**Engineering Staff Advisory Council**

February 1, 2019 8:30 a.m.

4602 Seamans Center

Attendees

Jacob Heiden, Rachel Marek, Kristina Venzke, Chris Schwarz, Brian Snider, Blake Rupe, Ashlee Johannes, Jan Waterhouse, April Tippett

\*Dawn Marshall out of the office due to illness, so Ashlee Johannes acting secretary

8:37 Call to Order

Approval of Minutes

* December 2018: still seeking approval from Jan Waterhouse
* January 2019: Rachel motioned minutes, Jacob second, approved by council

No new announcements

Impromptu businesses items

* New College of Engineering Dean search (email from Sue Curry) added to agenda under HR Director

UI Staff Council

* Received from Linda Varvel
* Donations to Clothing Closet at IMU – professional attire for graduating students

HR Director, Jan Waterhouse

* Faculty recruitment season – lots of candidates specifically for ISE, CBE
* In January Jan started working 25% time in Provost Office and 75% in CoE through June 2020 in order to develop and implement pilot program: diversify campus faculty with 5 different departments across campus, including BME; use talent acquisition system (goes live for faculty in late April)
* Diversity, Equity, and Inclusion Council: 2 meetings now, holding listening sessions through semester for staff, faculty, students (feedback intake mode – assessment of climate (strengths and improvements) – breaking sessions up by target audiences – also opening a Qualtrics survey to receive feedback, too
* Campus-wide initiative to expand “diversity” to “Diversity, Equity, and Inclusion”
* Dean Scranton stepping down in June 2020 (17 months remaining)
* Interim Executive VP and Provost Sue Curry will be “consulting with the college for gathering a search committee”
* Councilors expressed interest in being involved in new dean search, and Jan gave ESAC supportive approval to reach out to Interim Executive VP and Provost Curry about how ESAC can be involved in this process
* Working@Iowa Survey Results – Jan will share with us next ESAC meeting; sharing results with EAC in February

April Tippett, Finance Director

* Working on revised revenue projections using data through Spring Census Date – due next week
* February 20th we start looking at data for looking at upcoming enrollment, students graduating, extended offers
* Sent CoE’s recommended budget model refinements to Jessup Hall
* Scholarship awarding for returning students – financial aid letters go out February 15th

Jacob Heiden, Treasurer

* Monthly composting expense as predicted
* Added line for supplemental funding for the staff appreciation grant
* ESAC remaining funds for this fiscal year: **$3,186 ESAC** ($1,350 for composting)
* Submitting request to April next week for charging staff hours participating on ESAC board
* Updated budget report on ESAC shared drive
* *Marek: After considering April’s comment that $500 for staff appreciation grant is in special account and can carry over into new FY. ESAC executives decided to pay all expenses from the regular ESAC account first so any leftover funds can carryover. Additional discussions on spending any extra funds this FY will occur with the full council.*

Committee Reports

EXECUTIVE – Blake Rupe

* Staff hours expensed to ESAC
* CoE staff requests: staff break room, lack of facility cleanliness
* Executive committee meeting with Dean Scranton – February 28th
* Going to ask Dean Scranton about “Lunch with the Dean for Staff”

ELECTIONS – Rachel Marek

* Reached out to printing company to confirm details about the staff appreciation gift purchase
* Minimum 3 weeks preferred for ordering staff appreciation gifts
* Blake contacted HR for updated staff numbers

STAFF AWARDS – Blake Rupe

* Staff awards nomination open until March 8th
* Email sent out to college
* March: reviewing nominations
* April 18th: Annual Awards Ceremony & Reception

SOCIAL EVENTS – Blake Rupe

* Chili cook-off scheduled for February 27th from noon-1pm UCC
* Golden ladle in the works
* July: figuring out logistics still for grill out event – will spend funds in early June

GET TO KNOW THE COLLEGE – Kristina Venzke

* April (?): Reached out to Operator Performance Lab (OPL) at the airport for a potential “get to know the college” event
* May: Spring Happy Hour

PUBLICITY – Jacob Heiden

* Departures from college: two departures last month
* Updated website: added holiday campaign and spring meetings
* Looking for photos to go along with the holiday campaign stories, suggestion to check with Communications Director Jason Kosovski

BY-LAWS – Rachel Marek

* Dawn and Rachel read through by-laws for review
* Met for a few hours to discuss review
* Plan to introduce updates in March and then vote on them in April

COMMUNITY SERVICE – Ashlee Johannes

* JoCo Crisis Center Food Drive – Spread the Love – Feb 11th – Feb 22nd
* Locations of donation bins (4 total):
  + Dean’s Suite SC
  + Welcome Center SC
  + Front office in NADS
  + Front office in SHL

SUSTAINABILITY – Blake Rupe

* Working with facilities, Office of Sustainability, April Tippet, and John Millsap on the topic of uniformity (i.e., trash cans coupled with recycle bins)
* Ordered stickers for all the “built-in” units in the SC Annex (CoE budget)

WELLNESS – Ashlee Johannes

* SC working on wellness center grant
* Potential for wellness to host an outdoors event later in Spring if funds remain

Old Business

* Any other constituent issues to raise to CoE? None

New Business

1. Budget surplus discussion: $500 from staff awards fund

* Different account than ESAC – can rollover into next fiscal year

1. Blake Rupe (ESAC President) transition
   * Starting Monday, Feb 4th will begin onboarding/offboarding through May 31st
   * Divide time between engineering and sustainability
     + 50% in Communications Center: Monday-Wednesday (morning)
     + 50% in Seamans Center: Wednesday (afternoon) – Friday
   * June: Rachel (current VP) will begin President duties in and new VP will be voted in
   * May: Blake will submit new committee chair names for June during ESAC meeting

Adjourn – 9:26am

Next Meeting

Friday, March 1, 2019

NADS Boardroom