

## Engineering Staff Advisory Council Agenda

Friday, July 10, 2020 8:30 a.m.

Via Zoom (COVID-19 precaution)

1. Call to order 8:31 AM  
Attending: Jacob Heiden, Michelle Reyes, Katie Schnedler, Dawn Marshall, Joshua Lobb, Casey Westlake, Travis Greenlee  
Liaisons: April Tippett, Jenny Simpson, Cathy Koebrick
2. Announcements - none
3. Vote on minutes from previous meeting – approved unanimously
4. New business items for this agenda -
5. Liaison Committee Discussion (20 min)
  - a. Finance and Operations Director April Tippett
    - i. Since last meeting closed out FY20, all the same time frame as previously reported
    - ii. Received FY21 budget
    - iii. Transitioned deans during this process
    - iv. Return to campus planning
      1. Three group academic instruction and engagement – student experience and classroom planning, a prioritization list was sent to UI on June 30, waiting to hear back expected July 17
      2. Research continuity and advancement – CoE was part of the reentry pilot phase, two groups have been allowed to return to campus as pilots, there is one more group of faculty that will be ready to return to research this fall
      3. Resource alignment and planning – financial, HR, space utilization; provided principles to the dean
        - a. Question about computer labs – yes they are part of this planning process
  - b. EAC Liaisons April Tippett and Cathy Koebrick
    - i. Prior to dean transition a lot of EAC meetings were related to recovery planning
    - ii. There will be weekly Engineering Administrative Council meetings in July, topics:
      1. Graduate student success
      2. Budget discussion – including looking at historical trending and how that can inform
      3. Back in June there was the Shut Down STEM day. There has been a lot of good conversation. DEI has now transitioned to a standing agenda item
  - a. UI Staff Council Representative Jenny Simpson via email

- i. At a recent meeting, individuals from UI admin attended to discuss return to campus planning.
        - ii. Working with DEI to be involved with planning and future initiatives
      - c. DEI Council Representative Cathy Koebrick
        - i. Website is being updated.
        - ii. Will be a call for new faculty co-chair
      - d. HR Director Cathy Koebrick
        - i. In the last month, four staff have left the college by taking new positions, transferring, or retiring
          - 1. Question about whether these numbers include the staff who's positions were eliminated – It does not. Those employees were furloughed.
        - ii. Debuted "new faces" email
        - iii. Re: return to campus planning, Employee Health and Safety Acknowledgement that all employees will be asked to sign before returning to campus
        - iv. Training on ICON on safety practices is required for faculty and staff
          - 1. Question: Is this training different that people how have already returned taken? - it is a little bit different. We don't yet know if one will substitute for the other.
        - v. High risk populations and concerns with returning to campus may contact HR to explore the possibility of a temporary alternate work arrangement to allow them to continue to work safely. High risk household members could also be a reason to explore this option.
        - vi. Question: are salary increases due to promotion still an option or are they included in the announcement that there will be no salary increases? - They were not budgeted for, yet they have not yet been specifically discussed.
        - vii. Question: performance reviews will go on as planned? – In the process of briefing Dean Nembhard on the process. At this point it is expected that they will go on as usual this year starting in August and due in October.
        - viii. Upcoming wellness presentations -- how to stay active while working remotely July 16; Thriving (not just surviving) during COVID-19 on July 22.
6. Budget Update
  - a. FY21 allocation for ESAC is \$7000. While last year's council created the budget request, this council has the freedom to determine how to allocate these funds to activities.
  - b. There will be a mid-review of the college budget that may mean changes to our total budgeted amount.
  - c. Question about how remaining funds from last year's budget were spent?
    - i. Purchase of reusable plastic boxes that fold for donation drives.
    - ii. Cardstock/Envelopes
    - iii. Composable tableware.
7. Committee follow-ups
  - a. See committee notes below.

8. Old Business - none
9. New Business
  - a. Election of officers
    - i. By laws include a list of duties of each officer
    - ii. Vice-President/President Elect
      1. Travis Greenlee accepted nomination, elected unanimously
    - iii. Secretary
      1. Michelle Reyes accepted nomination, elected unanimously
    - iv. Treasurer
      1. Katie Schnedler accepted nomination, elected unanimously
    - v. Executive Committee At-Large member
      1. Casey Westlake
  - b. Standing Committees
    - i. By Laws Committee
      1. Chair: Michelle Reyes; Members: Dawn Marshall
    - ii. Staff Award Evaluation Committee
      1. Chair: Jacob Heiden; Members: Michelle Reyes
    - iii. Elections Committee
      1. Chair: Travis Greenlee; Members: Jacob Heiden
  - c. Creation of ad-hoc committees – will be continued next meeting
    - i. Sustainability Committee
      1. Chair: Jacob Heiden
    - ii. Engagement and Inclusion – more of a focus on DEI related topics, for example virtual tours of facilities within the college, perhaps online/in-person visits to schools; will also include engagement within college
      1. Chair: Joshua Lobb; Members: Jenny Simpson, Dawn Marshall, Katie Schnedler
    - iii. Publicity Committee
      1. Chair: Casey Westlake; Members: Katie Schnedler, Michelle Reyes, Jacob Heiden
  - d. FY21 budget discussion – tabled until next meeting
  - e. August/FY21 meeting time
    - i. Keep this meeting time for this month, and include this topic in next month's agenda

Adjourn 10:06 AM

**Next meeting**  
Friday, August 7, 2020  
8:30 -10:00 AM  
Online (Zoom)

**Committee updates:**

***By Laws Committee –***

***Staff Award Evaluation Committee –***

***Elections Committee –***

***Sustainability Committee –***

***Engagement and Inclusion*** – more of a focus on DEI related topics, for example virtual tours of facilities within the college, perhaps online/in-person visits to schools; will also include engagement within college

***Publicity Committee -***