**Engineering Staff Advisory Council Minutes**

November 1, 2019 8:30 a.m.

SC2258

1. Call to order
2. Announcements
3. Vote on minutes from previous meeting
   1. Passed unanimously
4. New business items for this agenda
5. Liaison Committee Reports
   1. DEI Council Representative Josh Atcher
      1. Celebrating diversity conference in January for graduate students
         1. Six students are organizing with DEI support
         2. No headline speaker yet
      2. Council voting on a faculty/admin workshop to bring in guest presenters previously seen by Michelle Scherer, Jan Waterhouse
         1. Looking for ESAC feedback: what would be something that staff would participate in?
            1. Webinar? Some staff have trouble getting away, or don’t have breaks; don’t want to use lunch hour or can’t close the office
            2. Maybe hold multiple events, or record so staff can revisit at a more convenient time
            3. Use Zoom recording or other mechanism to share events after the fact, if the speaker or content allows; case by case
         2. Should these events be required? Might help some people feel they can attend
      3. Website being redesigned: more data, content, visual appeal
      4. DEI Council meeting with all dean candidates
      5. Proposals for travel grants and initiatives: all travel funds were awarded, not all initiative funding was awarded
   2. HR Director Cathy Koebrick
      1. All performance reviews completed on time except for one!
      2. Two new staff in October: one in ETC and one in IIHR
      3. Hired new HR generalist to replace Sandy, coming from Provost’s office—will be announced soon
      4. Dean’s search; fill out feedback after forums
      5. Flu shots ongoing
      6. Health Fair next week Wednesday
      7. Open enrollment going on right now; closes 5p.m. November 15
         1. Benefits could hold office hours in SC if there is a need that can’t be met through the existing campus office hours
         2. If you don’t do anything: default UI Choice, previous year’s elections except spending accounts reset to 0
   3. EAC Liaisons April Tippett and Cathy Koebrick
      1. No EAC meetings since last ESAC meeting, so no updates
   4. Finance Director April Tippett
      1. Dean search forums are being videotaped; video will be available eventually; Not shared publicly but will be accessible via hawkid/password
      2. Salary increase recommendation forms going out next week, then departments and units will make recommendations by November 21
      3. Budget review board meeting this morning: analysis being done of actual vs. projected
         1. COE will get cash adjustment; Dean has determined prioritization
      4. Thinking about hosting a Lunch and Learn about budget model to help more people understand
         1. feedback about not giving up lunch hours is creating timing questions
         2. perhaps provide alternate times?
   5. UI Staff Council Representative Linda Varvel via email
      1. Expanding programming for Wellness
         1. Getting rid of Personal Health Assessment cash back; still use PHA for rec center membership incentive, health coach, other referrals
         2. Asking for support on Wellness efforts at college level
6. Budget Update – Brian Snider
   1. Not many changes since last month
   2. Compost payments went through
7. Committee follow-ups
   1. Calendar for internal scheduling purposes
      1. Have not received a response from Help Desk
   2. Cookie decorating: 7 or 8 attended at SC, 7 at NADS
      1. Got feedback that people thought it would be on Halloween, so missed it
      2. Got feedback that people didn’t want to attend over lunch hour; should we think about doing things at different time?
      3. 54 responses on cookie decorating voting already; encouraging that people are engaging even if they don’t attend
      4. Proposing awarding the top 3
   3. Holiday lunch on December 11, 11:30-12:30 due to scheduling conflict
      1. Add a “add as calendar event” option to ESAC emails, so people can more easily put on personal calendars without a meeting invite
8. Old Business
   1. College of Engineering apparel buy update
      1. College Engagement or Elections? Depends on whether it’s part of staff appreciation
      2. Dean Scranton was receptive to having credit be available for staff appreciation
         1. College support should not overshadow ESAC gift (April’s input)—still should have conversations with people around elections
         2. We could do staff appreciation “delivery” with a half sheet of information about the apparel buy, with a clear deadline for those who haven’t ordered yet
         3. Coupon code for each individual staff member?
      3. Rachel met with Alec, Jason, and April and all were supportive of setting up the initial appreciation apparel buy, and if it goes well then potentially offering a standing apparel website for buying with no discount
      4. Next step: gauge interest from separate research centers who do own apparel buys to see if there’s interest in college-wide apparel
9. New Business: none
10. Adjourn at 9:38a.m.

**Next meeting**

Friday, December 6, NADS Boardroom 8:30a.m.

**Committee updates**

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

**Elections:**  Need to write UISC proposal in November

**Executive**: Discussed collegiate apparel buy with Dean, Director of Finances, Director of Strategic Communications

**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 10/28. Sent emails for Halloween event

**College Engagement**: Halloween Cookie Decorating is Wednesday, October 20th in 2258 SC and the NADS conference room from noon – 1 pm. Participants will be invited to take a picture of their creation. At the end of the day we will have a brief voting period of a day for staff to choose their favorites to win a prize. The committee met to debrief our fall social event and determined it a success.

**Sustainability**: MYEP recycling collaboration, composting, and packing materials recycling programs continue; working with MYEP to choose most appropriate sustainability slides on recycling dos and don’ts that can be added to SC displays; discussed new initiative ideas with Finance Director April Tippett in our October Sustainability Committee; 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**: The committee is working on rolling out the desk cycle program. Currently, problems with the reservation calendar settings are holding this up.