**Engineering Staff Advisory Council Agenda**

June 7, 2019 8:30 a.m.

NADS Boardroom

1. Call to order – 8:35
	1. Rachel Marek, Chris Schwarz, Brian Snider, Sarah Livesay, Jacob Heiden, April Tippett , Katie Schnedler
2. Vote on minutes from previous meeting (5 min) – minutes approved unanimously
3. Announcements (10 min)
	1. Thank you to Blake, Kristina, and Jennie for their contributions to ESAC over the last few years
	2. Election results – Dawn Marshall and Sarah Livesay were elected to ESAC for FY20 (unofficial results). They were the only two nominees. 4 vacancies are still open and looking to be filled – one potentially by Katie Schnedler
4. Impromptu new business items for this agenda (2 min) – Sarah Livesay brought up a constituent concern about communication in the college. Decision to discuss in item 8 – old business.
5. Liaison Committee Reports (20 min)
	1. UI Staff Council meeting – no update
	2. HR Director Jan Waterhouse - Rachel read an email from Jan with new hires and current staff and faculty searches. Jan will start her new position with University HR June 24 but will still be helping CoE in HR until a replacement is hired.
	3. Finance Director April Tippett – end of FY19 is approaching. P-card cut off is Friday, June 14. Out-of-pocket expenses cut off is June 27. FY20 budget and salary planning system is open until Monday, June 17th. As a reminder, the College of Engineering moved salary raises to January 1 timeframe (exceptions are promotion and tenure approvals and collective bargaining employees).
		* April is also part of the College of Engineering Dean search committee. She stated on June 6th they had a representative from the Executive Search Firm on campus and they held forums for different constituent groups from the College of Engineering. Staff wanting to provide feedback on can submit feedback to the survey sent from the Provost’s Office that is open until approximately June 15th. The executive search firm will use the feedback to develop a UI profile for potential candidates to use as a tool to showcase the University of Iowa College of Engineering.
	4. DEI Council Representative Josh Atcher – no update
6. Budget Update – Treasurer Jacob Heiden (5 min) - ESAC had $3932.42 coming into May. $2354.12 was spent during the month leaving $1578.30 remaining. The remaining funds will be spent in June on staff hours, composting, grill out, and other expenses not yet showing up in reports.
7. Committee follow-ups (10 min, updates were sent with agenda announcement)
8. Old Business (10 min)
	1. Update: strategic plan – ESAC’s strategic plan input was accepted by Dean Scranton and passed by the faculty.
	2. Update: break room – 4th floor kitchen and breakroom is accessible to all CoE staff and faculty and select students (SWD grad students). The room was equipped with paper towels and dish soap, but April needs to confirm with Dean Scranton our request for a bigger table or second small table and tableware. April advised that compostable tableware costs more and would be at the expense of ESAC. Discussed moving some of the plates and silverware from 3rd floor SC kitchen at no cost. April will discuss with Dean Scranton. It was also noted that the 3rd floor kitchen’s full-size refrigerator is no longer there as it was not working properly, but April is unsure of a replacement option at this time. Also discussed removing unused oven from the 3rd floor kitchen.
	3. Communication within the college
		1. Book club – A CoE staff member contacted ESAC and DEI with the idea of starting a book club within the college for faculty, staff, and students relating to DEI initiatives. DEI is supportive and offered resources. Logistics are still being worked out. Uncertain of how books would be obtained. The council like this idea. Many thought ESAC could help promote the book club but not help operate and maintain book club because we already have a lot to work on.
		2. Communication within College – Discussion outside of ESAC raised the request that all faculty and staff should be notified of all new hires in the college because it would help us to better welcome and immediately engage with the colleagues. Council agreed it is ideally an administration responsibility and not our responsibility. Further action from ESAC will be discussed at a later date if needed with College Administration. Additional discussion followed on improving ESAC communication to constituents by sending an email about the upcoming council meeting with the agenda and previous meeting minutes attached and information on any upcoming events. Publicity Committee agreed to follow up on this idea.
9. New Business (30 min)
	1. VP election – ESAC voted on a VP to fill a vacant position left by Rachel Marek, who is sitting president. A main duty of the VP is leading elections which will have some work in the next couple weeks. Jacob Heiden self-nominated for VP, saying he is part of the elections committee so will be doing the work already. He also commented that he would still be able to handle his treasurer responsibilities during June. Chris Schwarz was interested in the position, but he would not be available for the next couple weeks due to travel. The council voted unanimously in favor of Jacob Heiden filling the VP position.
	2. FY20 budget discussion – ESAC was allocated $7500 for FY20. The question was brought up on if the composting should continue in July – as the new council would not yet have time to approve the budget. The councilors decided that ESAC can afford to support composting in July before agreeing on the annual budget.
	3. July meeting time – Meeting day moved to Monday, July 1 due to Independence Day at the end of the week. Location will be in SC. Exact room being determined.

**Next meeting**

Monday July 1, 2019 – Room TBD

**Committee updates**

**Bylaws/Policies & Procedures**: Discussed needing to elect a new VP (Elections Committee Chair) to finalize the election results.

**Elections:** CoE HR Sarah Lobb provided the list of current CoE staff eligible to vote in the election. We worked with Mike Weaver of UI Staff Council to create an anonymous Qualtrics ballot for election run by Mike. The ESAC election opened Wednesday, June 29 with an email to all eligible staff. An automatic reminder was sent to those who hadn’t voted yet on Tuesday, June 4. The election closed on Wednesday, June 5. Thirty-eight percent of eligible staff voted. Both staff on the ballot, Dawn Marshall and Sarah Livesay, were elected (unofficial results). Need to elect a new VP and Elections Committee chair to certify the results.

**Executive**: President Blake Rupe’s employment in CoE ended May 31, so President-Elect Rachel Marek is now President per bylaws. Blake drafted the year-end report which will be finished by the committee.

**Staff Awards**: no activity

**Community Service**: no activity

**Get to Know the College**: Hosted its final event of the academic year on May 16. The spring Staff Happy Hour was held at the Mellow Mushroom with more than 20 people in attendance.

**Publicity, incl. Welcome/Goodbye**: Continues to update website and send welcome/goodbye cards. We have 3 new hires and 5 departures from May 15 to July 1.

**Social Events**: Budget for the July cookout increased to $75 which includes meat burgers, veggie burgers, buns, drink, and toppings. Decision was made to purchase items before P-card cutoff. Items will be frozen and will last until the event on July 2.

**Sustainability**: The P3 decision making committee requested undergrad and grad student reps on the committee. The undergrad is Emily Manders, and the grad student is Christian Bako. Partner applications are being reviewed through the summer. We purchased 4 new pickers and 8 boxes of gloves for MYEP-ESAC collaboration. The MYEP group will expand their sorting into the annex this summer now that the recycling/landfill stickers are up on the annex bins. Compost program use is on the rise and was at an all-time high (151 lbs total for all buckets) in May compared to 50 lbs when the program first started. Packing materials collection continues. College of Business Staff Council asked us for advice on how to start a similar MYEP collaboration and compost program. They recently started a packing materials collection program after seeking our guidance. Office of Sustainability has funds to distribute from the provost investment funds for campus projects. See <https://sustainability.uiowa.edu/academics-research/isssf-project>

**Wellness**: Meeting scheduled with Jan on risk management. Geo-caching in the University Research Park tentatively planned for July.