

ESAC regular meeting – December 16, 2021

Councilors: Travis Greenlee, Katie Schnedler, Josh Lobb, Michelle Reyes, Andy Veit, Brian Morelli (joined after his UISC meeting)

Advisors: Cathy Koebrick, April Tippet

1. **Call to order** 2:06 pm by Travis
2. **Announcements** What is your favorite holiday sweet/dessert/food?
3. **November Meeting Minutes** Katie moved to approve. Josh seconded the motion. Minutes were approved unanimously.
4. **Liaison Committee Discussion**
 1. DEI Update – Cathy Koebrick
 1. First Council meeting was held on Dec. 1.
 2. [Website for COE DEI Council](#)
 3. COE co-hosting diversity event with Math Department on Jan 28
 2. HR Update – Cathy Koebrick
 1. Working on safety planning after assault incident in the Dean’s office suite on Nov 29th
 1. HR sent out a safety training survey. Note that safety in workplace often depends on personal preparedness.
 2. Also working with director of emergency management to assess our facility safety
 2. Since we last met, there have been six new staff hires in college. Two were already working in the college as post-docs. Names were shared with Kristine for welcome activities. One more expected to join college by the end of the year. Four active searches for staff positions.
 3. Flexible Work Arrangements will be extended through June 30. Cathy reminded everyone that if you want to modify your arrangement for <30 days, just work with your supervisors and unit to do that, e.g., during winter break
 4. Vaccine requirement associated with President Biden’s Executive Order for entities holding federal contracts is currently on hold. Initially those working in IIHR and CBE needed to provide proof in order to process pending contracts.
 1. Andy asked follow-up about requirement/request to provide vaccine information. UI employees are still encouraged to voluntarily provide this information.
 2. Finance Update – April Tippet

1. January 1 salary entries were put into salary application and final spreadsheets sent out to each unit along with a template letter that April and Cathy created. Evaluating process, practices and communication for July 1 increases. In next few months look for some efficiencies and best practice guidelines
 2. This week UI budget office is meeting with deans and budget officers to discuss modifications to Collegiate Economic Analysis. Plan was implemented in FY19. Units look at refinements every other year and this was done in FY21. These adjustments will be for FY23
 3. Scholarship application portal closes to students on Jan 1. April and her team are communicating with students and departments about awards, departments have until January 21st to provide their recommendations to the college for returning student scholarships.
 4. April has been working heavily on reviewing data for US News and World Report survey. It has sections that have to correspond to ASEE profiles of schools survey data which is due at end of calendar year.
3. Operations Update – April Tippet
1. Sidewalk and crosswalk at the bottom of the hill (between SC and Main Library) are open
 2. Working on safety planning with Emergency Management Director Anna Lumpkin at UI Department of Public Safety on communication protocols and reviewing building emergency action plans for all COE facilities. Personal preparedness and training are the most important aspects of safety planning.
 3. The College of Engineering will be going through a Facilities Review. this charge comes from Dean Nembhard and will include CoE HR, UI Organizational Effectiveness, UI Facilities management, Director of F&O and Director of Facilities. The structure of this review will be similar to the recently started MARCOM review in the college of engineering. Anticipated timeline for communication to go out in January.
5. **Budget Report – Katie Schnedler**
1. Expenditures for previous month were all for salaries
 2. Clarification of reconciliation procedures
6. **UISC updates – Brian Morelli**
1. Reiterated information from the UISC update he shared with COE staff
 2. Updates on UI Art Museum. Though it is almost done, the building is not opening until Sept. Councilors saw a slide show of what space the is looking like. Exciting that Jackson Pollack mural will be back

3. Councilors got an update on report from UI Ombudsperson. They serve as a resource for all faculty, staff, and students. Their services were used less in the past year due to COVID.
4. Discussion about free speech. Important to know that when you're speaking as part of your job, free speech rights are less
5. Brian serves on the UI Relations Subcommittee and would like to have them present to us at an upcoming meeting (they are going around to all shared governance groups)
6. EAC update – Travis Greenlee
 1. EAC met yesterday. Presentation from Joni Troester and Trevor Glanz on recruitment and workforce retention strategies. Compared to rest of the university, COE searches take less time and college has better retention.

7. Committee reports and new business

1. Exec committee did not meet, will meet in January
2. By-laws did not meet
3. Elections No updates, should meet after the new year
4. Staff Awards did not meet
5. Publicity and Greeting committee recap
 1. Lots of great work from Kristine and Brian.
 2. Follow-up from Cathy on the post-docs who now have P/S staff appointments: though COE does not usually do the college welcome message in these situations, ESAC should reach out.
 3. Breanna will meet and greet new hire Simone
6. Sustainability – update from Breanna by email
 1. ESAC sustainability webpage has been updated
7. Engagement and Inclusion – update from Breanna by email
 1. Breanna will pick-up donations next week,
 2. Toys for Tots – no volunteers, consensus was to cancel
 3. Reviewed United Way Cay of Caring opportunity
8. Michelle moved to adjourn. Travis seconded. Meeting adjourned at 2:51pm.