

Engineering Staff Advisory Council Agenda

Thursday, February 17 @ 2:00 PM CST

Via Zoom (COVID-19 precaution)

Councilors: Travis, Michelle, Brian, Josh, Breanna, Katie

Advisor: Cathy, April

Guest: Brian Douglas, UI Staff Council and College of Education; Justine Hines and Alyssa Burks, CoE Student Success team

1. Call to order at 2:03 by Travis

2. Announcements

- a. What is one item you own that has virtually no monetary value but has such sentimental value that you would not sell it for \$1000?

3. Staff Council Presentation

1. Brian Douglas, UI Staff Councilor and member of UISC University Relations Committee shared information about UISC, including:
 - Focus Areas of UI Staff Council, with a focus on Collaboration
 - Staff Council Organization, representation of staff by unit as well as by job function
 - Staff Council Committees. The University Relations Committee main focuses are 1) collaborate and communication with local governance organizations and 2) participate in Hawkeye caucus and communicate with lobbyists and legislators to help advocate for UI as an institution.
 - Promoting Staff Recognition initiatives, which include staff longevity awards, Mary Jo Small Fellowship, Improving our Workplace Award, personal and professional development opportunities, like tuition assistance program (there may be some funds still available for summer tuition), leadership coaching, linked in learning.
 - Staff Council Visibility. Exec Committee meets with UI President monthly and Provost every other month.
 - Staff Council and DEI initiatives, funding for DEI initiatives
 - Shared links to staff council website and Facebook page.
 - One topic of conversation is tuition assistance for family members (most Big10 schools offer this benefit)

4. January Meeting Minutes

1. Katie moved to approve the minutes. Travis seconded the motion. Minutes were approved unanimously.

5. Liaison Committee Discussion

1. DEI Council Update – Cathy and Josh
 - i. DEI council met last week.
 - ii. MLK Day STEM event cosponsored by the Math Department is rescheduled for Feb. 25 at 4:30 pm. Event will also be livestreamed.
 - iii. Professor Sarah Vigmostad has been appointed as Interim Associate Dean for DEI.
2. HR Update – Cathy Koebrick.
 - i. Four staff have departed this month. Cathy added that while she likes to send welcome and farewell notices, sometimes people request to not have a message about them and she respects their wishes.
 1. Katie Voss will be transitioning over to Tippie College of Business. Staff can reach out to Cathy directly or engr-hr@uiowa.edu for HR needs.
 - ii. Safety planning and preparedness continues.

1. Being individually prepared is most important. There will be a training session on personal safety preparedness with UIPD Officer Elton Pool on Thursday, March 24 from 1-4 pm. This course will combine content from Violent Incident Survival Training and other courses.
 2. CoE has received the report of findings and recommendations from UI Emergency Management. Will be meeting with Dean Nembhard to talk through the report findings.
 3. COVID reminders, including a reminder to fill out self-report form.
3. Budget Update – Katie Schnedler
 - i. Only expenses have been for staff hours.
 - ii. We have \$6,120. Budget request for this year included funding for Thanksgiving and other in-person events so we need to think of ways to use our funds.
 4. Finance Update – April Tippett
 - i. Currently working on revised tuition revenue projections and indirect recovery. The CEA is due next Wed to the UI Budget Office. There will be a budget review board meeting the first week of March.
 - ii. Incoming student scholarships offers are complete. Offers for returning student scholarships are 90% done. Financial aid offer letters are drafted.
 - iii. Jon Ryan is updating BI reports into the campus data portal. Remapping everything, getting groupings updated, reporting usage efficiencies. Rolling out next week to Engineering Student Success Team, Dean’s office.
 5. Operations Update – April Tippett
 - i. CoE received some N95 masks, John Millsap is distributing these to different units.
 - ii. As Cathy mentioned, they continue to work on safety planning. They completed walkthroughs of SC and received a list of recommendations. Hoping to meet next week to discuss next steps and communication. Walkthroughs of other buildings are being scheduled. Emergency plans, drafted in conjunction with emergency management and risk management, are back in our hands for a few edits, due back in March. By the end of semester, the plans will be signed and on file. Emergency management would like to reference the plans during on-boarding.
 - iii. Facilities review is in progress. Collected information from each of the units, including who is using the space and for what activities. Stakeholder groups will be held soon, and a draft report is expected in mid-March.
 6. EAC Update – Travis
 - i. EAC met on Jan 18. They continue to hear presentations from department DEOs and research center directors. April gave a presentation about budgeting. Subcommittees also provided updates to the EAC.
 7. University Staff Council- Brian Morelli –
 - i. UISC received an update on the UI 10-year master plan. MacLean, Jessup, and Mcbride Halls will be getting some overhauls; staff in those buildings will be relocated during the work. IATL will be getting some attention in the future, which might impact some CoE research centers. Both the Field House and Halsey Hall will be removed for ambulatory surgery center and parking, respectively.
 - ii. Future of Work updates. The early feedback for hybrid is very positive; benefits include autonomy of choice, empowerment, advising for students outside normal business hours. Preliminary indications seem like hybrid work would be continued and that is the recommendation being made to UI Administration.

6. Committee Reports & New Business

1. Executive*

- i. Q&A with the Dean is scheduled for March 2 from Noon-1 pm
 - ii. Questions can be submitted via email (enr-esac@uiowa.edu) or through the [Anonymous feedback](#)
2. Bylaws/Policies & Procedures*
 - i. Some discussion regarding bylaws was held during Executive committee meeting. We expect a few changes to bylaws this spring
3. Elections*
 - i. Some discussion with Andy about what that process looks like
4. Staff Awards*
 - i. Cathy, Travis, Brian and Katie held initial discussion about the process.
 - ii. Associate Dean Udaykumar is assembling a faculty awards committee (likely will include some staff researchers) and it was recommended the faculty awards committee also evaluate the Staff Excellence Award for Research
 - iii. For the three remaining Staff Awards, we need to assemble a more robust and representative group, confirm criteria and required nomination materials for each award, then the group would do evaluations and make recommendations to the Dean. Cathy will coordinate process as in the past. Representation from each major research center and at least one each from academics and from administrative units.
5. Engagement & Inclusion
 - i. Trying to get back to in person events, was suggested to do a social event at Big Grove Brewery in April and might do another one in May to celebrate the end of the semester and/or a family picnic in June at Terry Trueblood. Events may be catered. Small staff appreciation gifts were also mentioned as a possibility.
6. Sustainability
 - i. Earth Day/Earth month in April
 - ii. Could potentially promote Bike to Work week, provide breakfast/treats at different CoE buildings
 - iii. Put sustainability tips in the ESAC updates
7. Publicity & Greeting Committee
 - i. Committee continues to greet new staff with gift and info about ESAC and invitations to attend monthly meetings.