**Engineering Staff Advisory Council**

July 18, 2018 8:30 AM

SHL Conference Room

Draft Minutes

1. Call to order at 8:36 AM

Attendees: Jacob Heiden, Ashlee Johannes, Sarah Lobb, Rachel Marek, Dawn Marshall, Blake Rupe, Brian Snider, Kristina Venzke

Liaisons: April Tippett, Jan Waterhouse

1. Approval of minutes from previous meeting – unanimously approved without amendment
2. Announcements
   1. New meeting time for FY19: Third Wednesday of the month from 8:30 – 10:00am
   2. Please sign welcome/goodbye cards
3. Impromptu new business items for this agenda, to discuss below – no new business items
4. Liaison Committee Reports (10 mins)
5. UI Staff Council meeting – Linda Varvel:

The meeting last week was a little different than normal. We spent a lot of time in small work groups creating goals for the coming year. We did have a few agenda items and updates:

* + There is a new Urgent Care clinic open, and an email should have gone out this morning with information for the staff in the building.
  + Folks need to be looking for a document in the mail regarding the dependent verification process that is going on through HR. The University has contracted a third-party company to conduct the verification process. Anyone who has listed dependents on their insurance will received something in the mail about this. The envelope will be from a company called, “HMS” – which may look like junk mail, but it won’t be. If someone has misplaced their letter they can go to the Benefits website and there is a link to click and obtain your reference number for the process in order to submit the appropriate paperwork. So far only 12% of the population required to fill this out has done so. A reminder may be sent from HR in the next month or so. The deadline for submitting their dependent verification is September 10th, 2018.
  + The new website for jobs@iowa will launch soon. A demo will be done for staff council and this will change how we hire and recruit folks to work at the university. There will be a number of increased efficiencies for the applicant as well.

1. HR Director Jan Waterhouse
   * Jason Kosovski started this week as the new Marketing and Communications Director.
   * A process to verify dependents was initiated by University Human Resources based on a recommendation from Internal Audit. The verification process has started and is being conducted by an outside firm, HMS. Staff should have received letters describing the documentation process. If dependents are not verified then they will be removed from insurance as of January 1, 2019. This process will also occur when dependents are added, yet it not expected to be an annual process for existing dependents. For dependents that are not verified there will be an appeal process for which information is available on the UI benefits website.
   * CoE HR has been doing supervisor development sessions. Two more are planned for this fall semester
     + Conflict Management
     + Medical Leave and Attendance
2. Finance Director April Tippett
   * Final close for FY18 was yesterday at 5:00 PM.
   * FY19 budget has been created, yet CoE is still waiting on information from the president’s office about the “true up” process. CoE expects higher enrollment than originally predicted.
   * ESAC has been approved for $1200 for members on billable hours update to charge time for service. The treasurer will need to track this spending. ESAC has the discretion to decide how the charges will be distribute/charge member hours. The tracking process should include the staff name, number of hours, loaded salary. This allocation is separate from the ESAC budget.
3. Unfinished Business (15 mins)
   1. By-laws –motion to approve revisions to bylaws (Dawn), seconded (Rachel)
      1. During the discussion it was noted that there are still additional revisions needed in Article IX section 3. The motion was amended to include the express expectation that the Bylaws committee will present additional revisions to Article IX section 3 as soon as possible.
      2. Motion passed unanimously
4. New Business
   1. Officer Elections
      1. Vice President/President Elect:
         1. Rachel nominated Dawn for the position of Vice-President. Dawn declined nomination. Dawn nominated Rachel for position of Vice-President. Racheal accepted nomination. There were no other nominations.
         2. Rachel Marek will serve as Vice-President/President Elect for the 2018-2019 year and president for the 2019-2020 year.
      2. Secretary:
         1. Dawn nominated herself to continue as Secretary. There were no other nominations.
         2. Dawn Marshall will serve as Secretary for the 2018-2019 year.
      3. Treasurer
         1. Jacob nominated himself to serve as Treasurer. There were no other nominations.
         2. Jacob Heiden will serve as Treasurer for the 2018-2019 year.
   2. Committees
      1. Standing Committees – Chairs and members interested in serving were determined.
      2. Ad Hoc Committees
         1. It was decided to separate the Social Events and the Get to Know the College committees into separate committees again.
         2. Spring and Fall Happy Hour events will move to the Get to Know the College committee as those events are opportunities for staff to get to know other staff.
         3. The topic of professional development was placed under the purview of the executive committee.
         4. It was again noted that CoE staff can join ad hoc committees without serving on the full council.
      3. The full list of committees, chairs, and members is included as an attachment to these minutes.
   3. FY19 Budget; full discussion
      1. The ESAC budget for FY19 is $4200. This amount includes both committee activities and the composting pilot managed by the Sustainability committee. Since continuation of the composting pilot for another year was not fully funded and ESAC has discretion on how to distribute funds, the cost of continuing the composting pilot was discussed. Continuing the composting pilot for 11 months at three fewer sites with pick-ups twice per week will cost $2475. Authorizing this expenditure would mean $1725 remaining in the ESAC budget for the year. The discussion centered around trimming the planned ESAC budget in other areas to allow funding the reduced capacity composting pilot.
         1. The vote to approve funding the composting pilot as described above passed unanimously.
5. Adjourned at 10:02 AM

Action Items:

* Bylaws committee to prepare revisions to Article IX.
* Committee chairs are asked to prepare proposed budgets for each committee for the coming year to be presented at the August meeting.

**Next meeting**

August 15, 2018 at 8:30 am in 4632 SC

ESAC 2018-2019 Committees and Membership

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|  | **ESAC Councilors** | | | | | | | | | | | **Non-ESAC** | |
|  | **Jacob Heiden** | **Ashlee Johannes** | **Rachel Marek** | **Dawn Marshall** | **Blake Rupe** | **Chris Schwarz** | **Brian Snider** | **Kristina Venzke** |  |  |  | **Jan Waterhouse** | **April Tippett** |
| **Executive** | Treasurer | At Large | Vice President | Secretary | President |  |  |  |  |  |  |  |  |
| **Elections** | Member |  | Chair |  | Member |  |  |  |  |  |  |  |  |
| **Staff Award Evaluation** |  |  | Member |  | Chair |  |  | Member |  |  |  |  |  |
| **Bylaws/Policies** |  |  | Member | Chair |  |  |  |  |  |  |  | Advisor |  |
| **Community Service** |  | Chair |  |  | Member |  |  | Member |  |  |  | Advisor |  |
| **Get to Know the College** | Member |  |  | Member |  |  |  | Chair |  |  |  |  |  |
| **Publicity** | Chair | Member | Member |  | Member |  |  |  |  |  |  |  |  |
| **Social Events** | Member | Member |  |  | Chair |  | Member |  |  |  |  |  | Advisor |
| **Sustainability** |  | Member | Member | Member | Chair |  | Member |  |  |  |  |  |  |
| **Wellness** |  | Chair | Member |  |  |  |  |  |  |  |  |  |  |