

Engineering Staff Advisory Council

Aug. 24, 2021 – 8:00 am – Zoom

Councilors present: Travis Greenlee, Josh Lobb, Breanna Shea, Andy Veit, Kristine Roggentien, Brian Morelli, Katie Schnedler, Michelle Reyes

Liaisons present: April Tippet, Cathy Koebrick

1. Meeting called to order at 8:04 by Travis
2. Announcements
 - a. Get to know each other question: What is one show/movie you have recently watched that has brought you joy?
3. July meeting minutes
 - a. Motion to approve by Andy. Josh seconded. Vote was unanimous.
4. Liaison Committee Reports and Discussion
 - a. Operations update – April Tippet
 - i. Some window cleaning was completed over the last month. Cleaners did not get to all the windows due to not having the correct lift. Windows on the west side of the building will require cleaners to repel
 - ii. Flags in Seamans Center student commons were cleaned and updated to reflect countries for current students
 - iii. April has been working on additional space requests, including IIHR (Troy Lyons) which needs space for projects, NADS (Mary Bender) for storage, and student org groups with UI Administration
 - b. Finance update – April Tippet
 - i. Not a whole lot this past month with the new fiscal year starting. Budgets have been set and allocated
 - ii. The 10th day of the semester is the census date. Admin team has about two weeks to submit projected budgets revised for the census count.
 - iii. April et al. finishing up research expenditure calculations, which takes 4-6 weeks to complete
 - iv. Survey season beginning: ASEE retention and time to graduate survey, US News and World report grad program ranking (peer assessment and recruiter first, then info on enrollment, degrees conferred, number of faculty, space, etc.), and ASEE profile of schools
 - v. Scholarship portal for 2022-23 year will be opening in just a few weeks
 - c. DEI Council Update – Cathy Koebrick
 - i. Searches for three tenure-track faculty positions are beginning; want to get ads posted early ahead of competition. Provost office has released [Path to Distinction](#). Now to recruit and retain more diverse faculty.
 - ii. DEI Council will be getting started now that semester is underway
 - d. HR Update – Cathy Koebrick

- i. Since we met last month, there was 1 departure and 2 new staff were hired.
- ii. Tentative date on the calendar for Staff Longevity Awards is Nov. 3 for 2-3 pm. There are about 37 people who will have milestone. Event will be held on Zoom to facilitate easier/greater participation. HR team will be engaging ESAC to help with planning.
- iii. Welcome event that we had for Faculty and Staff went well, thanks for help and participation.
- iv. Based on BOR guidelines, UI/COE cannot mandate masks and vaccines, but UI/COE encourages everyone to wear masks. Dean Nembhard sent a message to COE students echoing messaging from UI and reminding them that many faculty and staff have young children who cannot yet be vaccinated.
- v. A reminder to staff that if we need additional flex to our schedule, to communicate with our supervisor, there is the option to “flex the flex” working arrangements and for us all to work together to keep each other healthy
- vi. UI HR has created welcome back videos and information
<https://hr.uiowa.edu/development/learning-and-development/welcome-back-campus>
- vii. HR working on plans for how they are going to evaluate Flex work arrangements
- viii. It’s time for staff evaluations. Need to have these completed mid-October so Cathy and April can use this data to inform salary raises (raise pool has not yet been finalized by Dean).
 - 1. Is there interest in holding a Lunch and Learn about how to complete your self-evaluation as Cathy has done in previous years?
 - 2. Is there anything that has changed?
 - a. Travis – new frame with COVID
 - b. How do you talk about your productivity and achievements with the hiccups that we have had?
 - 3. Consensus was to have ESAC sponsor the L&L (by staff for staff)
- ix. COE HR sent out launch of new forms and process for staff development
 - 1. Broad and more consistent equitable funds for staff training and development. People who work in research centers, depends on whether training can be covered by research grants. This is new for centers but has been in place for academic and administration units for about three years.
 - a. This is not tuition. COE does not have tuition program, just UI tuition program.
 - 2. Promotions and career shifts. Can be initiated by your supervisor or self-initiated.
- x. Follow-up question from Travis concerning hiring requests. That is a separate process. Attach job description, COE decides if they need to hire person
- e. UI Staff Council Update – Jenny Simpson – Absent, no report submitted
- f. EAC Update – Travis

- i. Attended EAC Retreat the week of Aug 9. Topics included COE mission and values, a lot of numbers and benchmarking, undergrad experience, undergrad and grad programs, development team, DEI
 - 1. Good to have all the folks in the room
 - ii. Shifting student advising model to primary faculty model. Michelle asked for clarification. Prior to this year, there were four professional first-year advisors. Now, starting second semester all students will switch to a faculty advisor. April added that curriculum changes (fewer core courses) drove the change.
 - iii. Attended EAC Meeting the week of Aug 16
 - iv. EAC meeting and retreat felt very faculty focused. Travis added that he understands that faculty searches are very important/high priority right now
 - 1. Cathy shared that an all-college meeting will be held on Sept 28, though those details have not been sent out yet. She expects the Dean will address staff and she knows that the Dean knows staff are important.
 - 2. Undergrad tuition provides most of COE funding. Hiring good faculty are important for recruiting students.
- 5. New business
 - a. Travis asks all Counselors to please fill out [Contact Info Doc \(spreadsheet\)](#) in Shared Drive
 - b. Vice President election
 - i. Andy expressed interest. Discussion about duties. Vote was held with majority of councilors in favor
 - c. Discussion of ESAC Committees
 - i. Past committees/initiatives have included Wellness, Sustainability, food drives, Engagement and Inclusion, Get to know the College (social events with different themes)
 - ii. Engagement and Inclusion Committee is focused on community-building within college, ways to connect with underserved populations.
 - iii. Consensus that Engagement and Inclusion committee will be retained
 - iv. Discussion of initiatives/ideas related to onboarding/welcoming new staff.
 - 1. Having a “buddy” for new staff to help them understand lay of the land, maybe share a small welcome gift.
 - 2. Andy shared that he has worked on on-boarding materials that have now been formalized at NADS. So easy for person who is hiring to forget all the parts (e.g., IT, computer, workspace is clean). Not to leave new hire to “figure it out” on their own.
 - 3. Cathy thinks we sort of need to rebuild community. Knows NADS and IIHR have decent/good onboarding processes, some of the departments have formalized procedures.
 - 4. Andy- onboarding webpage? Links or introductory info about how the college works and where material are.
 - 5. Cathy and April are working to create a Forms page. Hailey is helping put together HR processes; one is on-boarding, one is off-boarding. (Did

we know there is a COE acronyms document? Sometimes give it to new staff.)

v. Sustainability

1. Travis presented the idea of an office share, i.e., a place in SC where folks can leave unwanted and find wanted office supplies. NADS staff shared how things work at NADS. Breanna and Brian shared that things at IHR and ITI, respectively, worked similarly. Andy raised the issue of who would manage the space as things appear, could become a dumping ground. Josh, as a former dept admin, shared that the department office has both new supplies and leftover supplies. People get very territorial over funding. April shared that across the college there are extra labels, certificate paper, surplus binders. Consensus that there wasn't a need for an office share.
 2. Discussion about composting.
 3. Breanna volunteered to reach out to UI Sustainability to learn what other initiatives we could consider.
- d. Staff appreciation gifts. Katie reported that there are about 90 deliveries that need to be made. Later this week Katie and Travis will sort swag by staff locations. Then councilors can volunteer to pick-up and deliver gifts.
- e. Discussion about a regular meeting time for the rest of the FY. Based on information visible in Outlook calendars, Michelle proposed afternoon on the third Thursday of the month. Group agreed that 2:00pm would generally work for everyone. Michelle will set up reoccurring event.