**Engineering Staff Advisory Council Minutes**

Friday, May 1, 2020 8:30 a.m.

Via Zoom (COVID-19 precaution)

1. Call to order 8:32 AM
   1. Attendance: Jacob Heiden, Cathy Koebrick, Rachel Marek, Dawn Marshall, Katie Schnedler, Chris Schwarz, Brian Snider, April Tippett
2. Announcements
   1. Eleven (11) people attended virtual Happy Hour
3. Vote on minutes from previous meeting
   1. Approved unanimously
4. New business items for this agenda
   1. None
5. Liaison Committee Discussion
   1. Finance and Operations Director April Tippett
      1. FY21 CEA was submitted on April 6th. We are still working through the impact of state appropriations on the budget for next year but have the first component submitted. A Budget Review Board Meeting is scheduled in early May 6. Following this meeting modeling scenarios for reductions in state appropriates will be needed.
      2. End of the fiscal year memo should be coming out this week with the deadlines as we approach the end of FY20.
      3. I am currently reviewing all UICA accounts now that the 3rd quarter earnings have posted.
      4. Dean Scranton, Associate Deans Grosland and Udaykumar and myself have a meeting with President Harreld, Provost Fuentes and other senior UI leaders on Tuesday for a competitive analysis. Each college has or will be going through this exercise.
      5. The College is working on recovery planning. The goals of our recovery planning are to ensure faculty, staff and students to feel safe, maintain academic integrity, and identifying best practices. Three working groups have been formed. Associate Dean Grosland is leading the academic instruction and engagement group. Associate Dean HS Udaykumar is leading the research continuity and advancement group. April Tippett is leading the resource alignment and planning group.
         1. How many staff are in the research group? One maybe two. Trying to keep group sizes to no more than 6-8 people.
   2. EAC Liaisons April Tippett and Cathy Koebrick
      1. We’ve had updates each week; however on April 14th, Bob Greene joined EAC to discuss P3. Each Research Center Director, DEO and Associate Dean had the opportunity to discuss how they collaborated with the plant for teaching and research. Other EAC agenda items have been discussing projected first year enrollment for Fall 2020, Research updates from Uday along with rapid proposal options for faculty and roundtable discussion.
         1. Before COVID-19 we were expecting a decrease in enrollment, though some projections have decreased slightly since the crisis began. There are several factors students and families are considering. Several factors are affecting both graduate students and undergraduate students.
   3. UI Staff Council Representative Linda Varvel via email
      1. University of Iowa Brand Update
         1. Ben Hill, Senior Director for Marketing Communications, Office of Strategic Communication
            1. Brand recognition assessments were completed with out-of-state high schoolers in target recruitment areas, and the current University of Iowa brand was not well-known
            2. The University’s brand is more than a logo or tagline – it is the sum of all associations and experiences
            3. A freshly designed University of Iowa homepage website is expected to launch in May 2020. More communication about this to come
      2. Climate Survey UpdateBria Marcelo Diversity Resources Director and Mirra Anson, Director of Academic Support and Retention
         1. The Faculty and Staff Climate survey will be administered in Fall 2020, but will return to spring in future years
         2. The Spring 2018 survey provided foundational data, and the Fall 2020 survey will establish a sustainable structure for ongoing assessment
         3. Actionable data will be returned within 60 days of the survey closing
      3. HR Responses to COVID-19
         1. Cheryl Reardon, Chief HR Officer & Associate Vice President, and Jan Waterhouse, Senior UHR Lead of Policy and Compliance
         2. University Human Resources has been very busy responding to campus needs as the situation with COVID-19 evolves. New resources for employees are available at https://hr.uiowa.edu/working-during-covid-19
         3. A temporary reassignment process has been established to match employees who need/are available for temporary work with the critical needs of the university. On 4/8/2020:
            1. Over 50 employees have been reassigned
            2. 34 P&S employees are in the temp workforce pool (plus 102 merit staff & 227 temps, students, GAs, TAs, etc)
         4. Staff can volunteer for temporary assignments via Employee Self Service. You are encouraged to talk with your supervisor before volunteering
         5. The university has committed to keeping all employees in pay status through the end of the spring 2020 semester, regardless of funding source
         6. Paid leave options for COVID-related needs have been expanded
   4. DEI Council Representative Josh Atcher
      1. Council has not meet, yet is scheduled to meet in the next few weeks.
      2. Diversity Reading Group still meets. Should ESAC or DEI share information about this group? Jacob will check with reading group leader Dina Blanc.
   5. HR Director Cathy Koebrick
      1. Again I will direct staff to the COVID-19 webpages for the most up to date information and resources related to pay, leave, childcare, well-being and more:
      2. Remote work status - We are directed to work from home through the end of the spring semester (5/15/2020) *at the earliest*. There are campus teams working on plans for return to campus to ensure the safety and health of all employees.
      3. Remote work survey - Results are being compiled from the remote work survey to which faculty and staff responded last week. We hope to see a college-level report next week.
      4. Welcome to 2 new staff - one in ITI and one in IIHR. These searches were at or near completion at the time we placed other searches on hold. We are onboarding virtually with in-person IT assistance as needed.
      5. Staff excellence award recommendations were sent to Dean Scranton this week. Now that we have winners identified we can proceed with more detailed plans for a virtual celebration in late May most likely. Longevity awards will be deferred to fall.
      6. The election for our Org representative to UI Staff Council concluded last week. Jenny Simpson was elected as the councilor representing the College of Engineering for the next term.
      7. Again, reminder to stay home. None of us should be coming to campus unless it is to perform an essential function that cannot happen virtually AND we have our supervisor's approval
      8. Questions I'd appreciate feedback on from ESAC:
         1. What topics would be good for some virtual professional development over the next few weeks?
            1. E.g. supervisor training has been converted to Zoom. What training would people attend?
            2. What is Teams? Brian West did the training for the IT team.
            3. Presentation regarding annual reviews was popular. Rachel will get back to Cathy about a topic that was of particular interest last year.
            4. Crucial conversations while working remotely, the dynamic is different.
            5. Advanced Zoom training. Particularly with demonstrations of using functionality.
            6. Is wellness an area where more at the college level is needed? Would a daily or weekly college wellness meeting where we stretch or other activities be a good idea?

Would the ESAC Wellness committee want to sponsor some of these activities?

* + - * 1. Supervisor training on how do you lead your staff when you aren’t physically in the same space?
      1. Any feedback on employee communications? (college or UI)

1. Budget Update – Brian Snider
   1. All NADS staff hours were applied and after this there is not a lot of money remaining. Composting isn’t expected to continue to be suspended in May and June, with the possibility of extending until fall. Questions around charges for staff hours in coming months, in particular encumbrances, will be followed up on.
2. Committee follow-ups
   1. Staff appreciation/elections
      1. Items are ordered. We still need to figure out how to distribute when/as we come back to the office. One-on-one visitations are not a good idea at this time.
      2. Elections timeline - see committee activity comments below; send announcement for nominations on Monday, May 4. Elections must be complete in May.
      3. Think about people who would bring new and interesting ideas to nominate.
   2. Executive – Jacob attended search firm meeting for Associate VP for DEI
      1. It was a meeting with the search firm regarding the leadership profile for the position, what is desired in the next VP for DEI. More than 50 people attended.
3. Old Business
   1. none
4. New Business
   1. Bylaws Committee - officially introduce suggested edits to ESAC bylaws for Council vote in June.

Adjourn 10:08 AM

**Next meeting**

Friday, June 5 in TBD

**Committee updates**

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

**Elections:**  Organized Staff Happy Hour for April 29 and will mention upcoming elections. Contacted Mike Weaver at UISC for impartial third-party. Elections will be held in May. Encourage staff to self-nominate or nominate others.

* Announcement for nominations on Monday, May 4.
* Nominations due Friday, May 15, can extend to May 22 if needed.
* Voting period May 27-June 2.

**Executive**: Hosted Q&A with Dean Scranton and college directors on Friday, April 3, then councilors wrote and edited summary of questions and responses, sent to Dean Scranton for edits, and then sent to Publicity Committee for posting on ESAC website. Vice-President/President Elect Jacob attended Zoom meeting with search firm for Associate VP for DEI on Wednesday, April 22. President Rachel sent the Climate Resolution to Office of Sustainability and the Environment and has been communicating with the Director about timing for sending the Climate Resolution to central administration. Budget request for FY21 finalized as a committee and submitted by Treasurer Brian to college Finances and Operations Director April Tippett.

**Staff Awards**: Met Wednesday, April 22 to review college staff awards nomination and select recommendations to the Dean. Sent award recommendations to Dean. Sent recommendations for improving the staff award nomination and selection process to HR Director Kaebrick and VP Jacob (who will chair this committee next term).

**Community Engagement:** Project Linus suspended until further notice, though it is expected to launch when we return to working on campus. Other activities and opportunities for information sharing are being explored. One example is Field to Family website (<https://fieldtofamily.org/certified-local/>) for locating local sources of fresh food and a way to support the local economy. Another resource is the volunteer center organized by the United way (<http://volunteer.unitedwayjwc.org/need/?s=1&need_init_id=2974>) for finding opportunities to volunteer in response to the COVID-19 crisis. We are mindful that individuals must use their own judgement in protecting their health and safety and are providing only information for consideration. ESAC is not encouraging individuals to engage in any activity, only providing information in case it is of interest.

**Publicity, incl. Welcome/Goodbye**: Prepared monthly ESAC update email. Sent information for Staff Happy Hour

**College Engagement**: Staff happy hour Wednesday April 29 via Zoom

**Sustainability**: All initiatives are on hold due to COVID-19 concerns.

**Wellness**: No activity