% more than last year! Collections came from 5 department offices, 5 administrative offices, and 8 research center offices this year. ESAC raised \$533 and received 19 gifts as donations for the two HACAP families. Our families consisted of 8 children, ages 10 weeks to 11 years old, along with 4 parents. Each child on our list received between 3-6 new presents, each parent received at least 3 much needed gifts, and each family received a \$40 Hy-Vee gift card for groceries.

Sustainability Committee: Blake Rupe (Chair); Ashlee Johannes (Member); Rachel Marek (Member)

This is a new ad-hoc committee that was extraordinarily active this year. Their work has made the CoE a campus leader in sustainability initiatives and exhibits the CoE's commitment toward the university's 60% waste diversion by 2020 goal. Programs and activities are described below.

Composting Program: ESAC started a composting program in SC, SHL, and NADS in partnership with the graduate student group University of Iowa Environmental Coalition (UIEC). Partial funding for the program was received from UIEC and matched by CoE Administration. This program serves approximately 126 staff, faculty, and students in 10 offices in three CoE buildings through twice weekly pickup. The committee worked with each requesting office to customize signs and communication to the office occupants or regular users. A total of 173 pounds of compost has been picked up March-May 2016, more than a pound per participant. This program exhibits CoE's leadership and commitment toward the university's 60% waste diversion by 2020 goal.

Learning@Lunch Sessions, "Spring Into Sustainability": The committee partnered with CoE Human Resources to give sessions on sustainability at work and at home at SC, SHL, and NADS. They were well attended and opened up the lines of communication regarding what kind of recycling, waste management, sustainable transportation, and other daily sustainable practices are available to staff across the buildings. Slides are posted on the ESAC website. The committee coordinated the Office of Sustainability and NADS and SC staff to implement recycling and landfill collection best practices.

Models for Compost Waste Diversion: The committee developed two models for compost waste diversion at CoE events. The first model is in support of more casual events and the second is in support of more formal events. In the first model the Sustainability Committee purchases compostable tableware from IMU catering or connects the event organizers with IMU catering to purchase compostable tableware. We bring small buckets lined with compostable bags for small waste events or larger "cleartainers" for compostable waste and recycling

provided by the Office of Sustainability for large waste events. Sustainability Committee provides assistance in sorting waste at the event. This model was successfully implemented at the ESAC Halloween social, ESAC Thanksgiving luncheon, CoE Human Resources info sessions on sustainability, IIHR Valentine's potluck, and IIHR semester end picnic. The second model is in support of more formal events where catering is provided by the IMU. IMU catering staff is familiar with composting food scraps and paper so we supply the buckets with compostable bag liners, they sort the waste in back of the house as they clear plates, and then Sustainability Committee takes the compostable waste to the IMU loading dock. Fancy notecards are displayed on the catering tables explaining that compostable materials are being collected. This model was successfully implemented at the CoE Faculty and Staff Recognition Ceremony.

Packing Materials Re-use Program: The committee started a packing materials re-use program in partnership with a local small business. Packing materials are collected on 4th floor SC using bins from Office of Sustainability. Sustainability Committee assisted in the creation of a similar station in SHL. Packing material stations are also located in ERF and NADS. Staff, faculty, and students who work in these buildings are free to add or use packing materials in three categories: bubble wrap, air pockets, and packing peanuts. When bins are full the packing materials are picked up by Mailboxes of Iowa City, at no cost to CoE, for re-use. This program has collected more than 163 cubic feet of packing materials for re-use by CoE staff, faculty, and students, and Mailboxes of Iowa City.

Spring River Clean-Up: The committee helped organize and execute the successful spring river clean-up, which saw 88 participants from the College of Engineering and the University of Iowa campus. The clean-up collected more than three tons of materials, including scrap metal, tires, and even entire bicycles and mowers. Volunteers spent hours collecting and sorting trash for recycling as well.

SC's partnership with Mayor's Youth Empowerment Program: Started June 2018. Young adult volunteers will sort trash out of recycling to improve the landfill diversion rate. We received a supplementary budget from CoE Administration to purchase grabbing tools and "Recycle Team" logo hats that the volunteers will wear as uniforms. Demonstrating CoE's mission to be leaders on campus, we are the first university group to partner with MYEP and we expect this collaboration to improve SC's waste diversion efforts in support of the university's 60% waste diversion by 2020 goal.

A Look Ahead

Next year's ESAC will discuss the formation of a professional development committee to advocate for professional development opportunities for all CoE staff. This discussion is prompted by comments to ESAC from represented staff. The council hopes to participate in the formation of the CoE Strategic Plan, and will continue to explore ways to bring staff concerns to administration. The council hopes to expand interest in ESAC membership by inviting staff to serve as non-voting members of ad-hoc committees, either on existing ad-hoc committees or new ones that are created to capture staff needs and interests.