**Engineering Staff Advisory Council Minutes**

Friday, June 5, 2020 8:30 a.m.

Via Zoom (COVID-19 precaution)

1. Call to order 8:31 AM

Attendance: Rachel Marek, Jacob Heiden, Michelle Reyes, Chris Schwarz, April Tippett, Casey Westlake, Brian Snider, Dawn Marshall, Cathy Koebrick, Katie Schnedler, Sandy Gerard, Sarah Livesay, Travis Greenlee

1. Acknowledge it has been a difficult few weeks. We have the responsibility to amplify the voices of BIPOC. Here are some resources.
	1. https://medium.com/@drtaharee/im-white-and-i-m-outraged-by-ahmaud-arbery-s-murder-now-what-247dba493bca
	2. WhiteAccomplices at whiteaccomplices.org
	3. UIowa discussion https://uichr.uiowa.edu/programs-and-resources/programs/racial-equity-and-human-rights/
2. Announcements
	1. Introductions of some new ESAC members who were able to join us
		1. Michelle Reyes – Research Specialist at the National Advanced Driving Simulator
		2. Travis Greenlee – Director, Engineering Career Services
		3. Katie Schnedler – Accountant in the Engineering Technology Centers
		4. Casey Westlake – Assistant Director, Alumni Relations and Events
	2. Thank you outgoing councilors
		1. Rachel Marek
		2. Chris Schwarz
		3. Brian Snider
3. Vote on minutes from previous meeting - Approved unanimously
4. New business items for this agenda – one item added
5. Liaison Committee Discussion
	1. Finance and Operations Director April Tippett:
		1. FY20 year end is June 30th, the calendar for year end close is similar to previous years and is not adjusted or extended due to COVID (or working remotely). A full list of deadlines can be found at: https://afr.fo.uiowa.edu/fiscal-year-end-close-2020-accounting-period-deadlines-key-dates
		2. FY21 Budget has yet to be finalized – anticipated mid-June. Once our budget is finalized I will have until July 1st to construct the budget in the new cloud-based oracale system (known as iPlan)
			1. ESAC budget is expected to be approved and communicated to ESAC in late June
		3. The College is in its final status of the Internal Audit. As a reminder this focused on areas of finance, human resources and IT. Exit conference anticipated for week of June 8th or 15th.
		4. A Virtual Farewell to Dean Scranton is in the works. Please watch for an email with that announcement.
		5. Construction Updates – They are still working on the steam tunnels on Madison Street so traffic is reduced to one lane. The Communications Center has not yet been torn down but should be soon (project could have initially started on May 15th)
		6. CoE Recovery Planning efforts. As a reminder there are three working groups for the College Recovery planning. Academic Instruction and Engagement is lead by Associate Dean Nicole Grosland; Research and Advancement is lead by Associate Dean HS Udaykumar; and Resource Alignment and Planning is lead by myself.
			1. The college is part the UI’s phase 2 opening with several buildings within the college. The PIs within those buildings are submitting their building occupancy plans. These plans are being reviewed and following approval dates, signage, and personal protective equipment will be distributed.
			2. General assignment classrooms and labs COVID capacity is being determined based on room size and configuration along with the prioritization of classes.
			3. College of Engineering facilities/spaces are being reviewed to align with UI return to campus guidelines and for prioritization of supplies such as plexiglass.
			4. Per Cathy K. there is an attestation document that individuals will need to sign when they return to campus that they agree to abide by the health and safety rules.
	2. EAC Liaisons April Tippett and Cathy Koebrick
		1. The EAC meeting held in May was related to recovery planning and planning for the fall. This is covered above under Finance and Operations.
	3. UI Staff Council Representative Jenny Simpson
		1. Her orientation has not occurred yet. She will be able to introduce herself to ESAC and provide an update next meeting.
	4. DEI Council Co-chair Cathy Koebrick
		1. The college reading group has collected some readings and resources and is making plans to invite additional members
		2. Also there have been conversations with the new Dean Harriet Nembhard about how to best use the council. Her term starts on June 29. She is working on her 100-Day plan.
	5. HR Director Cathy Koebrick
		1. Per usual, I will direct staff to the COVID-19 webpages for the most up to date information and resources: https://www.engineering.uiowa.edu/engineering-coronavirus-update
		2. Remote work status - At this time, there is no date for return to campus There are campus teams working on plans for return to campus to ensure the safety and health of all employees. In Engineering, we are currently focused on resumption of research. When people do return, there are plans to have folks sign an attestation to follow health and safety guidelines while on campus. There will also be protective equipment and other measures, all of which are being worked on at both the campus and college level. For the time being, though, we all should stay home and work from there.
		3. Welcome to 1 new staff at NADS. We've had one transfer out from Engineering Admin (WISE) as well.
		4. The awards celebration last week was attended by 99 people. Good feedback. Longevity awards will be deferred to fall.
		5. Reminder on training this Friday 12-1 on Microsoft Teams. We are also working on some additional training opportunities for later in June/July, mostly targeted for the virtual workplace and how we can be more effective/well.
6. Budget Update – Brian Snider
	1. Free balance of $252.96. Note this balance accounts for $40 that will remain in the ESAC account at the end of the year to cover the purchase of the tree planting gift to the family of a MYEP recycle team volunteer who passed away.
		1. There were no charges for NADS staff in May.
		2. Uses of remaining funds discussed (see discussion under New Business below)
			1. Note that any purchases on p-card much post to account by Friday, June 12.
7. Committee follow-ups
	1. Publicity committee has submitted past minutes to the webmaster.
	2. May and June meetings to be held on Zoom were also submitted previously, yet website updates have not occurred. Jacob will follow up.
8. Old Business (5 min)
	1. Bylaws Committee – vote on suggested edits to ESAC bylaws that were officially introduced to council last month: move to vote by Jacob, second by Katie. Amendments approved unanimously.
9. New Business (15 min)
	1. Elections results
		1. All six candidates were elected to ESAC: Michelle Reyes, Travis Greenlee, Katie Schnedler, Casey Westlake, Josh Lobb, Jeremy Roszell
		2. We represent ~170 staff. Forty-five (45) of us voted in election. In future we hope to increase voting and participation. ESAC positions are one per 10 staff members with a maximum of 11. If there are others who are interested in serving, they can be appointed for a limited term at any time during the year. We have two current openings.
	2. Plan for smooth transition to new Council
		1. Committee chairs will submit activity summary for each committee to Rachel for the annual ESAC report.
		2. At the July meeting officers will be elected and the ad hoc committees are also created and constituted as desired.
		3. Chairs and officers of current committee chairs should ensure that all important documents are uploaded to ESAC SharePoint site.
		4. **Action Item:** Dawn will add new councilors to SharePoint site.
	3. ESAC action re: current protests and demonstrations in Iowa City
		1. One suggestion – ESAC could organize clean-up activities during the day following public demonstrations
		2. Rachel will look into opportunities for representative groups from the UI to help through UI planned activities.
	4. Spending plan for remaining funds of approximately $250
		1. Staff appreciation
		2. Supplies such as tableware, stationary
			1. **Action Item:** Katie will look into the requisition for table
			2. **Action Item:** Jacob will look into stationary
		3. Cleaning supplies and PPE
		4. Staff hours
		5. Dedicated donation boxes or bins
			1. **Action item:** Dawn will look into options

Adjourn: 10:01 AM

**Next meeting**

Friday, July 10 8:30 -10:00 AM

**Committee updates**

**Bylaws/Policies & Procedures**: Drafted edits to ESAC bylaws to address issues with the Staff Awards Committee section (Article XIII “ESAC Committees”) after the May agenda email was sent to all college staff but before our May 1 meeting. These edits were officially introduced to council at the May 1 meeting for a vote at our June 5 meeting.

**Elections:**  Organized ESAC elections with 6 candidates. Election opened on Wednesday, May 27 and will close at 5 pm CDT on Wednesday, June 3.

**Executive**: Co-hosted with Engineering Faculty Council a Research Town Hall with Dean Scranton on May 20. Had received one set of questions via our anonymous web feedback portal that we forwarded to Dean Scranton to address at the Town Hall.

**Staff Awards**: Chair Rachel prepared a summary of the general process for soliciting and reviewing award nominations and sent to HR Director Cathy Koebrick and next term’s Staff Awards Committee Chair Jacob Heiden.

**Community Engagement:** No activity.

**Publicity, incl. Welcome/Goodbye**: Prepared monthly ESAC update email.

**College Engagement**: No activity

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

**Wellness**: No activity