

Engineering Staff Advisory Council

March 22, 2018 8:30am

SHL Conference Room

Call to order 8:37am

- Attendees:
 - ESAC Members: Kristina Venzke, Rachel Marek, Sarah Lobb
 - Liaisons: April Tippet
 - Guest: Jill McNamara
- Approval of minutes from previous meeting
 - No amendments. Unanimously approved.
- Announcements
 - Announced Chris Reuter's departure, discussed why he did. He did not have enough time for ESAC.
 - Discussed importance of coming up with a representative estimate of how much time ESAC requires of council members. No decision made on that.
 - Chris said that staff members in OPL would be in the same situation as him – not enough time for ESAC – but Rachel inquired whether anyone in ERF might be interested.
 - Welcome/Goodbye cards will now be organized and sent by Blake since Chris left.
 - Rachel: Should we try to target buildings for recruiting, aside from affiliations to the College?
 - Announced new and departing staff
 - IIHR: Suzanne Doershuk, Research Support Specialist, starting 02/26/18; Collin David, Research Support Specialist, starting 03/19/18; Diem Nguyen, Engineering, starting 03/19/18 and departing Engineering Electronics Shop 03/16/18
 - Sherri Eagle, CBCB Administrative Services Specialist, departed for job outside the University
 - Discussion of UISC announcements. Sarah will get more information on furlough program changes because Linda Varvel's notes seem inaccurate.
- Impromptu new business items for this agenda
 - None.
- Liaison Committee Reports
 - UI Staff Council meeting – no additional report beyond the notes that were forwarded from Linda Varvel, UISC representative, prior to this meeting
 - HR Director Jan Waterhouse – did not attend, no report
 - Finance Director April Tippet –
 - There was be an \$11 million dollar cut to the BOR FY18 budget spread between ISU and UI in some way.
 - As such, we do not know the effect it will have on our FY19 budget.
 - The Undergraduate Resident tuition rate for AY18-19 is still to be determined and will not be decided until the June BOR meeting.
 - April is working on FY19 Tuition Revenue Projections to submit to the central budget office by April 2nd. Along with revenue projections, it also looks at student financial aid, research expenditures, indirect cost recoveries and the number of HR appointments we have.
 - It is anticipated that the College of Engineering will receive their FY19 budget number on May 25th and the budget and salary planning system is tentatively scheduled to be open from June 1 – June 18th.
- Committee Reports – sent out in advance, so this was only a call for questions.
 - Kristina is still working on the rewards & recognition policy for ESAC. There is no rush as it only has to be turned in at the time that you put p-card voucher in for approval, and April can approve the chart quickly.
- Old Business.

- Call for questions about the Executive Committee's meeting with Dean Weber.
 - Rachel found out that the term "brownbag" has historically racist connotations so we need to come up with a different name for the Brownbag Lunch with the Dean. We should not call it a Learning@Lunch-type name because we want to make sure people associate this with ESAC, not HR.
 - Discussion of Lunch with the Dean: Can we livestream it to other locations? Should we ask people to submit questions beforehand? Should ESAC come with questions in case attendees are hesitant to ask questions at first? Promote link on our website so that people can ask anonymous questions beforehand. Send out notes from event to all staff afterward.
- New Business:
 - Cleanliness of offices and the Seamans Center.
 - Staff, faculty, and students are unhappy with the cleanliness of the building.
 - Discussion on FM and the custodians and some history of the issue.
 - Gary Peltier is the area supervisor of the custodians
 - It is difficult to bring issues to his attention for a variety of reasons.
 - We've lost custodial staff over time and they are not replaced. The workload is high for remaining custodians and they can't keep up.
 - Custodians do not want us to vacuum or sweep our own offices though that's what we do. Some staff purchase their own cleaning supplies to use in the offices.
 - A traffic study might be needed to support the argument for more staff.
 - April: Students are in the building at all times so it makes it difficult to clean the building.
 - Some causes of issues: Non-engineering students use our study spaces and contribute to the mess, more people use our building than before
 - Specific complaints: Individual office spaces are only cleaned 1x/month, so employees have to clean their own spaces in the meantime. Non-custodial staff spending money and energy where we didn't have to before. The bathrooms are consistently dirty. Areas being cleaned by custodial staff have been reduced (e.g. higher-up dusting). Special requests have to be made during student recruitment and special events so building appears clean for visitors.
 - Calling in work orders with custodial is not effective. CoE is charged every time custodial staff fill a special work order.
 - Data is needed to justify why we need more custodial staff.
 - Traffic study recommended to estimate building usage. Include photos to document the conditions. Count occupants in common areas, include Annex.
 - Share data with Dean Scranton as he is on the FM Advisory Committee and hopefully FM higher-ups. Request support for additional staff. Would be ideal to compare with data on custodial lines and building usage to other buildings but we don't have access to that and are unlikely to get it.
 - Professional Development Committee
 - Will discuss at the next meeting because we didn't have enough ESAC members in attendance. Sarah Lobb left early.
 - Vote on staff appreciation treat labels by email.
 - Estimate time commitment to ESAC by email.

Adjourn 9:30 AM

Next meeting
 April 26, 2018 8:30am
 Location: ERF Conference Room