**Engineering Staff Advisory Council Minutes**

Friday, April 3, 2020 8:30 a.m.

Via Zoom (COVID-19 precaution)

1. Call to order at 8:37

Attendance – Rachel Marek, Jacob Heiden, Katie Schnedler, April Tippett, Chris Schwarz, Cathy Koebrick, Dawn Marshall, Chris Fomon, Brian Snider

1. Announcements
   1. CoE staff are making personal protective equipment and Treasurer Brian Snider in the machine shop is there this morning helping with that effort.
   2. Engineering resources available on the college website (engineering.uiowa.edu) and at the Engineering Technology Center (etc.engineering.uiowa.edu/engineering-resources)
2. Vote on minutes from previous meeting - approved
3. New business items for this agenda -- none
4. Liaison Committee Discussion
   1. Finance and Operations Director April Tippett
      1. Financial
         1. Oracle cloud-based budgeting system is still moving forward, was expected mid-April yet with the current situation with COVID-19 is now expected mid-May. FY21 CEA projections due April 8. Enrollment is trending down so our budget will likely decrease a little bit. The end of the fiscal year is still closing on June 30 as it normally world. Budget requests for FY21 are due April 15.
      2. Operations
         1. Communications center was scheduled to be demolished May 15 and run through to July, they are trying to move up that timeline and are now hoping to start April 13 which is good news as the disruptions should be minimized with most building occupants working remotely and taking classes online. The alley will be closed off during the demolition.
         2. COVID19 – check the college website, all available information is there.
         3. The college is engaged in a lot of information gathering activities regarding effects of COVID-19 including information on projects.
         4. With the building being locked to the public there are daily reports of door activity which supports identifying issues and facilities cleaning and maintenance plans.
   2. EAC Liaisons April Tippett and Cathy Koebrick
      1. EAC has been meeting weekly and has been a platform to figure out what center directors have been doing to keep staff informed and engaged and for communicating upcoming announcements about critical information to support planning.
   3. UI Staff Council Representative Linda Varvel via email
      1. Last met on March 11. Three presentations were shared.
         1. Transit- focused on the new app
         2. Parking Master Plan – plan is under review, clear guidelines for when Cambus will stop running due to severe weather
         3. Workplace Flexibility – had been scheduled before remote working due to COVID-19, describes types of alternative working arrangements and provides guidelines, this formalized options that have already been available. This form is more broad than the short form we completed due to COVID-19. These forms should be live this spring.
   4. DEI Council Representative Josh Atcher
      1. Next meeting schedule for April 15. Many activities have been postponed due to the COVID-19 crisis.
   5. HR Director Cathy Koebrick
      1. University and College websites have information and updates related to COVID- 19.
      2. Pay practices due to COVID-19. Email shared on April 3 with subject line UI Pay Practices for CoE Staff.
         1. All UI employees will be in paid status, compliance and finance will be figured out later. Additional 160 hours of eave is available on top of current sick and vacation bank if needed if related to COVID-19. Situations include if you test positive, you have someone in home and need to care for them, you are exposed self-quarantine, also a provision for taking care of minor children in the home, there is a form to be completed. Discuss with HR.
         2. Catastrophic leave comes into play after all other leave options have been exhausted. Staff can donate hours.
         3. Staff that do not have remote work can be reassigned. There is a link on the employee self-service site to volunteer to be re-assigned to other responsibilities and preferences can be indicated.
         4. For staff paid from grants funds to support additional sick leave come from the original source right now. The Council on Government Research put out some guidance.
         5. A lot of student employees are hourly. The UI is working to provide up to 80 hours of pay even if they aren’t able to work remotely.
      3. Staff award nominations are due April 10. Staff award event is hoped to be an online event.
      4. Week of Wellness has been postponed. Messaging while we are working remotely on staying healthy are being planned.
      5. Provost sent message on March 18 about faculty and staff searches. Faculty searchers are proceeding. Staff searches that were near completion of interviews were completed. Those searches that were just starting and/or would require new meetings (interviews) to be set up have been suspended.
      6. Ballot for UI Staff council org representative election will go out next week.
      7. Thank a Staff Member will be virtual for now.
      8. Staff are doing a lot of things to stay connected like morning coffee, virtual yoga class, virtual lunches.
      9. 1 staff exit to another organization, 3 new hires (IT, Mechanical Engineering, IIHR)
5. Budget Update – Brian Snider
   1. Cancellation of some activities have changed our budget, for example composting has been suspended, in-person staff happy hour will be postponed, though a bigger event in June may be planned if we are back in the office.
   2. MYEP member who was extraordinarily involved unexpectedly passed away in February. ESAC will fund a tree planting. Note general education funds cannot be used for this so a free balance for the amount will need to remain and gift funds can be used.
   3. Staff on billable hours – 1.5 hours a month to cover the meeting time were budgeted. Charges have been made inconsistently, yet charges will be made to “catch-up”. There is some clarity needed on what has been charged. April will run a query and be in touch with Rachel.
6. Committee follow-ups
   1. Calendar for internal scheduling purposes (discussion postponed due to time constraints)
   2. Staff appreciation/elections (discussion postponed due to time constraints)
   3. Sustainability Committee budget request - see minutes item 6b
7. Old Business
8. New Business
   1. FY21 Budget Request – due Wednesday, April 15
      1. Estimating billable hours staff for next year’s budget - % of staff on soft money and the median income of those staff, is this information available to help create this estimate? April will work with Rachel.
      2. Committee budget requests were reviewed.
   2. Idea for Virtual Staff Happy Hour and elections solicitation
      1. Some logistics were discussed using Zoom including breakout rooms and activities.
   3. Dean Q&A question list – several questions have already been collected; additional questions suggested, depending the number of attendees the number of people with their video enabled may need to be managed; people will be able to submit questions in the chat box, ESAC councilors will take notes

Adjourn 10:19 AM

**Next meeting**

Friday, May 1 via Zoom Meeting

Link will be shared.

**Committee updates**

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

**Elections:**  Staff appreciation items have been received - happy with the items! Committee will work on plan to distribute with COVID-19 concerns. All council members should approach potential new ESAC councilors. Committee will need to work out election details.

**Executive**: Met via Zoom to discuss Dean Q&A, Climate Resolution, budget, and staff appreciation and elections

**Staff Awards**: Moved awards evaluation meeting to April 15 after deadline was postponed.

**Community Engagement:** Project Linus suspended until further notice.

**Publicity, incl. Welcome/Goodbye**: Informed staff of ESAC event postponements due to COVID-19. Prepared monthly ESAC update email. **College Engagement**: No update

**Sustainability**: All initiatives are on hold due to COVID-19 concerns. Recycle team volunteers from MYEP stopped visiting SC the week of March 9. They sorted out 375 landfill items from our recycling bins in FY20 and 1374 total items since we started counting in January 2019. Our most impactful MYEP volunteer, Jeremy, passed away in February, and his enthusiasm will be greatly missed. In lieu of flowers the college will purchase a tree through Lensing Funeral Home to be planted in Jeremy’s honor. A Lego Workshop organized by Natalie Potter and conducted by CoE student orgs to thank our MYEP volunteers was organized for April 15, with funding provided by the college’s DEI Council. That workshop is postponed. Organics collection for composting is suspended until probably at least June. An email was sent to compost bucket contacts explaining the situation. Last pickup was Monday, March 16 at which time the buckets were collected and not replaced. We collected 1123 pounds of organics so far in FY20 and 2500 pounds total over the lifetime of the program since March 2018. The last pickup of packing materials was February 20. We collected 106 cubic feet of materials so far in FY20 (5 refrigerator volume equivalents) and 392 cubic feet (18 refrigerator volume equivalents) over the lifetime of the program since December 2017. Other initiatives on hold are the selection of slides with MYEP of recycling tips for display on monitors around SC and advocacy for the machine shop in their efforts to recycle scrap metal.

**Wellness**: One desk cycle was transferred to NADS. Two low carts were purchased for easier transportation of the desk cycles from storage to offices.