**Engineering Staff Advisory Council Agenda**

March 6, 2020 8:30 a.m.

SC2258

1. Call to order (8:34)
   1. Attendance – Rachel Marek, Jacob Heiden, Brian Snider, Katie Schnedler, April Tippett, Chris Schwarz
2. Announcements (2 min)
   1. Jacob – College Engagement committee did a great job organizing a fun successful event with chili cookoff.
3. Vote on minutes from previous meeting (2 min)
   1. Minutes approved unanimously – will need to accept all changes before sending
4. New business items for this agenda (2 min)
5. Liaison Committee Discussion
   1. Finance and Operations Director April Tippett (8 min)
      1. Budget review board met Feb 24 and reviewed revised FY20 revenue projections and voted on proposed budget refinements.
      2. The next FY20 revised revenue projection is due in May
      3. The FY21 CEA is due March 25th. This includes anticipated tuition revenue, indirect cost recoveries, student financial aid, etc for the College. What is submitted for this exercise then determines the GEF budget for FY21. This document is also what is revised as each fiscal year progresses.
      4. Budget requests for college funding is due to April on April 15th. Requests for FY21 are utilizing a new budget request form so that it can be helpful in entering the budget into the new iplan system (cloud-based budget system). The returned budget request forms will be shared with both Alec and Harriet. Funding decisions made in May.
      5. IPlan go live date is tentatively planned for April 1, 2020.
      6. Operations – The College purchased some additional AEDs so we now have 5 total in the Seamans Center. It is a goal to try to purchase one each year. The College is working with central units to update the appropriate maps and establish training dates this spring semester. Communication will be sent.
      7. Communication center coming down in May. Loading dock and back alley will be shut down. Deliveries will need to prepare.
      8. Coronavirus – Alec has put out some communications. Best way to stay informed is to go to website. Each college or unit has been working on business continuity plans. College is drafting plans but still a lot of unknowns. Regents suspended international travel for 30 days.
   2. EAC Liaisons April Tippett and Cathy Koebrick (8 min)
      1. Feb 11 meeting – agenda included half a dozen items. P3 proposal process. Financial close is March 10.
      2. DEI grad conference attendance – went through departments to show transparent student attendance.
      3. DEI leadership sessions. Bringing in a couple speakers in March.
      4. Distinguished professors and post doc – additional nondiscretionary funds for faculty
      5. Departmental hiring plan – 1 yr and 5 yr vision just for academic apartments and tenure tracking positions. Will be shared with Uday, Nicole, April, Cathy, and Harriet. Focusing on gtenure track faculty for the 1 year requests.
      6. Grad student offer letters – working on new appealing letter with one page letter with high level info. Additional info attached in addendum.
   3. UI Staff Council Representative Linda Varvel (8 min)
      1. President’s Annual Address to staff council
      2. Iowa Athletics Update
      3. Employment Practice Review
      4. COE representation in Staff Council – nominations open Monday March 9 and run through March 30. Work with Cathy to figure out how ESAC can assist.
   4. DEI Council Representative Josh Atcher (8 min)
      1. No update
   5. HR Director Cathy Koebrick via email (8 min)
      1. Staff excellence awards – Due March 20
6. Budget Update – Brian Snider (5 min)
   1. Plus $900 with planned expenses
   2. Jacob commented the committees will want to plan to spend funds by end of fiscal year
7. Committee follow-ups (5 min)
   1. Calendar for internal scheduling purposes
   2. Staff appreciation – items ordered. Suggestion to pass out items in different departments than where you work.
   3. College engagement – next event is social hour. Cookoff – will happen before end of fiscal year. Keep in mind space request and orientation days. Work with Josh Atcher to plan around orientation.
8. Old Business (25 min)
9. New Business (10 min)
   1. FY21 Budget Request – Jacob will send email. Committees meet to decide request, send proposed requests to council by Friday, March 27 to give councilors a week before discussing and possibly approving at April meeting.
   2. Liaison updates – can we get them in advance while still keeping constituents informed?
      1. April doesn’t mind sending updates but there shouldn’t be discussion at the meeting if they are shared to save time. If a visitor attends the meeting we can briefly go through the updates so the visitor can follow along and participate in the discussion.
10. Adjourn 10:03

**Next meeting**

Friday, April 3 in NADS conference room

**Committee updates**

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

**Elections:**  Ordered staff appreciation items.

**Executive**: No activity

**Staff Awards**: Had a check in meeting with HR in February

**Community Engagement:** Organizing a fleece blanket making project drive in March-April to benefit Project Linus (<https://www.projectlinus.org/>). The first phase will be donations of fleece or cash for the purchase of fleece or gift cards (three weeks). The second phase will be making the blankets in a central location where CoE staff could stop by to work on them (two-four weeks). Completed blankets will be donated to Project Linus local chapter who will distribute them to local and regional organizations. They will report back how many blankets went to each organization. They are hosting an event that anyone could attend, particularly if interested in learning how to make different style blankets.

Suggestions for activities in May-June are still welcome. We’d like to get outside as the weather warms if possible.

**Publicity, incl. Welcome/Goodbye**: Sent email to staff for chili cookoff and Project Linus. Prepared monthly ESAC update email. Updated website. Welcome/goodbye cards.

**College Engagement**: Mardi Gras themed Soup/Chili/Stew Cookoff happened February 25. Winners were Katie Schedler at SC and John Gaspar at NADS.

**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**: Desk cycles available to SC staff starting 1/13. Have had some inquires but no reservations. Rachel took one to Mardi Gras cookoff to promote and for staff to try out. Discussed logistics of sending one desk cycle out to NADS. Transferred one of the cycles to NADS and have had a couple of people use it so far.