

ESAC meeting July 19, 2021

Attendees: Travis Greenlee, Andy Veit, Kristine Roggentien, Katie Schnedler, Breanna Shea, Josh Lobb, Michelle Reyes

Liaisons: Cathy Koebrick, Jenny Simpson, April Tippet

1. Call to order 11:33 am by Travis Greenlee
2. Announcements
 - a. Introductions and welcome to new councilors
 - b. Get to know each other question: If you received 10 million dollars tomorrow...what would be one "responsible" and one "irresponsible" thing you might do with that money?
3. Liaison Committee Discussion
 - a. Finance and Operations Update – April Tippet
 - i. Today is final close for FY21, was supposed to be on Friday, but financial systems went down on Friday; should be available late Friday or next Monday
 - ii. New CBE administrator Kate Duffus begins on July 26
 - iii. Meg Delaney has been working on closing financial gaps for units and create financial reports dashboard, working with IT groups to get that to become reality
 - iv. Currently working on annual report data for Dean Nembhard; includes enrollment numbers
 - b. Operations – April Tippet
 - i. IC steam tunnel project under west side of building, reduces entrances to building.
 - ii. Updates to EFR and NADS and exterior cleaning at SC and Stanley (including windows)
 - iii. Capital assets inventory starts next week
 - c. DEI Council Update – Cathy Koebrick
 - i. Quiet right now between academic years
 - ii. Co-chairs met with Dean Nembhard last week to talk through future plans and DEI overall for COE
 - iii. Path to Distinction for faculty searches/hires
 - d. HR Update – Cathy Koebrick
 - i. Five faculty hires in progress
 - ii. HR services survey in progress, closes today at 5pm; purpose is for HR to learn how to make things better
 - iii. Longevity awards for staff coming this fall, looking at dates at the end of October. ESAC input/suggestions welcomed
 - iv. Travis asked Cathy about offboarding procedure when folks leave the COE. People are offered exit interviews but can opt out (same for the welcome and farewell messages).

- e. UI Staff Council Update – Jenny Simpson
 - i. At staff council meeting, broke out into groups and talked about UISC committees
 - ii. Cheryl Reardon spoke about Future of Work. Important to remember that this is pilot phase and there will be an assessment of what went well and did not. There are five “welcome back” videos on their [website](#). Viewing of “Fresh Start” video should be prioritized.
- f. EAC Update – Travis
 - i. EAC meetings for academic year are on the calendar and Travis is planning to attend those
 - ii. April gave an overview of EAC and why ESCA has a rep there. Engineering Administrative Council is kind of like the Dean’s cabinet. Comprised of the Dean, associate deans, DEOs, center directors, senior leaders from college (April, Cathy, Jason Kosovski, and Matt McLaughlin), and committee chairs (COE faculty council, co-chair of DEI Council); ESAC was added last year.
- 4. Review and approval of minutes from June
 - a. No changes requested
 - b. Josh made a motion approve the minutes as submitted. Seconded by Katie. Unanimously approved.
- 5. Budget Update – Katie Schnedler
 - a. Were able to spend down last year (FY21)’s funds
 - b. \$7500 is amount approved for FY22. In past ESAC has supported composting, staff time, initiatives.
 - c. Additional funds: In both FY20 and FY21 ESAC received \$500. Currently \$855 remains in an account that is not an “05” account, meaning it does not have to be spent this FY (but can be).
- 6. New business items for this agenda
 - a. Dean Nembhard’s Vision for the College & Priorities: Scholarship, discovery and innovation; Research and graduate programs; Transformative learning experiences; Experiential learning and ethics; Societal impact; Social justice; DEI and community/Inclusivity; Resources and strategic investments
 - b. ESAC Goals within Bylaws. How are they aligned? How do they differ?
 - i. Andy points out that Staff Advancement/Staff input have a whole page in Dean’s long-hand plan. Not really addressed in the overview slide that Travis shared
 - ii. Travis pointed out he and Josh work directly with students, while we at research centers interact with students as employees
 - iii. Josh shared information about [Iowa GROW](#) program, would encourage us to think about how we can encourage students to think about employment complements academic experiences.
 - iv. Andy says we all work with students and hire students and have fun working with students. He thinks his students sometime a bit of a shock sometimes, for things that have to be done in the workplace. Isn’t really like working on the real world in industry, but a snapshot of things people do

7. Areas of interest (in general)
 - a. Travis is interested in learning more about research centers, and how we are connected to college. Has not had a lot of overlap in his day-to-day job.
 - b. Andy: at NADS we have our own perspective, involvement of faculty and way projects are developed at NADS is different compared to other centers. NADS is very staff-led, staff-initiated. Personal relationships with sponsors. Other centers have a lot of faculty involvement.
 - c. Breanna echoed those sentiments.
 - d. Kristine is interested in meeting more people in person, community outreach, local charity things
 - e. Michelle: Educating ourselves about COE and centers and structure, to learn how to better advocate for staff, and how to be a more visible within COE
8. Officer Nomination & Confirmation
 - a. Article IX of bylaws identifies four officers.
 - b. Treasurer: Katie self-nominated, Michelle seconded, approved
 - c. Secretary: Michelle self-nominated but encouraged others to please speak up if they are interested. No other nominations. Unanimously approved.
 - d. There were no nominations for Vice President. Michelle moved to table this election until the August meeting, Andy seconded. Vote was unanimous.
9. Discussion of Ad Hoc committees
 - a. We will not form these today but will have an overview of previous committees/initiatives
 - b. Engagement and Inclusion committee – Josh
 - i. Last year this committee tried to have a variety of virtual events and tried to plan potential in-person events. This included gauging whether people were getting burned out on virtual events. Everyone had different levels of comfort. One idea was Donuts with the Dean (drive-through with Dean and center director/DEO)
 - ii. Events that have been done in the past include chili cookoff and Big Grove hangouts
 - iii. Community outreach ideas include volunteering in local elementary schools, e.g., volunteer to read with ESAC facilitating the sign-up process
 - iv. Would be nice to have hybrid offering both in-person and virtual events (more participation from those off center)
 - c. Sustainability
 - i. Not a lot of activity
 - d. Desk cycle (ESAC initiative that immediate Past President Jacob Heiden inherited from previous President Rachel Marek)
 - i. Obtained through grant by Wellness committee in FY20. Didn't have Wellness committee FY21.
10. Standing Committees defined in by-laws:
 - a. Executive – Travis Greenlee (President)
 - b. Bylaws – (Secretary)
 - c. Elections – (Vice-President)

- d. Staff Awards – Travis Greenlee (President)
11. Old Business
- a. Purchased ESAC Appreciation Gifts and Distribution, Would like help with distributing them. So far there have been 108 responses. Travis and Katie will do a first pass, group gifts, and plan how to start distributing the gifts.
12. New Business
- a. Scheduling Monthly Meetings. When in person, meetings will be held at SC or NADS or SC. ZOOM will always be available. Michelle will send Doodle poll to get August meeting scheduled.
 - b. ESAC Vacancies (discussion for next meeting)
13. Motion to adjourn by Katie. Seconded by Andy. Meeting adjourned 12:48.