

## **Engineering Staff Advisory Council**

May 24, 2018 8:30 a.m.

NADS Board Room

Approved

**1. Call to order at 8:35 AM**

Attendees:

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

Liaisons: April Tippett

**2. Approval of minutes from previous meeting**

a. Discussion topics

- i. Written committee reports would be included as an appendix to meeting minutes from this meeting and moving forward.
- ii. Financial report from the ESAC treasurer will be added to the executive committee report in future

b. Minutes for meeting on April 26, 2018 were approved unanimously as amended.

**3. Announcements - none**

**4. Impromptu new business items for this agenda**

a. Get to Know the College event at NADS is planned for July. Jacob, Dawn, and Kristina will plan.

**5. Liaison Committee Reports**

- UI Staff Council meeting – no report, Rachel shared that UISC has an Human Resources committee that recently approved a UI volunteer time release policy. A description could be found at <https://uiowa.edu/staff/article/volunteer-time-release-policy> and was read “The University of Iowa recognizes that community engagement can strengthen the University's presence within our local community and throughout the State of Iowa. Additionally, fostering and encouraging community engagement by University of Iowa faculty and staff not only shines a positive light on the generosity of UI faculty, staff, and their departments, it can also contribute to overall workplace satisfaction. The University of Iowa encourages faculty and staff to participate in university sponsored community engagement activities or volunteer activities in support of the university, by offering work schedule flexibility and paid leave opportunities. As volunteer opportunities arise, employees are encouraged to communicate with their supervisor regarding their interest in participating when the volunteer activity conflicts with their normally scheduled work hours. Supervisors are encouraged to utilize reasonable discretion in balancing operational needs against the goal of facilitating employee participation in these engagement activities. In doing so, the University of Iowa strives to uphold the mission, core values, and culture of the institution.” Discussion that followed noted that this seems to be an outward facing policy, yet whether or not it applies to service on ESAC is a question. Council also wondered what “paid leave opportunities” means in practice. Sarah will ask Jan Waterhouse for clarification.
- HR Director Jan Waterhouse - no report
- Finance Director April Tippett – The CoE has not yet received a budget, the new expected date is June 5, which will allow time before the 2018-2019 ESAC budget to be known before the June meeting. It was also noted that there was an announcement that faculty and staff raises university-wide, except those with bargaining agreements and previous commitments in writing, will be deferred to January 1, 2019 due to the uncertainty surrounding the university budget.

**6. Call for questions about committee reports; discuss if needed. Committee reports were sent out with agenda.**

- a. Committee reports are included as an appendix to these minutes.
- b. Amendments to the committee reports were reviewed with no objections.
- c. ESAC budget update: \$1498.84 of the ESAC general budget of \$1500 has been spent. The composting pilot project has remaining funds of approximately \$120. These remaining funds will be spent on additional bags for compost bins and compostable tableware that will be used for future events. Kristina will also send out a notice for last minutes purchase requests to be submitted ASAP.
- d. Debrief about treats distributed the week of staff appreciation day
  - i. Many people expressed appreciation for the treat, there were also some comments about how small the fruit snacks were compared to the others.
  - ii. Staff at the Iowa Geological Survey were very pleasantly surprised that someone visited to distribute treats and provided a tour of their facility. It was noted their facility would be great for a future get to know the college event.
- e. Elections
  - i. Discussion of the time commitment for serving on ESAC will be postponed until the June meeting in the interest of time.
  - ii. The nomination period was extended to Tuesday, May 29 in the hope of receiving additional nominations. The point was made that being nominated is different than nominating oneself. ESAC members are able to nominate individuals.
  - iii. There was significant discussion of perceived barriers to service on ESAC, particularly for research staff. The discussion centered around the perception that ESAC has little influence on the work lives of research staff employed in the centers primarily due to the differences in the funding models between the centers and the college.

## 7. Old Business

- a. College of Engineering Strategic Plan – it was noted that staff inclusion was inconsistent across the committees. Sarah will compose a letter to Dean Scranton with a request for greater staff inclusion in the process going forward.

## 8. New Business

- a. By-laws – Due to time constraints and last minute suggestions for changes, the bylaws committee will continue to meet and draft suggested changes for discussion during the June meeting. Dawn will be added to the bylaws committee in order to provide input and support for the effort.
- b. ESAC members on billable hours – ESAC will send a request to April for a fund to which staff paid by billable hours can charge their ESAC service. Kristina will draft this request. This has been available in the past and may reduce a barrier to service.

### **Next meeting**

June 28, 2018 8:30 a.m.

4511 SC

## **ESAC Committee Reports for Meeting on May 24, 2018**

**Executive:** None

**Elections:** We had a 2 week nomination period and only received one nomination. We are extending the nomination period by one week, with a deadline of end-of-day Monday, May 28. That will give IT time to set up the ballot and send them out to staff by the deadline in our by-laws for sending out ballots (last day of May). We are encouraging people to nominate their co-workers, after which ESAC will reach out to those staff and confirm their acceptance of the nomination. We're highlighting that people can nominate each other in the hopes that this will encourage people to better understand why they should serve and how it is worthwhile. Self-nominations are still accepted of course.

**Staff Award Evaluation:** None

**Bylaws/Policies:** Rachel and Sarah edited the by-laws and will distribute a draft to ESAC with the agenda and committee reports to be reviewed prior to the meeting on Thursday morning. Ted Potter from UIUC reviewed our suggested changes and made comments; they are viewable in the Word document if you enable track changes. We will clean up the draft based on our discussion at the Thursday meeting and then send that draft out for review prior to the June meeting. We'll vote on changes at the July meeting.

**Social Events Committee:** Backpocket Brewing Happy Hour was Thursday, May 16<sup>th</sup>. College of Engineering staff were invited to celebrate another successful semester and year with colleagues and family. 25 people attended. Next social committee-led event will be this summer with a tour of the National Advanced Driving Simulator (NADS).

**Publicity:** We have the minutes on the website and we've been focusing on making sure they're all the final minutes, rather than the Drafts. They go back to FY 2013-2014.

**Community Service Report:** None

**Sustainability:** SC's partnership with the Mayor's Youth Empowerment Program is expected to start in June. Young adult volunteers will sort trash out of recycling to improve the landfill diversion rate. We received a supplementary budget to purchase grabbing tools and "Recycle Team" logo hats that the volunteers will wear as uniforms. We contacted Jill McNamara from the Dean's Office and SC building manager John Millsap to ask if they can implement Office of Sustainability's recommendations for recycling signs at the new annex's combined trash/recycling built-in cabinets. IIHR is sponsoring a group to participate in the Iowa DNR's Project Aware river cleanup on July 13 – we have encouraged IIHR coworkers to sign up. ESAC Sustainability Committee connected SIIHR with IMU Catering to purchase compostable tableware for the IIHR year-end picnic, and we brought composting and recycling cleartainers from Office of Sustainability. Almost no waste went to the landfill from the 40 people attending the picnic. This is an event composting model we would like to encourage for other events in CoE.