

## Engineering Staff Advisory Council

April 26, 2018 8:30 a.m.

ERF Conference Room

Final

### 1. Call to order at 8:36 AM

#### Attendees:

ESAC Members: Jacob Heiden, Ashlee Johannes, Sarah Lobb, Rachel Marek, Dawn Marshall, Kristina Venzke

Liaisons: April Tippett, Jan Waterhouse

### 2. Introductions - none

### 3. Minutes from meeting on March 22, 2018 approved

### 4. Announcements - none

### 5. Impromptu new business items for this agenda

#### a. Add debrief about treat distribution

### 6. Liaison Committee Reports

- UI Staff Council meeting – no report
- HR Director Jan Waterhouse
  - There was 100% compliance with performance review evaluations.
  - The first candidate for Marketing and Acquisitions director is on campus the week of April 30.
- Finance Director April Tippett
  - \$5.5 million cut to UI; \$11 million total BOR cut spread across UI and ISU.
  - The College of Engineering Budget for FY19 is expected on May 25.

### 7. Committee reports

#### a. Executive

- i. Discussed time commitment required to serve on ESAC. The time commitment when ESAC was formed was 4 hours per month in general and 8 hours per month for executive committee members. This council has been very active and more hours have been required to sustain planned activities. Some ways to manage the time commitment:

1. Activities may need to be scaled back to a level current members can support.
2. Recruit additional members interested in current activities as well as bring their own ideas.
3. Identify “flagship” activities that ESAC should prioritize over others.
4. Empower committees to make decisions and take actions to reduce the workload for the council in general

- ii. ESAC budget report – It appeared \$75 remained in the budget for this year and some compost pilot charges may not have posted yet, but the compost budget is separate from the general ESAC budget. The \$25 charge for composting signs for NADS will be moved to the composting pilot project, meaning \$100 is available for remaining events.

#### b. Elections – no report, Sarah will touch base with Blake

#### c. Staff Awards

- i. Successfully awarded per the ESAC committee’s recommendations!

#### d. Social Events

- i. Social & Networking event planned for Thursday, May 17 at Backpocket Brewing in Coralville.

- ii. Chili Cook Off event went well. There were 5 soups and 25 attendees. Brian Snider won the Golden Ladle award.
- e. Publicity
  - i. Website updates include upcoming events as well as recent and previous events. The goals for the remainder of this year are to get the minutes from all past meetings up, post about elections, and monitor the number of hits on the site.
- f. Bylaws/Policies & Procedures
  - i. Rachel and Sarah will have recommendations at May meeting.
- g. Community Service – no update
- h. Sustainability
  - i. Last month there was a meeting with the interim Sustainability director primarily to inform her of what CoE is doing and how CoE is a leader in this area. The sustainability office is organizationally moving to the College of Liberal Arts and Sciences yet will be same location for the next year.
  - ii. A packing materials re-use station is now available in SHL in addition to NADS, ERF, and SC to staff, faculty, and students who work in those buildings.
  - iii. Composting pilot has so far collected 108 lbs from 10 offices in NADS, SHL, and SC on 14 pickup dates. This amount includes a couple special events. Concerns about making composting look nice at special events have been expressed. To this end, UI catering will support composting by collecting appropriate waste “behind the scenes”, yet do not currently handle compost pick-up, which needs to be coordinated by the event organizer.
  - iv. The recycling program is partnering with the Mayor’s Youth Empowerment program. Young adult volunteers will sort trash out of Seaman Center recycling bins to improve the diversion rate.
  - v. River Clean-up event was well attended, 80 people. Currently ESAC plans to continue to include this event in our calendar and encourage CoE staff to participate.
  - vi. There was general discussion of the need to improve the recycling signs in the new annex.
  - vii. IIHR will do project Aware July 6-13. The project is a canoe trip down the Maquoketa River to pick-up trash.
- 8. Old Business –
  - a. Brief debrief of Q&A with Executive Associate Dean Larry Weber – ESAC received good and positive feedback from attendees, yet a few individuals thought responses were vague or not specific. Twenty-six (26) people attended. ESAC plans to continue organizing these events and will look into providing a Skype meeting to make it easier for people working at remote sites to attend.
- 9. New Business
  - a. Discussion of proposal for a Professional Development committee – It was noted that the department hiring an individual is responsible for providing professional development resources as part of the individual’s employment. ESAC’s role is not to provide professional development, but to listen to staff concerns, share those concerns with college administration. It was also noted that professional development concerns may be quite specific and different across different classifications of staff. This topic seems to concern enough people that ESAC will consider forming a committee in the next fiscal year and mention this possibility in the elections announcements
  - b. ESAC time commitment – There was not sufficient time during the meeting to support a thorough discussion of this topic. Two points were mentioned 1) ESAC could put more effort toward asking people to serve on committees without serving on ESAC, 2) ESAC should develop priorities
  - c. Treat distribution – individuals should send a 2-sentence description to Sarah of how things went

10. Adjourn 10:06 AM

**Next meeting**  
May 24, 2018; 8:30am  
Location: NADS