**Engineering Staff Advisory Council Agenda**

July 1, 2019 8:30 a.m.

2258 SC

Attendees: Jacob Heiden, Sarah Livesay, Rachel Marek, Dawn Marshall, Chris Schwarz, Katie Schnedler, Brian Snider, April Tippett

1. Call to order 8:33 AM
2. Vote on minutes from previous meeting – approved unanimously
3. Announcements
   1. Councilors introduced themselves. Sarah Livesay and Dawn Marshall are beginning two-year terms. Katie Schnedler is beginning a 1-year appointment.
4. Impromptu new business items for this agenda – none
5. Liaison Committee Reports
   1. UI Staff Council - by-laws UI staff council – no report
   2. HR Director Jan Waterhouse
      1. The conversation about the Working at Iowa survey is still ongoing. The staff group and supervisors have a meeting this Tuesday morning to discuss the staff's recommendations.
      2. It is anticipated the Dean's Office will discuss the feedback regarding communication in the college received from various channels to determine next steps. Based on summer schedules that conversation may not happen immediately. That likely will be passed along to the new HR Director.
      3. New hire in Engineering Student Services: Adrienne Maxwell will be the new Director of Instructional Support (Josh Atcher's former role) starting in mid-July.
      4. There are two application developer positions open to support research, a communications coordinator for CCAD, and an Executive Director position for CCAD.
      5. First round interviews for the HR Director candidates were completed last week. The process is still ongoing, and a final decision hasn't been made yet. Stay tuned!
   3. Finance Director April Tippett
      1. For FY20 most systems will be up by mid-July
      2. Faculty promotions and graduate assistant salary increases remain effective July 1, all other faculty and staff salary increases are moved to the January 1 schedule
      3. Student enrollment looks close to target projects, so budget projections are expected to be close to actual.
      4. Staff breakroom on fourth floor of annex has been stocked with paper towels and two tables have replaced the one smaller table that was there.
   4. Diversity Equity and Inclusion Council representative Josh Atcher
      1. Listening post summaries were shared on June 20, 2019. ESAC should review for points that may be within ESAC purview and be prepared to work with the DEI council when they form action plans late summer or fall.
      2. The council plans to meet in late July or early August with the Engineering Advisory Council. Josh Atcher plans to attend the ESAC meeting following the meeting with EAC to provide an update.
6. Budget Update close of FY19 – Jacob Heiden
   1. ESAC account balance is currently -$450, though that does not include the $500 received from UI Staff Council for staff appreciation gifts. ESAC currently has a positive overall balance of $42.17.
   2. ESAC was awarded $7500 by College of Engineering administration for FY20.
7. Committee follow-ups
   1. Committee updates (included below) were reviewed. There were no questions and no discussion.
8. Old Business
   1. Update: staff break room - is ready for use. See item above.
   2. Communication within the college – see item above.
9. New Business
   1. Election of officers
      1. Discussion of officer positions and duties
      2. Jacob Heiden was unanimously elected Vice-President/President-Elect
      3. Sarah Livesay was unanimously elected Secretary
      4. Brian Snider was unanimously elected Treasurer
      5. Dawn Marshall was appointed to the At Large position on the Executive Committee
      6. There was brief discussion of submitting another proposal to UI Staff Council for staff appreciation gifts.
   2. Creation of ad-hoc committees
      1. Publicity incl. welcome/goodbye - Jacob Heiden (chair)
      2. Sustainability – Rachel Marek (chair)
      3. College Engagement - Katie Schnedler (chair)
      4. Community Engagement – Dawn Marshall (chair)
      5. Wellness – the was brief discussion about forming this committee, the conversation will continue by email.
   3. FY20 budget discussion - tabled until August meeting
   4. August meeting time
      1. First Fridays, 8:30-10:00 AM, rotating between the buildings in which the council members work (SC and NADS)

**Next meeting**

Friday, August 2, 2019

8:30-10:00

NADS Boardroom

**Committee updates**

**Bylaws/Policies & Procedures**: No activity

**Elections:** Certified that Dawn Marshall (NADS) and Sarah Livesay (Hanson Center for Technical Communication) were elected to ESAC for two-year terms July 1, 2019-June 30, 2021. Recommended to the Executive Committee that Katie Schnedler (IE) be appointed to ESAC for a 1-year term July 1, 2019-June 30, 2020.

**Executive**: Jacob Heiden was elected VP for the month of June to serve as Elections Committee chair.

**Staff Awards**: no activity

**Community Service**: no activity

**Get to Know the College**: no activity

**Publicity, incl. Welcome/Goodbye**: Continues to update website and send welcome/goodbye cards. 1 staff departure in July.

**Social Events**: Summer Cookout is scheduled for July 2 from noon – 1 pm. The event will be in the John Deere Plaza/the patio below the annex. Beef burgers and veggie burgers will be grilled with sides available. All College of Engineering staff are invited to the cookout to celebrate a productive summer and connect with colleagues.

**Sustainability**: MYEP recycling collaboration, composting, and packing materials recycling programs continue.

**Wellness**: Met with Jan Waterhouse to discuss Risk Management with desk cycles. Finalized other details of desk cycles program in SC including binders and electronic documents with information on how to reserve and checkout the desk cycles, how to use the desk cycle, what to do if you are injured (Risk Management), and a handout from UI Wellness on 29 ways to stay active at your desk. Geo-caching in the University Research Park tentatively planned for July.