**Engineering Staff Advisory Council Agenda**

September 6, 2019 8:30 a.m.

SC2258

1. Call to order at 8:34a.m.
2. Vote on minutes from previous meeting: approved
3. Announcements: none
4. Impromptu new business items for this agenda: none
5. Liaison Committee Reports
	1. DEI Council Representative Josh Atcher
		1. DEI council met last week; discussed proposed changes from annual report
			1. DEOs and departments are committed to attending BUILD sessions
			2. Cathy sent out email promoting BUILD workshops to all faculty and staff
				1. Dean Scranton and Cathy Keobrick discussed what kind of attendance COE has at BUILD courses; will try to create report in the future
			3. Michelle and Cathy will be meeting with EAC on regular basis to update and discuss DEI initiatives
		2. Implementing class session in Engineering Success seminar to engage students in DEI
		3. Cathy is working on equity pay assessments for faculty and staff: for differences in pay between people that seem to be similarly situated; could factor into raises in January
		4. Michelle and Uday will be organizing Lunch and Learns for assistant professors to engage in DEI conversations
		5. Working on website being more up to date; Kristina Venzke working 25% on DEI including website
		6. Organizing and sharing COE qualitative and quantitative data from listening sessions, other information gathering
		7. Scholarships and travel grants
			1. Spring diversity scholarships weren’t given because it was too late, but saved money to put out call for undergrad scholarships (12 at $500 each) for students doing diversity work in the college
			2. Call for student travel awards would be available to grads and undergrads (6 at $500 each semester)
			3. First funding cycle due date is Sept 20 as of now—hasn’t been shared with students yet so may change
		8. Call for diversity initiatives will be going out for staff, faculty, and students; $15,000 will be awarded through that process (right now due date is Sept. 20 but might change since call hasn’t gone out)
		9. Will be organizing more listening posts, but specifically through different councils rather than all through DEI (e.g. ESAC could host)
			1. Anonymous feedback form is still available on DEI and ESAC websites
			2. Comment from councilor that specific prompts might help generate more productive feedback
		10. Want to work with grad students to develop a conference celebrating diversity in engineering; has been some interest in that
	2. UI Staff Council Representative Linda Varvel
		1. Sent email to Sarah, from which we will pull PPTs for ESAC newsletter (discussed below)
		2. HR-related updates from Staff Council meeting provided by Cathy at today’s meeting (see next agenda items)
	3. HR Director Cathy Koebrick
		1. Employment practices review will be rolled out for rest of campus
			1. was completed in Athletics, initiated by President Harreld
			2. Supervisor trainings for more equitable employment practices will be implemented in calendar year 2020
				1. can go to a class, take online, test out, or can “bring in credits” from previous trainings
				2. Will have dedicated trainer; not sure if it will be offered in the college specifically
			3. Going through administrative and auxiliary organizations on campus; asking each department if they want to self-report unfair practices, then interviewing HR
			4. Academic units meeting is in October: faculty and staff will be able to report on employment practices of concern; not anonymous so follow-ups to clarify are possible, but will keep comments confidential
		2. Compensation and classification (Trevor Glanz) presentation at Staff Council
			1. Market based system in place since 2011
			2. Career development process: advancement, promotion, etc;
			3. All available on HR website already
			4. We will communicate this out by sending out info/PPT from Linda Varvel
		3. Threat assessment team
			1. Can call threat assessment team to evaluate a situation of concern
			2. Have subject matter expertise; good resource to be familiar with
			3. We will communicate this out by sending out info/PPT from Linda
		4. Performance reviews coming up
		5. Lunch and Learn yesterday feedback: attended or called in by about 35-40 people
			1. Cathy will email the PPT to college staff
			2. College HR is organizing schedule of Lunch and Learns
		6. Employee Assistance Program new initiatives
			1. LiveWell Seniors: if you or parents are of an age to figure out long term care, there’s a program through family services unit to help consult and find places; location stretches to facilities and services beyond IC
			2. Suicide prevention training; we could incorporate into L&L
		7. Open enrollment starts Oct 23 for new benefits plans
	4. Finance Director April Tippett
		1. Waiting on FY 2019 budget vs FY 2019 actuals from collegiate economic analysis to come back from central administration
			1. if we were conservative in budget, we’ll get a one-time cash allocation; if we were aggressive, we’ll have to pay money back in;
		2. Census data
			1. First year numbers still coming in; right now we’re at 2145 students (as of first day of classes)
			2. Probably will be a cliff next year because large graduating class
			3. Graduate students at 277, up from last year at 269; grad numbers need to trend upward (again, enrollment as of first day of classes)
			4. Actual census date is end of day Monday, 9/9; data should be in around mid-September
		3. EAC
			1. Iowa Creates initiative: housed out of IATL building (OSTC is defunct, and this is new program)
			2. Undergrad updates
				1. Changing ACE evaluations
				2. Co-ops and internships will be changing numbering: one single course number rather than one in each department
			3. Fast track programs are now being called U2G—undergrad to grad
				1. Should provide more flexibility for courses offered
			4. Research strategic planning
				1. Uday working with faculty to determine process by which faculty and staff can know what strategic plan targeted area they’re in
				2. Can research staff get involved at this stage? April isn’t sure what the process will be; recommends Rachel ask Uday about what kind of feedback she can give
6. Budget Update – Brian Snider
	1. Expected expenditures are above budget, which we knew
	2. Extra expenses from cookout can mostly be covered by extra funds from last year
7. Committee follow-ups: see below
	1. Dawn volunteers to join Elections committee, since Katie had to drop as she anticipates seeking re-election
	2. Use ESAC calendar to update events per committee
8. Old Business
	1. Communication within the college (e.g. onboarding, introducing new hires, professional development, administration info most relevant to staff, faculty and staff networking), staff recognition and appreciation
		1. Recommendations to Dean Scranton finalized
		2. Rachel wants to send our recommendations today so dean has time to review before meeting with Rachel
9. New Business (10min)
	1. Meeting time for Wellness right after all council meetings
	2. Expand meeting to 2 hours?; Wellness meetings right after council meetings could be a holdover time if we needed; will continue to discuss
	3. Zoom meetings for council meetings so other staff can get involved (Dawn)—could add to newsletter for staff who aren’t here; was affirmed

**Next meeting**

Friday, October 4, NADS conference room, 8:30a.m.-10:00a.m.

**Committee updates**

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

**Elections:** Need another councilor on committee. Bylaws say membership is open to 3-5 current councilors not seeking re-election. Katie is no longer part of committee as she will be seeking election in the spring. Began looking into UISC staff appreciation grant for additional funding.

**Executive**: Committee met twice to discuss five areas for improving college climate: onboarding, professional development, faculty and staff networking, administration information, and staff recognition and appreciation. Plan to make recommendations to Dean Scranton in the next two weeks.

**Staff Awards**: No activity

**Community Engagement:** Adopt-A-Classroom campaign received over 150 donated items. Donations were presented to HACAP on Friday, August 29. Committee is in the process of considering future activates and organizations and how they may fit into the overall calendar.

**Publicity, incl. Welcome/Goodbye**: Prepared monthly ESAC update email that was sent 9/3. Only sending approved minutes from now on. Updates made to website. Requested new hires/departures from Cathy Koebrick.

**College Engagement**: The College Engagement committee met on July 16th to brainstorm FY19 activities. Planned activities include two social events at local establishments (one in fall, one in spring). Details on the fall event will be distributed soon. We are also planning on having a Halloween cookie decorating gathering in October, holiday lunch in December, the annual chili cookoff in February and rounding out the year with a cookout after the semester ends. If you have any ideas or suggestions for the College Engagement committee, please send them to Katie Schnedler (katie-schnedler@uiowa.edu) or if you are interested in being on the committee, we are always looking for new ideas!

**Sustainability**: MYEP recycling collaboration, composting, and packing materials recycling programs continue; invited Office of Sustainability and the Environment’s Beth Mackenzie to our monthly meeting to discuss waste diversion initiatives; new organics contract doesn’t apply to our small-scale program so will continue with CompostNinja

**Wellness**: worked with College Engagement Committee to plan a bike ride to the fall happy hour; reservation calendar settings holding up the desk cycle rollout