**Engineering Staff Advisory Council Agenda**

February 7, 2020 8:30 a.m.

NADS Conference Room

1. Call to order – 8:48 am (delayed due to issues with Zoom audio)
2. Announcements (2 min)
   1. No announcements
3. Vote on minutes from previous meeting (2 min)
   1. Minutes passed with unanimous approval
4. New business items for this agenda (2 min)
   1. None
5. Liaison Committee Discussion
   1. Finance and Operations Director April Tippett via email (8 min)
      1. Finance
         * A new department administrator has been hired for the Department of Industrial and Systems Engineering.  They will start on Monday, February 10th.  An announcement is anticipated to go out the week of February 3rd.
         * Revised Revenue projections for FY20 are due to central administration on February 10th
         * Audra Haddy (former Associate Controller and Director of Grant Accounting) accepted a new position at the University as the Director of Budget Planning and Analysis in Financial Management and Budget (a department of Finance & Operations).  Audra and her staff will be leading the implementation to the new Oracle Budget System as well as the constructing the Collegiate Economic Analysis (CEA) documents
         * Survey season is coming to an end for the year at the College level.  We completed the ASEE Retention and Time to Graduation survey, ASEE Profiles of Engineering Schools survey, US News and World Report, and the ASEE Faculty Salary Survey.  We should have some benchmarking data available later this spring.
      2. Facilities/Operations
         * The Communications Center has been cleared out and is now fenced off.  Demolition of the area will begin in the spring.  During some of this time, the entrance to the loading dock will be closed so large deliveries will need to be coordinated for another location.  Outside of this University project, the city is also working on a couple steam tunnel projects so there will be a lot of construction along Madison Street.
         * A document was provided to Rachel via campus mail that was a power point I rec’d for EHS Audit Changes in 2020.  The power point was also provided to department administrators to hopefully communicate the changes to those in the lab.
         * A services guide is now available on the Facilities website.  This document breaks out the various areas of FM and the level of services and frequency.  <https://www.facilities.uiowa.edu/facilities-management-services-guide>
   2. EAC Liaisons April Tippett and Cathy Koebrick via email (8 min)
      1. January 21 meeting
         * Strategic Planning:  the two Associate Deans provided an update on the College strategic plan based on the listening posts and feedback they’ve rec’d.  The draft is due to the Provost’s Office on February 3rd.
         * ABET Update:  Professor Grosland stated that the transcripts were sent along with the requested dates of the site visit, Sunday October 11th – Tuesday, October 13th
         * Oracle Budget System:  I reviewed the transition to the cloud based Oracle Budget System that is anticipated for FY21 and what that means for the College.
         * Supervisor Training:  Cathy Koebrick discussed the requirement for supervisors to be trained by the end of 2020.  She provided data of the number of supervisors currently in the College of Engineering and how the training modules are set up (face-to-face, online).
   3. UI Staff Council Representative Linda Varvel via email (8 min)
      1. Update by email.
   4. DEI Council Representative Josh Atcher (8 min)
      1. DEI Graduate Student conference held. Several staff attended keynote. Grad students thought it was interesting. 28 percent of grad students attended with over 80 people there. (different departments had different levels of marketing. Opportunity for the future). Question of whether it should be a DEI conference or a grad student conference with a DEI element. DEI council will fund grad student travel grants again this semester.
      2. Now that the DEI Council has been active for a year, they will be putting together a charter and reviewing membership.
   5. HR Director Cathy Koebrick via email (8 min)
      1. January staff changes:  1 hire, 1 transfer within
      2. Current (active) staff searches for Software Developer for ITI, systems admin for ETC, Communications Coordinator (new position) at ITI, and Proposals specialist at NADS .
      3. Rollout of mandatory supervisor training has commenced.  There are roughly 140 people in the College who have this requirement assigned in the CQ system.  You can take it as an in-person course (either all at once or in separate modules), online or there is also a test-out option.  We are looking at also scheduling some sessions just for CoE, most likely in SC. NADS is being included in special sessions being set up at the State Hygienic Lab at Oakdale.
      4. College awards for staff (event 4/17/20) – call for nominations for faculty awards has been sent; ESAC will be sending out the call for nominations for staff awards shortly
      5. Staff Council elections – Linda Varvel’s seat is up for reelection; call for nominations will be in March
      6. Provided feedback to University HR regarding the timing of applications for staff development awards and the impact to academic year appointed staff.  They appreciate the feedback and are going to look at modifying the timing.
      7. Open enrollment for optional vision insurance is happening now through 2/29/20, with coverage effective 4/1/20. <http://uofi.benefitiowa.com/>
      8. 2019 W-2’s are available in Employee Self Service now.
      9. Reminder about the college’s thank a staff member program. We doubled our utilization of it in 2019 but would like to see more.  Form link is on the college HR webpage <https://www.engineering.uiowa.edu/forms/coe-staff-faculty-recognition-thank-you-program>   and those thanked receive a note from the Dean and a small gift.
6. Budget Update – Brian Snider (5 min)
   1. Brian not available today. New items since last meeting – snacks for dean Q&A and $500 holiday feast.
7. Committee follow-ups (5 min)
   1. College Engagement – Chili cookoff
      1. Tuesday Feb 25 – in Deans conference room. Marti Gras theme with chili, soup, jambalaya contest. Dawn will check about a sister event at NADS.
      2. Discussion on Golden Ladle. Should the ladle be a traveling ladle with winner updated yearly? Names could be added by magnetic strip. Would save money long term. Already purchased 2 extra ladles and platforms to be used as trophy this year and next year. Committee will meet to discuss award, voting process, and other details.
   2. Sustainability – Composting
      1. Tippie started a composting bin program and wants more info from ESAC about our program. Tippie is being interviewed by Daily Iowa about program.
   3. Community Engagement – Project Linus, Outdoor event
      1. Idea to make fleece blankets for Project Linus to distribute. Planning for March and April depending on how much fabric gets donated. Few weeks long fabric donation window would overlap with couple week blanket making window.
      2. Looking for an outdoor event in the spring/summer – Suggestions included Christine Grant Women Build, Habitat for Humanity
   4. Wellness – Desk Cycle
      1. Rachel has gotten one inquiry. No one has signed up to use it yet. Comment seemed like a lot of effort to request and check out. Question about having a dedicated room for it. Would it be helpful to have someone be designated contact to show how to request? Might be worth bringing it to NADS to get some data. Share info at Chili cookoff. Contest for most miles on wellness bike? Move it around by department? We need to collect some data on it to get reimbursed
   5. Calendar for internal scheduling purposes
8. Old Business (25 min)
   1. College of Engineering apparel buy update
      1. Communications Director Jason Kosovski emailed – would like COE storefront as opposed to a mass advance purchase. Limited time due to central Strategic Communications changing logo. ESAC would work with him but Will there still be a discount/coupon for staff? Will timing work with typical staff appreciation timing in April? If ESAC is going to do something with a storefront it might be best to wait till after rebranding.
   2. ESAC’s Climate Resolution
      1. Climate Resolution approved by staff vote
9. New Business (10 min)
10. Adjourn 10:03

**Next meeting**

Friday, March 6, SC2258

**Committee updates**

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

**Elections:**  No activity

**Executive**: The revised Climate Resolution was sent to all staff on 1/22 and our responses to staff feedback were posted on our website immediately after the email was sent.

**Staff Awards**: Check in meeting about the awards with HR scheduled for February

**Community Engagement:** Donations drive for UI Food Pantry brought in over 120 items and donations weighed 98 lb. 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 2/4. Updated website with responses to climate resolution. Held climate resolution vote online.

**College Engagement**: Save the date: Tuesday, February 25, for the Fat Tuesday/Mardi Gras themed Soup/Chili/Stew Cookoff! Bring a crockpot of your best soup or chili to share and enter the competition for the coveted Golden Ladle award, or come ready to sample the entries and vote for your favorite! This event is open to ALL engineering staff. More information coming soon.

**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 went active on 1-13-2020.