**Engineering Staff Advisory Council Agenda**

August 2, 2019 8:30 a.m.

NADS conference room

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

1. Call to order: 8:36a.m.
2. Vote on minutes from previous meeting: approved unanimously
3. Announcements: none
4. Impromptu new business items for this agenda: none
5. Liaison Committee Reports
   1. UI Staff Council
      1. 2 reps: one for COE (Linda Varvel) and one for job function (research staff, etc.)
      2. Sarah will be in touch with Linda Varvel when she returns for semester
   2. HR Director Jan Waterhouse
      1. New director Cathy Koebrick starting Monday; executive committee talked about setting up introductory meeting with her before inviting her to future ESAC meetings
      2. A reminder that staff evaluations will be due sometime in October; watch for emails from college HR for more information
      3. Will send updates to Jacob for welcome goodbye
   3. Finance Director April Tippett
      1. Danny Tang’s last day in COE is today; Matt McLaughlin will be chief technology officer starting Monday August 5th
      2. Wendy Brentner retiring effective Aug. 16
      3. Ongoing job searches: ECS; faculty searches underway in three academic departments
      4. FY20
         1. GEF budget allocated to ESAC account
         2. Educational budget models shared with DEOs; enrollment close to target
         3. UI budget model: July-mid Sept will be getting update on FY19 budget vs. FY19 actual costs—if too conservative, will get reimbursed, otherwise will have to pay back to central (this is the new budget model and the first time this has occurred)
            1. April will give a revised tuition estimate later this fall, but that does not change the budget for the fiscal year.
            2. Budget model methodology is subject to change FY21; 5 working groups discussing specific areas of the budget model as identified by campus, the workgroups have until October to provide recommendations to budget review board. The budget review board then works Nov.-Jan. to run different scenarios, then show deans and VPs how the budget would change if the methodologies are changed; review board will vote in Feb. 2020 on whether model will change.
         4. Enrollment still close to estimates; will provide first day numbers at September ESAC meeting.
   4. DEI Council Representative Josh Atcher
      1. Still working on scheduling first fall meeting—on hold while new HR director transitions to COE
      2. ESAC is waiting on DEI Council to schedule first Q&A with dean in the fall.
      3. Dawn Marshall contacted Michelle Scherer, co-chair of DEI Council, who said she would be happy to work with us, but no firm dates yet.
6. Budget Update – Brian Snider (5 min)
   1. None; will work with April shortly
7. Committee follow-ups (10 min)
   1. Committee updates (below) were discussed. Further updates are provided in the following notes.
   2. Community Engagement: first activity starting next week for Adopt-A-Classroom with a list of needed supplies that will be provided to staff.
      1. Dawn Marshall is working on finalizing drop off locations in each building (SC will have second location in Dean’s office, supervised by April Tippett).
   3. Publicity Committee: spaces for fliers on campus on electric screens; any updates can be sent to Jacob in PPT slide form.
      1. Committees planning events, also consider if you want information in monthly updates going out in ESAC email. They need to be provided by the Monday before the ESAC meeting.
      2. Template for what to include in a group email is on SharePoint.
   4. Wellness:
      1. Still working on including Risk Management requirements in desk cycles reservation calendar. One of the main problems identified in beta testing is getting people to read instructions so they do not get frustrated with problems that have fixes listed (e.g. rolling chairs rolling away while you pedal).
      2. Geocaching event was successful with 3 members participating, but more people RSVPed; Dawn Marshall will follow up to see if the people got lost, or just ran out of time/had something come up that day.
8. Old Business (30 min)
   1. Dean Scranton met with Rachel to discuss communication within the college. Discussion will be ongoing and covered the following topics:
      1. Onboarding
      2. Professional Development
      3. Staff recognition and appreciation
      4. Administration
      5. Networking
9. New Business
   1. FY20 budget discussion: had only two minutes to discuss; Rachel recommended we accept all budget requests and seek more funding if needed.

**Next meeting**

Friday, September 6 in 2258SC

**Committee updates**

**Bylaws/Policies & Procedures**: Reviewed committee description, initiatives, and budget

**Elections:** Reviewed committee description, initiatives, and budget

**Executive**: Reviewed committee description, initiatives, and budget. Plan to hold once per semester Q&A with the Dean followed by committee meeting with the Dean. Plan to address college communication and building cleanliness.

**Staff Awards**: Reviewed committee description, initiatives, and budget

**Community Engagement:** Reviewed committee description, initiatives, and budget. We are currently exploring opportunities for partnership with 13 community organizations. We expect to organize quarterly events. The first will be an Adopt-A-Classroom campaign August 5-19 with HACAP to benefit Head Start programs. We moved forward with this initiative quickly to ensure it coincided with the beginning of the school year. We are working on a list of potential future events and will coordinate with other committees to spread activities over the calendar. Our budget request ($100) is to cover incidental expenses such as wrapping paper to cover donation boxes, water, or other supplies to support staff participation in initiatives.

**Publicity, incl. Welcome/Goodbye**: Prepared monthly ESAC update email that was sent 7/29. Made a standard template for ESAC event email. Template is on SharePoint and should be used by committees when organizing event. Committees wanting to send mass email will use template to be sent to College. Publicity committee will not create emails as we will not be familiar with details of all events. Updates made to website. Reviewed committee description, initiatives, and budget.

**College Engagement**: Summer cookout was organized on July 2nd. Beef burgers, veggie burgers, hot dogs and sides were served to staff at this compost-friendly event. Over 35 people attended to celebrate a productive summer and connect with colleagues. This event was organized by last year’s publicity committee. Their funds were spent on the food, but we needed to spend less than $5 from this year’s funds for more veggie burgers at event (due to large turnout). Reviewed committee description, initiatives, and budget.

**Sustainability**: MYEP recycling collaboration, composting, and packing materials recycling programs continue; reviewed committee description, initiatives, and budget; invited Office of Sustainability’s facilities contact to our next meeting

**Wellness**: reviewed committee description, initiatives, and budget; reservation calendar settings holding up the desk cycle rollout