**Engineering Staff Advisory Council Agenda**

January 6, 2020 8:30 a.m.

SC2258

1. Call to order 8:33a.m.
2. Announcements (none)
3. Vote on minutes from previous meeting (approved, pending April’s edits)
4. New business items for this agenda (none)
5. Liaison Committee Reports
   1. Finance Director April Tippett via email
      1. Staff should have received new salary communication before holidays and information should be updated in the Time and Pay section in Employee Self-Service
      2. Next revised revenue projections for FY20 CEA due Feb. 10. Updated documents to the Budget Review Board at their meeting on Feb. 25. Board will also discuss any possible revisions to CEA model as recommended by Budget Refinement work groups.
      3. New and returning student scholarships for AY20-21 in process of being awarded.
      4. Audra Haddy is the new Director of Budget Planning and Analysis in Finance and Operations and oversee implementation of Oracle budgeting system and CEA
      5. College administration met with FM leadership to review the level of services guide. A copy was sent to ESAC president for review. Note that some buildings in the college aren’t covered by the services guide.
   2. EAC Liaisons April Tippett and Cathy Koebrick via email from 12/11/2019 meeting
      1. Director of Marketing and Communications Jason Kosovski explained his recent changes to strategies and approach including hard copy publications and who they are provided to, new banners his group designed, and social media successes.
      2. Draft Collegiate Budget Principles discussion led by Dean Scranton
   3. UI Staff Council Representative Linda Varvel via email from 12/11/2019 meeting regarding presentation from Provost Fuentes and the P3
      1. Provost Fuentes plans to highlight role of staff in next UI strategic plan in a way that hasn’t previously been articulated
      2. P3 resource allocation: will be able to submit proposal for one-time grant lasting 1-5 years, proposals must support UI’s strategic plan
         1. ESAC discussion on whether the SP mentioned is the current version or the new one planned after colleges finish theirs this year, to make sure the RFP is distributed to staff too, and which unit on campus will solicit and review the proposals. Rachel will contact Linda Varvel to find out.
      3. No current plans for more public private partnerships but if utilities P3 is successful other areas previously identified on campus to consider include the golf course, parking, and residence halls
   4. DEI Council Representative Josh Atcher—no updates
      1. University DEI update from Rachel
         1. Highlights affecting staff include: Advance education and training for staff such that staff are effective at promoting, modeling, and implementing DEI core values (includes revision of Collaboration and Embracing Diversity Universal Competency), and embed DEI in all talent acquisition practices and support departments in recruiting a diverse staff
      2. Jan 24, 9a.m.—keynote speaker for grad student DEI conference, all COE can attend (at IMU 2nd floor ballroom)
         1. Kristina Venske (Zoomed in) says DEI will work with ESAC to promote speaker
      3. Another DEI workshop for staff and faculty March 30-31—Kristina will send preliminary information
   5. HR Director Cathy Koebrick via email
      1. 2 hires, 1 transfer to another UI college, 1 transfer within college, 1 departure
      2. Current (active) staff searches for Software Developer for ITI, systems admin for ETC, Communications Coordinator (new position) at ITI, Department Admin for ISE, and Communications & Proposals specialist at NADS .
      3. Annual awards event for the college is scheduled for April 17 at 3pm in 1505 SC. This is the event where staff and faculty awards are presented as well as longevity awards.  More to come as plans are made.
         1. Solicitation has not yet been sent.
      4. Reminder that staff can apply for professional development awards through University HR.  These are awards that provide free registration to UI learning & development workshops that have a fee normally. Examples include (my recommendations!): Getting Things Done, Leading at the Speed of Trust and Influencer, but there are several others as well.  To apply for a PD Award, complete and submit the spring 2020 application (which includes the list of courses with fees) found at <https://uiowa.qualtrics.com/jfe/form/SV_elGEmKLRu9E0e0Z>   
         To be considered, your application must be submitted by 5:00 PM on January 8, 2020.
         1. Can this deadline be changed given that most people were out when update was sent, and due date is this week? Rachel will share this concern with college HR team.
      5. Also a reminder to sign up for a BUILD course if you have never attended one.  *College Administration are wanting all faculty and staff to have participated in at least one course.*  In My Training, select Enroll in a Course, and search on BUILD in the title to see a list of courses and sessions.
      6. And one more reminder -- 2019 W-2 and Affordable Care Act (ACA) 1095 forms will be available in January, and choosing online delivery is a fast and secure way to receive them. Once you select online delivery, you will receive an email notification in mid-to-late January that your forms are available in Employee Self Service. Select Form Delivery Options under Settings of My Self Service link to set your delivery preferences
6. Budget Update – Brian Snider
   1. Charges for cookie decorating at Halloween are now reflected. Charges for Holiday Feast and cookies for Q&A with the dean have not yet showed up.
7. Committee follow-ups (5 min)
   1. Calendar for internal scheduling purposes—we have one, but need permissions added.
8. Old Business (25 min)
   1. College of Engineering apparel buy update—no update
   2. ESAC’s Climate Resolution
      1. Rachel’s draft of comments as responses to people
      2. ESAC will post them on the website with generalized, FAQ style
      3. Rachel wants feedback on the draft response she shared with other ESAC members on December 23. Dawn will help, others are welcome to as well.
      4. ESAC will send an email update to staff by **January 13** with revisions and link to website FAQ. This version is for staff review prior to the vote. Further comments will not be requested.
      5. Staff vote will be arranged for **January 27-31,** to allow two weeks from when the revisions were shared for staff, including those on academic appointments who won’t return until January 21, to read and consider
9. New Business (10 min)
   1. Spring semester meeting day and time
      1. First Friday 8:30a.m.
      2. Dawn will make room reservations and calendar invites
   2. Office of the Ombudsperson 2018-2019 report: <https://uiowa.edu/ombuds/sites/uiowa.edu.ombuds/files/wysiwyg_uploads/ombuds_office_annual_report_2018-2019.pdf>

**Next meeting**

Friday, February 7, 8:30 – 10:00 AM, NADS conference room

**Committee updates**

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

**Elections:**  No activity

**Executive**: Held fall semester Q&A with Dean Scranton on December 12 in SC with satellite location via Zoom link in NADS conference room. Eleven people attended at SC, and six people attended at NADS. Notes were reviewed by Councilors Livesay, Marek, and Heiden and sent to Dean Scranton for edits for clarity and completeness. The finalized notes were posted to our website by the Publicity Committee. The Climate Resolution was sent via email to all college staff on Dec. 16, and we held listening posts in SHL (Dec. 18), SC (Dec. 19), and NADS (Dec. 19). Three people attended at NADS.

**Staff Awards**: Announced 4th staff award at the Holiday Luncheon.

**Community Engagement:** Donations drive for UI Food Pantry ends Jan. 6. Update on total donations will be provided to publicity committee as soon as possible. Suggestions for activities in February-June are welcome. We’d like to get outside as the weather warms if possible.

**Publicity, incl. Welcome/Goodbye**: Prepared monthly ESAC update email that was sent 1/6. Updated website with Dean Q&A notes and fall semester past events.

**College Engagement**: Holiday luncheon was well-attended by over 50 people, and the college was well-represented from different areas. Leftovers were set out for students studying in the SC commons. Next event is the Mardi Gras chili cookoff.

**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; 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

**Wellness**: The desk cycle calendar issue was finally resolved, and the program is ready to roll out to staff college-wide as soon as a few people in our committee can fun a final test. The committee is working with the college Wellness Ambassadors on the liveWELL2020-Week of Wellness programming for the college.