

Engineering Staff Advisory Council Minutes

Monday, March 21 @ 12:00 PM CST

Via Zoom (COVID-19 precaution)

1. **Call to order** at 12:05 by Travis Greenlee
2. **Announcements**
 1. What was your favorite experience from High School?
3. **February Meeting Minutes**
 1. Edits and approval Brian, Andy, vote for unanimous approval
4. **Committee Reports & New Business**
 1. Engagement & Inclusion
 1. Breanna, still planning to do social gathering for April
 2. Council encourages committee to get event dates set
 2. Publicity & Greeting Committee
 1. Kristine, continuing to greet new staff, need to set up committee meeting, about adding a goodie bag for the day they arrive, balance between complicating the process too much, have to find out from Cathy how/when to make that happen
 2. HR is going to potentially do a swag bag for faculty or staff, could we put something from ESAC in the bag for staff?
 3. Erin Foster Hartley and Cathy are working to implement that for FY23, then if ESAC wanted to provide small item(s), add a card or info into what COE is doing as a welcome. then ESAC can continue our process of greeting and one-on-one.
 4. Michelle pointed out that a March ESAC update was not sent out
 3. Sustainability
 1. Brenna said she and Andy have not met
 2. There are some things going on campus that we could connect with if we want to do something for Earth Day/Month
 4. Executive*
 1. Wrap-Up Q&A with the Dean

1. 35 people in attendance
 2. Michelle and Brian took notes, Travis will start integrating them together
 3. Kristine wants to talk with Brian about how to better publicize this event in the future
5. Bylaws/Policies & Procedures*
 1. No updates
 6. Elections* - Andy
 1. Elections held late spring, schedule is to seat new councilors on July 1, can have up to 11 councilors, thinking about possible ways to enhance recruiting, need to meet again to discuss when to start the process
 7. Staff Awards*
 1. Committee has been assembled and has convened once
 2. Reviewing Staff Awards Criteria & Rubrics looking at descriptions
 3. Cathy met with faculty awards committee (includes staff for staff research award, they have been tasked with the same exercise, have asked them to complete it this week).
 4. Date for awards is Wed May 11, 2-3 via Zoom. Dean's travel schedule impacted this and will tighten the timeline. Cathy would like to send the announcement early next week, 3 weeks to submit nominations, simplify nomination materials, 3 weeks for evaluations.

5. Liaison Committee Discussion

1. University Staff Council- Brian Morelli – no report
2. Budget Update – Katie Schnedler –
 1. Charges for staff hours, \$5334 left to spend right now. Projected balance \$4600 after expected staff hours are expensed.
 2. Cut-off for spending funds is early-mid June (depends on the payment method).
 3. Discussion about expense estimates for upcoming events; \$300 for appetizers at Big Grove, \$700 for food to grill out and equipment rentals for a family gathering
3. DEI Council Update – Josh Lobb
 1. Met March 8
 2. Simone Stecker described some of the DEI related activities she's doing on social media, the way she interfaces with DEI council and promotes activities
 3. The UI has campus climate reports (survey) coming out

4. BUILD workshops coming up
5. Funding for DEI related spending (e.g., guest speaker) still available
6. Main library has opened a reflection room, SC also has one in room 1441 SC
4. HR Update – Cathy Koebrick
 1. One staff member joined, one left.
 2. Personal Safety and Self-Protection Training this Thursday 1-4 at UIPD offices, low sign-up (n=7), opened to other colleges
5. Finance Update – April Tippett
 1. Entering last quarter for FY22, accounting and financial reporting just released their FY year end calendars.
 2. If you're traveling in June, be aware of p-card cutoffs date.
 3. FY23 CEA portal open for building enrollment, tuitions, direct recoveries, head counts, closes in early April. The UI Budget Office will then build the budget and the FY23 CEA will be shared at the May Budget Review Board meeting which will provide the college's FY23 GEF budget.
 4. Budget requests are due this Friday, this includes the ESAC budget request for next year.
 5. Getting salary planning increase spreadsheets ready to out to units in early to mid-April.
6. Operations Update – April Tippett
 1. Successfully transitioning all BI reports into the campus data portal which includes getting appropriate categorization, access, documentation, etc. In addition, we are working on building BI dashboards related to strategic plans metrics, enhancing the replacement of the faculty APR reports, etc
 2. John Millsap and April are scheduling safety walkthroughs at other buildings. It may take some time as Emergency Management's calendar is busy. Getting some quotes for some of the recommendations, e.g., door stops being removed, window tint vs cloth coverings
 3. Facilities review process continues. Stakeholder meetings were completed before spring break. Information will be submitted to the Dean later this month.
 4. Kristine asked April how ESAC would go about getting items printed at UI printing. Ask Katie to use the ESAC MFK
7. EAC Update – Travis asked Cathy and April to share updates as he was unable to attend
 1. Dean Nembhard shared strategies related to faculty hiring
 2. DEOs are putting together annual faculty hiring plans
 3. F&A realignment updates policy report was finalized. Affiliation policies and practices are being revised

4. Budget subcommittee report was submitted just before spring break
8. Josh Lobb shared updates on the new space in the SC annex being set up to serve graduate students. Includes study spaces, fridge, coffee machine, TV, table and chairs. Additional furniture coming in a few weeks. Students can relax, socialize and build community. Opportunity to hold events like NCAA/world cup viewing parties. Students can gather in affinity groups, journal clubs. Considering a monthly donuts and coffee time

Next meeting

Thursday, April 21 @ 2:00 pm CST (Zoom)