**Engineering Staff Advisory Council Agenda**

October 4, 2019 8:30 a.m.

NADS conference room

1. Call to order 8:41a.m.
2. Announcements
   1. Zoom link open
3. Vote on minutes from previous meeting
   1. Minutes passed pending April’s edits
4. New business items for this agenda
   1. None
5. Liaison Committee Reports
   1. Finance Director April Tippett
      1. Revised revenue projections for FY20 submitted--No actual adjustment to budget, but will be done 3 times in fiscal year
      2. FY19 budget will be made actual next week with Dean
         1. first year of new budget model
      3. EAC updates
         1. 9/11: provost Fuentes attended, listed priorities: research and upping PhD numbers; strategic planning
         2. 9/25: research strategic priorities, call for proposals to identify targeted research areas (don’t know who this call went out to); discussed enrollment numbers with DEOs, Assoc. Dean Grosland asked for DEOs review enrollment targets for undergrad and provide updated targets back to Associate Dean Grosland by October 4th.
            1. Kent Clark and Jeff Liebermann will come Nov. 12 from the UI Center for Advancement for fundamentals of fundraising training for DEOs and research center directors
            2. Center for Advancement Liz Simpson and Matt Kuster will be meeting with DEOs and center directors after this training to discuss priorities for specific areas
   2. UI Staff Council Representative Linda Varvel via email
      1. Catastrophic leave updates: non-vacation-accruing faculty and staff can receive donations if this passes; being presented to Board of Regents in November
      2. Supervisor training update:
         1. Mandatory training will cover:
            1. Creating an equitable and inclusive culture
            2. Performance management and coaching
            3. Ensuring consistent HR practices in hiring, on-boarding, compensation, development, etc.
            4. The value proposition of working at UI (i.e., “what’s in it for me” for employees), and why supervisors should care about that
            5. Some portions of the training may be satisfied by the recent completion of courses HR currently offers. The mapping of courses and determination of “recent” completion to satisfy the requirements is in progress.
         2. Timeline: Pre-pilot begins November 2019, with Phase one lasting until December 2020
         3. Other phases will be rolled out pending approval
      3. UI Reach update from Bill Loyd Jr
   3. DEI Council Representative Josh Atcher (provided by Cathy via email)
      1. EAC meeting most recently:
         1. Planning to send college wide update on activities to date
         2. DEOs asked to report on BUILD attendance in departments—attendance is being encouraged
         3. BME participating in Path to Distinction to increase diversity in department
         4. ASEE data shared to see how diverse of an applicant pool could be expected for faculty searches
      2. DEI council other updates:
         1. Reviewing and approving travel awards and funding requests—communications to applicants and recipients are in progress
         2. 2 new members to council
   4. HR Director Cathy Koebrick via email
      1. Performance reviews due Oct 15
      2. Hires and departures
         1. One new hire, one departure, one transfer
         2. Current: staff searches: HR Generalist, Director of Undergraduate Diversity Programs and Academic Advisor, Assistant Director of Alumni Relations & Events, and Social Media & Outreach Coordinator at CCAD
      3. Flu vaccine schedule sent out
6. Budget Update – Brian Snider
   1. Staff hours for summer seemed incomplete
   2. Name tags cost less than we budgeted
   3. Big Grove event under budget!—expenses will go through soon
7. Committee follow-ups (15 min)
   1. Sustainability budget request
      1. ESAC approved MYEP collaboration request for another $10-$15 clicker
      2. Brian will follow up on calendar for internal scheduling purposes
   2. College engagement
      1. Halloween cookie event: $50
         1. Oct. 30 (Sarah book room)
         2. $6/dozen from HyVee
         3. Numbers? ~20 in SC and ~20 in NADS
         4. Cookie decorating contest
      2. Planning Holiday feast—Katie will choose dates looking at UCC calendar
         1. Discuss catering, leftovers at next meeting
8. Old Business
   1. None
9. New Business
   1. ESAC involvement in the Strategic Plan modification
      1. Rachel met with Dean Scranton and is confident that staff will be represented — constituents with questions/concerns/comments can contact ESAC
   2. Should ESAC organize a College of Engineering apparel buy?
      1. Yes!
      2. Prefer spring especially if it can be part of staff appreciation
      3. Rachel will ask Dean Scranton if college would contribute toward as part of staff appreciation
      4. Will decide later if this falls under College Engagement Committee or Elections Committee depending on whether it will be part of staff appreciation
10. Adjourn 9:47a.m.

**Next meeting**

Friday, November 1, SC2258

**Committee updates**

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

**Elections:**  Dawn Marshall was added to the elections committee at last meeting. Hoping to write first draft of proposal to UISC early in October.

**Executive**: Discussed ESAC involvement in the Strategic Plan modification

**Staff Awards**: No activity

**Community Engagement:** Committee is in the process of considering future activities and organizations and how they may fit into the overall calendar. We have no initiatives to announce at this time.

**Publicity, incl. Welcome/Goodbye**: Prepared monthly ESAC update email that was sent 9/30. Sustainability page added to our website: <https://www.engineering.uiowa.edu/college/faculty-and-staff/engineering-staff-advisory-council/sustainability>

**College Engagement**: ESAC hosted the fall social hour at Big Grove Brewery in Iowa City on Thursday, September 19th. About 20 people from the college attended along with several guests. The event was slightly under budget. The next event slated is Halloween Cookie Decorating. The committee will meet soon to discuss the next event as well as debrief of the social hour.

**Sustainability**: MYEP recycling collaboration, composting, and packing materials recycling programs continue; updated ESAC Sustainability website; picked up five free 5-gallon buckets from UIowa Dining to be able to expand compost collection sites (including adding bucket in Chemical and Biochemical Engineering dept. Office and SC lactation room); moved Dean’s suite kitchen bucket to mail room to improve accessibility and use; working with MYEP to choose most appropriate sustainability slides on recycling dos and don’ts that can be added to SC displays; invited Finance Director April Tippett to October Sustainability Committee meeting to discuss two possible new initiatives; working with Beth Mackenzie in Office of Sustainability and the Environment and Engineering Machine Shop Director Mike Hilman to find a scrap metal recycling solution for SC, invited Mike to November Sustainability Committee meeting to discuss current practices and challenges to scrap metal recycling at SC, and Mike will give us a tour of the machine shop and scrap metal collection at the end of the meeting

**Wellness**: We worked with College Engagement Committee to plan a bike ride and walking group to the fall happy hour at Big Grove Brewery. Due to weather, both groups cancelled, though the happy hour proceeded. The committee is working on rolling out the desk cycle program. Currently, problems with the reservation calendar settings are holding this up.